

# **FRAMEWORK TO APPROVE PROVIDERS OF INITIAL PROFESSIONAL PRACTICE CONSULTANCY (PPC) TRAINING**

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## **1. Introduction**

Mediation services and independent training providers may apply to become Recognised Training Providers of Initial Professional Practice Consultancy (PPC) Training and be listed on our Training Register. The PPC annual update must be provided by one of the College approved and registered PPC trainers.

Initial PPC Training is training that is provided to established mediators who want to become supervisors of other mediators. To offer PPC Training to mediators you should be a PPC, and mediator continuously practising for the last three years and have substantial experience in both roles, including supporting new mediators working towards accreditation. You should also be an experienced trainer. You should also be listed on the College of Mediators website as a PPC and be a member of the College.

The aim of the approval process is to satisfy the College of Mediators that prospective providers offer appropriate PPC Training that meets agreed criteria. This framework provides a template against which a PPC Training supplier can submit a sample course to be assessed and approved by the College. This procedure requires payment of a one-off authorisation fee.

Once approved, details of the provider and any PPC training will be listed

on the College website.

The course may be conducted either online or face to face (Please see COM - COVID Guidance) for reference.

Continued authorisation may be subject to routine monitoring by the College of satisfactory mediator feedback and continued compliance with terms and conditions. You should be able to demonstrate that you have a complaints procedure in place to deal with issues at a local level initially. However, if the College receives a complaint or has concerns about any PPC provision/provider, the Professional Standards Committee (PSC) will investigate promptly and may act, which may include withdrawal of college authorisation, where necessary.

## 2. Fees

The Costs of registering as an approved initial PPC Training supplier and maintaining this are as follows:

- Application Fee: a one-off payment of £110
- Annual Registration Fee of £110

## 3. Approving Courses

Applicants are requested to send in the application form included in this document together with supporting information to the College of Mediators for assessment.

- a) If the course has not been run previously and it is assessed as satisfactory, provisional approval status is awarded to deliver **one** course. Evaluations of the course by trainees and trainers are to be sent to the College within two weeks of the completion of the first run of the course. Final approval will be subject to a good standard of participant evaluation (for example, all or most participants rating the course as good or better and meeting learning objectives).
- b) If the course has been run previously for delegates who are experienced mediators, within the six-month period prior to the application, providers may submit the participants' evaluation forms and, if they are of a good standard, may be approved immediately.

## 4. The Approval Process

**Step 1:** Please send an initial e-mail, marked 'College PPC Training Approval', to the College of Mediators indicating your wish to apply:  
College of Mediators: [admin@collegeofmediators.co.uk](mailto: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 College. If the applicant is known to members of the panel, care will be taken to ensure no conflict of interest and, if necessary, an external advisor may be asked to act as an assessor.

**Step 4:** Please send a copy of the application form, with the relevant documents, by email to the College, 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 to decide on a recommendation.

**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 Chair of the College of Mediators (or Vice-chair if Chair is unavailable, or, if there is a potential conflict of interest, another suitably qualified person, as identified by the Board) if they are unhappy with the decision. This 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. Submission Criteria**

To gain approval as PPC Training supplier applicants are requested to submit details of one course which can demonstrate the following criteria:

1. Overall aims and objectives of courses must be stated explicitly and must show the relevance and applicable PPC practice and professional development
2. There should be clear learning outcomes detailing the knowledge understanding and skills developed that will be gained and what should be achieved on completion,
3. Any participant on the course must be supported by their PPC and be a member of their relevant MO. The training supplier should seek written confirmation of this from each participant's PPC.

#### **4. Courses must provide up-to-date coverage of the following topics:**

- The roles and responsibilities of the PPC, in relation to general practice and to accreditation, reaccreditation and complaints.
  - Implications of the COM Code of Practice, professional competence standards, and complaints procedure in relation to the PPC role.
  - Understanding and applying the COM PPC Code of Practice and guidance
  - Approaches and models of Supervision which recognise and address the differing needs of new and experienced mediators, including reflective practice
  - The role of the PPC in safeguarding procedures and screening processes.
  - Understanding the power imbalances which may exist in the relationship between PPC and supervisee (and between mediator and clients) based on societal inequalities, with reference to the College's Policy for Diversity and Inclusive Practice
  - Balancing supporting aspects of the role with the need to maintain professional standards and public protection
  - Potential conflicts within the PPC role and matters that the PPC cannot take responsibility for
  - Resources and support for undertaking the role
  - Contracting and insurance
  - Ongoing professional requirements as a PPC.
5. Names, qualifications and experience of trainers must be clearly stated.
6. The course must include an assessment of each participant's understanding of the topics covered, which must be passed before the participant can be registered as a PPC. The format of this assessment is open to providers; it could for instance take the form of short written answers, response to case-studies, or an online or an assessed role play. If the assessment is conducted verbally, the provider will need to keep a record of the discussion signed by the

trainer and the participant; if operated remotely, the provider must ensure that the prospective PPC's identity is authenticated, for instance by having the test witnessed by his or her PPC or administered by a responsible and impartial person. Participants should produce a personal Learning and Development plan, with reflections on their learning from the course and an outline of how they plan to develop their skills & knowledge as a PPC, including future training needs.

## **6. Additional Requirements for the delivery of Training**

There are further practical requirements necessary for the delivery of PPC training listed below. Please indicate in your application how you will implement these requirements and include samples where this is relevant (e.g., sample registers, evaluation forms, certificates etc.):

PPC Training providers must -

1. Keep a record of the attendees of each course ensuring that any names of non-attendees are not included
2. Provide and ensure collection of course evaluation forms, which can evidence the achievements of the course aims and learning outcomes.
3. Provide a certificate of attendance, including the date the course ran, for each participant who successfully completes the course.
4. Provide evidence of the analysis and monitoring of these forms on a regular basis, a summary of which should be submitted to the College of Mediators annually. (If the PPC event is a one off then this analysis should be provided for that event.)
5. Provide written evidence of participants' attendance e.g., a register signed by participants and/or copies of trainer certificates verifying that the participant attended the complete programme. This should include the date of the event for attendance.
6. Demonstrate the use of a range of training methods, including skills practice
7. Provide a venue conducive to learning" (unless the course is online)
8. Provide training material which is factually accurate and of high-quality presentation. Proper attribution of the handouts to source/author and evidence that permission has been given for reproduction/use.
9. Provide evidence of the means of assessment
10. Show evidence that the main learning points are covered during the training and backed up in any written materials/handouts (for

example, by providing a trainer plan).

11. Provide evidence of the complaint's procedure in place to respond to issues that arise at a local level.

## 7. APPLICATION FORM TO APPROVE PROVIDERS OF PROFESSIONAL PRACTICE CONSULTANCY (PPC) TRAINING

Name:

Address:

Tel:            E-mail:

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**The applicant is** (*please circle*):

Mediation Service            Training Organisation

Other (*please describe*):

**Status** (*please tick*):

A first application for a new course yet to run

A first application for a course that has previously been delivered

**Fee enclosed:**

The Fee for training approval is £110.

I enclose a cheque for £110 (Cheques payable to College of Mediators)

I would like to pay by BACS

Please invoice for £110, quoting Purchase Order

**Checklist**

Please confirm you have included the following for the course you are submitting:

A list of the course aims objectives and learning outcomes.

A copy of the course programme

Details of the learning levels.

Details of trainers/speaker's names and relevant qualifications

Summary of the trainer's relevant experience and knowledge of the role of PPC and of the legal and ethical requirements in the area of mediation for which this course is offered.

Details of any specific entry criteria and/or assessment procedures

Set of course materials including exercises, handouts, trainer plans

Sample forms including registers, evaluation forms, certificates etc.

Details of venues, accessibility and training methods used

Details of your complaints procedure

**Confirmation**

The provider agrees to comply with these requirements for this and any subsequent courses

**Signed**

**Date**

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