



SCMN Accreditation Scheme for Mediators

Introduction

This document seeks to assist those who are about to put together their Mediator portfolio for SCMN Accreditation.

There are four parts to any portfolio:

- 1) The Evidence Claim Form
- 2) The supporting documents
- 3) The case studies
- 4) The map

All four are inter-related and will be described in brief below.

1) The Evidence Claim Form

This form lists ALL the standards that you are required to meet for Accreditation. It consists of the following sections:

- 1) Core standards
 - 2a) Basic principles
 - 2b) First Contact With Clients
 - 2c) Building Interaction With Clients
 - 2d) Preparing Clients For Mediation
 - 2e) Conducting The Mediation
 - 2f) Assisting Clients Toward Agreement
- Space for Case Studies
Appendix 4 pro-forma to be signed by line manager

As you can see, sections 2b-2f follow the progress of a referral through the different stages of mediation. Experience has shown that there are two main ways of tackling portfolio construction:

- 1) Write your case studies first, giving each paragraph a number and clearly indicating (by use of the Standard's numbering system) what paragraph refers to which standard. Those who have gone down this route find it an effective way to provide evidence.
- 2) Assemble supporting documents to meet the standards and then write up the case studies afterwards

2 The Supporting Documents

For every standard you will need to produce between 1 and 3 documents in support. These supporting documents should demonstrate how you as a mediator meet each specific standard. If you chose to leave writing case studies to the end you will need to write candidate statements for many standards. Please note that quality is better than quantity - after all, two assessors have to read all that you submit!! A candidate statement should be no more than one A4 page and show your understanding of the standard and how you apply it in your work as a mediator.

There is a guidance document available which lists the type of document an assessor is looking for. If in doubt, do use the guidance document. If still unsure, contact the Centre. If you feel existing documents do not fully meet a standard you can write a candidate statement. Put this in the portfolio as a separate document.

3 The Case Studies

The two case studies should be of cases which went on to full mediation meetings. They should include both CONTEXT and a NARRATIVE. What do we mean by that?

CONTEXT - Referral source, presenting issues, allocation process etc.

Explanation of how clients found out about service, how referral was made, presenting issues, brief details on clients and any other agencies involved, service case referral and case allocation/management process.

NARRATIVE - *Explanation of what happened, what you did as a mediator and why, and what the effects were on the clients and the process. What you could have (or would have) done differently and why, and what general themes/lessons the experience brought up for you. Link to your own knowledge and skills base, training/CPD, your service's policies + procedures, your own ethical base and preferred mediator style.*

There is no word limit but do try and ensure they cover all stages of the mediation process without being too wordy. A rough guide is 2 to 4 sides of A4 typed. Remember to write in the first person - it is how **you** as a mediator perform, so use "I" and not "we" or "a mediator".

4 The Map

This is a single page document that lists all supporting documents plus their document number, in number sequence. It is a very useful document for the assessors and should be completed accurately.

Examples

Below are some examples of

- a) a page of an evidence claim form
- b) a Map

And finally on the last page of these guidance notes is a checklist - please read and check this before submitting your portfolio. Good Luck!



MEDIATOR ACCREDITATION STANDARDS

EVIDENCE CLAIM FORM -SAMPLE PAGE ONLY

Please indicate the ways in which you meet the Standards in the form below. It may be acceptable in some circumstances to submit evidence in a different form. Please see the standards for further details. Supporting evidence can be attached either physically or electronically, with each piece of evidence clearly numbered. *Where appropriate use reference to your case study as evidence - do not duplicate information.*

1. Core Standards

Standard	Evidence	Evidence No.	Assessors' Decision
1.a. Successfully completed an SCMN-approved training course or one deemed by SCMN to be of equivalent standard.	<ul style="list-style-type: none"> • Training Certificate from XYZ training org 	1	
1.b. Participated in at least five mediations - totalling no less than 6 hours of mediation - in which at least 2 are mediation meetings.	<ul style="list-style-type: none"> • Case Study A • Case Study B • Witness Records 	2	
1.c. Undertake a minimum of 12 hours CPD a year.	<ul style="list-style-type: none"> • Training Record • Candidate Statement 	3 4	
1.d. Operate within the Scottish Mediation Network 'Guidelines On The Practice Of Mediation'.	<ul style="list-style-type: none"> • Mediation Guidelines from SMN • ABC Services Mediation Guidelines • Candidate Statement 	5 14 6	

MAP -A SAMPLE COPY ONLY

Evidence Number	Document Name
1	Course certificate
2	Case Study #1
3	Case Study #2
4	CPD log
5	Candidate statement
6	Entry on SMN Register
7	Candidate statement
8	Candidate statement
9	Candidate statement
10	Candidate statement
11	Candidate statement
12	Candidate statement
13	Candidate statement
14	Candidate statement
15	Candidate statement
16	Candidate statement
17	Candidate statement
18	Candidate statement
19	Candidate statement
20	Referral Form
21	Pre-Mediation Letters
22	Service Leaflet
23	Mediation Process Leaflet
24	Mediation Agreement Form
25	Post Mediation Letters
26	Client Questionnaires
27	Past Course Certificates
28	Witness Statement

PORTFOLIO CONSTRUCTION - A CHECKLIST

Item	Tick ✓
Use ring-binder folders to construct portfolio	
Two portfolio folders created	
Document map produced and at front of folder	
Document map checked against final portfolio	
All documents filed in number sequence	
Each document clearly numbered	
Each document kept in separate polypocket - if more than two pages use more polypockets	
All documents numbered on Evidence Claim Form	
Three copies of Evidence Claim Form produced - one in one folder, two in the other	
Evidence Claim Form - Appendix 4 checked + signed by line manager	
Electronic copy of Evidence Claim form e-mailed to: info@scmc.sacro.org.uk	
Electronic copy of case studies e-mailed to: info@scmc.sacro.org.uk	
Keep your own copy of Evidence Claim Form together with Case Studies + Map	