



International Mediation Institute
PROFESSIONAL MEDIATION WORLDWIDE
Promoting Consensus & Access to Justice
www.IMImediation.org

Guidelines for Preparing QAP Applications

Introduction

These Guidelines are designed to assist organizations to prepare the information needed by the IMI Independent Standards Commission to evaluate applications for Qualifying Assessment Programs (QAPs).

Organizations with QAPs approved by the Independent Standards Commission are able to qualify mediators for IMI Certification, pursuant to their QAP programmes.

Once a mediator is qualified for IMI Certification by the QAP, a blank profile for the mediator is enabled by the QAP on the IMI Portal and the QAP invites the mediator to log in and begin populating their details on their IMI Profile.

There are optional and required sections to the Profile. One of the required sections is the Feedback Digest, which is a summary of user feedback, prepared by a Reviewer appointed by the mediator. The Reviewer, not the mediator, uploads the Feedback Digest directly onto the mediator's IMI Profile using a separate login.

The organization holding the QAP that qualifies the mediator for IMI Certification may be the mediator's Reviewer.

Mediators become "IMI Certified" only when IMI checks that the Profile has been completed by the mediator in line with the guidelines for completing Profiles, and once the Feedback Digest has been uploaded by the Reviewer onto the Profile. IMI is then able to clear the Profile for inclusion in the IMI Search Engine, which is publicly viewable. From that moment, mediators may use the IMI Certified Mediator logo.

This procedure ensures that all IMI Certified Mediators qualified by all QAPs share a minimum high standard of mediation experience, knowledge and skills, and that the key Profile details of several mediators can be readily compared by users.

Organisations with QAPs may use the IMI Qualifying Assessment Programme logo.



QAP Criteria

The following are the requirements for a QAP to be approved by the ISC:

1. Mediator Experience. Your QAP must include a methodology for ensuring that Applicants have demonstrated to the satisfaction of the Program's Assessors a substantial level of experience as a mediator. The QAP must include clearly identified criteria on this requirement.

Please explain your organization's methodology and criteria for determining that Applicants for the program have a substantial level of experience as a mediator, and if there is a stated requirement for a minimum level of experience, please provide details.

2. Mediation Knowledge. Your QAP must include a methodology for determining that Applicants have demonstrated a strong understanding of general mediation theory and practice which may be based on written tests, essays, reports, theses, interviews and/or other testing platforms.

Please explain your organization's methodology and criteria for determining that Applicants have demonstrated a strong understanding of general mediation theory and practice.

3. Mediator Skills. Your QAP must include a methodology for the evaluation of candidates' performance in terms of the occurrence and effectiveness of mediation process and mediation techniques, against high competency benchmarks. The Evaluations/Assessments may be based on roleplay or live action assessments, and may include videotaped and online assessments such as web dramas, self-assessments, interviews, peer reviews, user feedback and other in-practice skill evaluations.

Please explain here, or attach, your organization's methodology and criteria for the evaluation of candidates' performance in terms of the occurrence and effectiveness of mediation process and mediation techniques, against high competency benchmarks.

4. Program Transparency. The benchmarks and criteria applied by your QAP must be published and be openly accessible on the organization's website. Details of all approved programs will be listed on the IMI web portal (www.IMImediation.org) and will include a direct link to the credentialing organizations' websites.

Are your QAP's benchmarks and criteria published and openly accessible on your organization's website, or will that be the case?

If Yes, please indicate the link.

If No, please explain why not and indicate whether you intend to make it published and the timeframe.

5. Program Integrity. Each Assessor must have substantial experience of assessing the performance of mediators. At least one of the Assessors on each Program must be independent of your organization.

What criteria are applied in appointing your QAP's Assessors?

Are the QAP's Assessors, or any of them, required to be independent of (a) your organization and (b) the training Faculty?

If Yes, please explain how independence is determined.

If No, please explain the Assessors' relationship with your organization.

6. Ongoing monitoring of Programs. Your QAP must include a process for the ongoing monitoring of the performance and practice of the Assessors. IMI will liaise closely with all recognised program organizers to maintain a sustainable quality control system.

Please explain how the performance of your QAP's Assessors are/will be monitored to ensure a consistent application of high quality standards. Please confirm your agreement to provide all necessary information and accept monitoring from IMI.

7. Commitment to Diversity. Your QAP must be accessible on an equal basis to experienced mediators regardless of their professional affiliations, gender, race, ethnicity, age, religion, sexual orientation or other personal characterization.

Please explain how participation in your QAP is accessible on an equal basis to experienced mediators regardless of their professional affiliations, gender, race, ethnicity, age, religion, sexual orientation or other personal characterization.

In addition, kindly provide the following information:

8. Does your organization provide other mediation training/assessment programs?

If so, please give general descriptive information of the programs offered and for how long they have been running in their current or previous forms.

9. Are any of your mediation training or assessment programs designed for experienced mediators?

If so, please explain and attach a copy of the program outline(s).

Please also include the following General Information:

(a) Your organization's full legal name:

(b) In what year was the organization formed and under the laws of which country?

(c) Address of your organization's primary office:

(d) Detail of the person completing this application:

Name and title/position of the person

Telephone number:

E-mail address:

Website: