

FRAMEWORK FOR APPROVAL OF SPECIALIST MEDIATION TRAINING (Special Educational Needs & Disability Mediation)

This document covers the following areas:

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- 2. Approval for new courses**
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1. Introduction

Mediation Provider Organisations and Independent Training Providers may submit their training courses for approval by the College of Mediators (COM) and the Civil Mediation Council (CMC) in order to become Recognised Training Providers of SEND Mediation Training and listed on our joint Training Register. This framework provides a template against which a specialist training course, designed to develop the mediation skills and knowledge required to be an SEND mediator, can be assessed and approved by these two professional bodies.

A specialist training course is one which accepts delegates who are already trained and experienced in another field of mediation. For those training providers wishing to provide foundation training in SEND Mediation (i.e. a programme of 40 hours in length for participants who are new to mediation) please see the document on the College website entitled 'FOUNDATION Training Approval Process 2017'.

Once approval is granted, courses can be advertised and run as COM / CMC approved for a three year period.

The application to the College should consist of:

- A completed application form (pages 5 of this document)
- A course commentary (see Section 7 for guidance)
- A copy of the Aims and Learning Objectives, together with Training Course Programme (see Appendix A for guidance)
- Other supporting documentation (as indicated within this Framework document)
- A fee of £300 to cover the costs of the approval process (see Section 5 for details of fees)

These documents should be submitted electronically as email attachments. Please contact us to discuss further if this poses a problem.

2. Approval for new courses

- i. Completed course commentary, learning objectives, training programme, other supporting documents and fee (£300) are sent to the COM / CMC for assessment; if satisfactory, provisional approval status is awarded to deliver **one** course.
- ii. Evaluations of the course by trainees and trainers are to be sent to the COM / CMC within two weeks of the completion of the course.
- iii. On the basis that the evaluations are overall satisfactory, full approval will be awarded for the course just delivered and for the courses to be run (with minor amendments made in the light of the evaluations) during the next three years.
- iv. After three years, there must be a re-submission with any changes identified and recent evaluative evidence included. Approval may then be renewed.

3. Approval for Established Courses:

You may have been running a specialist course for some time and now wish to register it with the COM / CMC.

Please submit the following:

- A completed application form (pages 6 & 7 of this document)
- A course commentary
- A copy of the Aims and Learning Objectives for the course, together with the course programme
- Other supporting documentation
- Completed evaluation forms from the latest course
- A fee of £300 (see Section 5 for more detail)

For guidance on submitting evaluation information, please see Section 7:G

4. The Approval Process

Step 1: Please send an initial e-mail, marked 'SEND Training Approval', to:

- i) The Civil Mediation Council: applications@civilmediation.org or
- ii) College of Mediators: admin@collegeofmediators.co.uk

Step 2: You will receive a response within one week acknowledging your wish to apply.

Step 3: Two assessors will be appointed from our panel within two weeks of your initial enquiry. You will be notified of this and requested to send your application electronically to the COM /CMC.

Step 4: Please send a copy of the application form, with the relevant documents, by email to the College and the CMC, together with your cheque or invoice request.

Step 5: Your application will be checked by each assessor individually against the requirements for approval. The assessors will then confer and make a recommendation to the panel.

Step 6: A recommendation will be made within four weeks of the submission of your material and you will receive notification.

Options for recommendation are:

- A. Approval
- B. Approval after meeting stipulated conditions
- C. No approval (with reasons clearly stated)

Applicants may appeal to the Joint Chairs of the Assessor Panel (representing both the COM

and the CMC) if they are unhappy with the decision. The Chairs' decision, which shall be final, will be delivered within two weeks.

The assessor panel will monitor approved mediation training courses and may require further specific evidence, on a random basis, that quality is being maintained

5. Fees

The fee for having a specialist training course assessed for approval is £300.

Training approval in this field is supported by the Department for Education and funding is available to cover this fee. This financial support is for a limited period only, until March 2020. After this time applicants will be required to bear the costs of approval themselves.

Applicants who wish to have their training approval funded should indicate that this is the case on their application form and need not make any direct payment to the College or the CMC.

6. APPLICATION FORM FOR APPROVAL OF (SEND) TRAINING COURSES

1. This application is submitted by:

Name _____

Address _____

Tel: _____ E-mail: _____

The applicant is (please circle):

Mediation Provider Organisation Training Provider

Other (please describe):

Status (please tick):

- A first application for a new course yet to run (1 course approval)
- A first application for a course that has previously been delivered (Evaluation information included for three year approval)

2. Fee enclosed:

Do you wish the CMC / COM to apply for DfE funding for your application (available for applications made before March 2020?) Yes / No

If No, please mark as appropriate:

- I enclose a cheque for £____ (please enter appropriate amount)
Cheques payable to College of Mediators
- Please invoice for £____ (please enter appropriate amount), quoting
Purchase Order No. _____

3. Declaration

Signed	Date	PTO

7. Course Commentary Guidance Notes

A course commentary should be written to accompany an application for a new or established course to be approved. The commentary should address the criteria raised in the following checklist.

Within your commentary, use the following headings and reference numbers to help you present the information clearly. This also speeds up the approval process. Cross-referencing is encouraged where one piece of information or documentation refers to more than one criterion.

Criteria marked * require supporting documentation as well as information within the course commentary. Such documentation should illustrate and verify the claim that the criteria are being met. Label each document with the heading and reference number of the criteria to which it refers.

Guidance for submitting evaluation information appears at the end of the list of criteria.

A. Access to the training

1. What information are potential trainees given about what they can expect from the training and what will be expected of them? Delegates must attend the full course. At what point is this made clear? *
2. If the course has entry requirements, how is fairness of selection ensured?
3. What provisions have been made to ensure that training venues are accessible?
4. What provisions have been made to ensure that course materials and training methods and styles are suitable for and accessible to participants?

B. Resources

Please comment on how the course meets the following:

1. Appropriate trainers who are qualified to deliver the programme covering
 - Training experience
 - Mediation experience
 - SEND knowledge and skills
2. The length of face to face delivery time should be a minimum of 12 hours in length and must provide sufficient contact and non-contact time for the stated learning outcomes or course objectives to be delivered.
3. The venue must have at least one good sized room to accommodate all participants with facilities for smaller group work (either by room division or through the use of additional room(s)/space).

4. What reference and support materials does the provider have available for both trainers and learners to draw upon? * (e.g. booklist).

C. Training Methods and Style

1. Comment on the training methods used on the course. A range of methods should be used to accommodate differing learning styles, and chosen methods of delivery must be participative and acknowledge the experience that the trainees bring to the course.
* (please attach the course programme and handouts from a sample of two course sessions).
2. How far does the style of the training match the underpinning values of mediation?
3. As a training provider, please give details of arrangements you have in place to ensure equal opportunities and to respond to complaints.*

D. Learning Outcomes or Course Objectives

1. What are the learning outcomes or course objectives, and at what stage are they made explicit to trainees? *
2. What is the content of the course and at what stage is it made explicit to trainees? *

(please see Appendix A for the detailed list of content that should be covered)
3. How is the pathway into practising as a mediator after the course has finished explained to the trainees? *
4. How far do the learning outcomes or course objectives support the trainees towards achievement of accreditation as outlined in the SEND Standards document.

E. Assessment and Accreditation

1. While it is not expected that participation in the taught programme will be assessed trainers must bear in mind that delegates will complete a further 14 hours of professional practice and reflection before reaching accreditation. Where training is undertaken by the Mediation Provider Organisation it is expected that this will be provided internally. Where training is delivered by an independent Training Provider this should be clearly explained and guidance should be provided.
2. What arrangements are in place to give feedback and support to delegates on the taught course, particularly for those about whom there may be concerns?

F. Evaluation of the course itself

1. Comment on the ways in which you will evaluate the effectiveness of the training. *
2. What opportunities are there to evaluate the course both during and at the end?
3. Who is involved in providing feedback about the course (e.g. participants, trainers, supervisors, the mediation service)?
4. What mechanisms exist to ensure that this feedback is used to improve subsequent courses?

G. Guidance for submitting evaluation information

This is relevant for training providers who are applying for approval of an established course

Information should include:

- Details of when and where the course ran, and the number of participants who started and completed the course
- Copy documents of participant and course evaluation forms
- A copy of the course programme as it actually ran, highlighting differences from the programme originally submitted.

H. Managing Complaints

Please confirm that you have a complaints procedure and attach details.*

Appendix A: Content of Training Programmes

Training providers seeking approval from the College of Mediators or the Civil Mediation Council will need to demonstrate that their training programmes incorporate the following content.

The training should consist of four distinct modules:

1. The Legislative framework
2. Contextual knowledge of SEND
3. Mediation practice and the conduct of cases
4. Local processes and procedures

Each of these modules should cover the content outlined below, though some aspects will be covered in greater or lesser detail according to the prior experience of the participants. It is therefore left to the discretion of the training provider to decide the extent and depth to which different topics are covered.

Each module should incorporate opportunity for participants to reflect on their learning, identify the impact of new learning and consider future training needs.

Module 1: Legislative Framework

Module 1 should signpost the learner to the following pieces of legislation, highlighting as appropriate how they could be applied to different contexts:

Key Legislation

- Children and Families Act 2014
- SEND Code of Practice 2015 and SEND Regulations 2014
- Mental Capacity Act 2005
- Safeguarding legislation

Supplementary Legislation

Children Act 1989

Equality Act 2010

Care Act 2014

Education Act 1996 and Code of Practice 2001

Mental Health Act 1983, 2007

Chronically Sick and Disabled Persons Act 1974

Human Rights Act 1988

Working Together 2013

- Self-reflection and implications for personal development

It is expected that the key primary legislation would be covered in some detail while supplementary secondary legislation might be referred to and signposted.

Module 2: Contextual Knowledge SEND

Module 2 should cover the following topics

- Voice of the child or young person
- Language and definitions associated with SEND

- Understanding families and the processes by which SEND is identified
- How SEND support is structured and provided – the graduated response
- Role of professionals and who the child or young person is likely to engage with
- Types of SEND – general overview/awareness (signposting as can be explored in more detail as part of CPD process)
- Reasonable adjustments
- Education and Health Care plans
- Self-reflection and implications for personal development

Module 3: Mediation Practice and the Conduct of Cases

Module 3 should cover the following topics

Preparing for mediation: facilitating information exchange and clarifying agendas

Working with children and young people with SEND

Children and young people participating in mediation

Voice of the child

Authority to settle issues in SEND

Managing multi party meetings

Power balancing in SEND mediation

Agreement writing in SEND context

Working with advocates

Child protection

Mental capacity

Legal context:

Duties of LA education and schools

Duties on post 16 and FE

Duties of health and social care providers

SEND Tribunal

Case studies should be used to provide examples of key issues that typically require mediation.

- Self-reflection and implications for personal development

Module 4: Local Processes and Local Procedures

Module 4 should cover service specific processes and procedures as appropriate to the local context:

- How the mediation provider works as an organisation
- LA local processes and the Local Offer
- Self-reflection and implications for personal development