

## Return to

Manager, Records and Member Services,  
Queensland Law Society, GPO Box 1785, Brisbane Qld 4001  
Email: [info@qls.com.au](mailto:info@qls.com.au)

## Applicant details

### Name of applicant

First name

Middle name/s

Surname

Place of employment

Postal address

Postcode

Email

Telephone number

*(Include area code)*

## New applicant

4. I have undertaken a training program by the following approved organisation:

5. The training program fulfilled **all** of the following criteria:

- a. The course was conducted by at least two trainers where the principal trainer has more than three years' experience both as a NMAS accredited mediator and as a trainer.
- b. The course has sufficient coaches for each trainee to be observed performing the role of mediator by different coaches in two simulated mediations each of at least 1.5 hours in duration.
- c. The course comprised of at least 38 contact hours (this means teaching hours) which may be conducted as a single course or in modules over a period of up to 24 months.
- d. The course contains at least nine simulated mediation sessions and in at least three simulations, I performed the role of mediator.
- e. The course has coaches who are accredited as mediators under the NMAS and have at least two years or 50 hours mediation experience and who provide written feedback to the trainees they have observed.
- f. The course contains content that includes the knowledge, skills and ethical principles articulated in Part 3 – Practice Standards of NMAS.

6. A certificate of completion of the course is **attached**.

## Mediator details

I certify that I have met all of the following criteria to become a Nationally Accredited Mediator (please tick the relevant criteria and provide the missing information)

- 1. I am a current and full member of Queensland Law Society.
  - 2a. I am of 'good character' as defined in s2.1 of Part 2 – Approval Standards of NMAS and **attached** are two written references from members of the community who have known me for more than three years.
  - 2b. I will comply with all of the requirements referred to in ss2.1(a)-(j) of Part 2 – Approval Standards of NMAS.
  - 3a. I am a new applicant and have completed a training program as defined under ss2.2, 2.3 and 2.4 or 2.5(a) of Part 2 – Approval Standards of NMAS (go to items 4, 5 and 6)
- OR**
- 3b. I am an 'experience qualified' practitioner as defined in ss2.5(b) or (c) of Part 2 – Approval Standards of NMAS (go to item 7 overpage).

**Experience qualified mediator (Grandfathering)**

7. I am an 'experience qualified' mediator as I am, either:

a. an applicant that possesses appropriate mediation experience and knowledge of the unique values and traditions within the culturally and linguistically diverse (CALD) community with which I identify and I have been found competent in the assessment as described in s2.4 of Part 2 – Approval Standards of NMAS.

I attach two references attesting to my competence.

**OR**

b. have worked as a mediator 2 years prior to this application and have met the requirements referred to below.

If 7b. please complete the following:  
I have sufficient practice experience and can show that I have:

(a) conducted at least 100 hours of mediation, within the 2 year cycle and **attach** supporting evidence of this in a form of a one page résumé that gives QLS an overall picture of my experience and expertise in mediation;

(b) two references attesting to mediator's competence

(c) completed mediator training, supervision or education to the satisfaction of QLS

(d) have been found competent in the assessment as described in s2.4 of Part 2 – Approval Standards of NMAS

**AND**

I have met the continuing accreditation requirements set out in s3.5 of Part 2 – Approval Standards of NMAS in the 2 years prior to making this application as I have completed at least 25 hours of continuing professional development made up as follows:

i. participating in formal structure activities such as training seminars and workshops (up to 20 hours) or attending conferences (up to 15 hours) (up to a maximum of 20 hours total). \_\_\_\_\_ hrs

ii. receiving professional supervision or coaching or participating in structure peer-based reflection on mediation cases (maximum of 15 hours). \_\_\_\_\_ hrs

iii. presentations at mediation or ADR seminars or workshops including 2 hours of preparation time for each hour delivered or providing professional supervision, assessment, coaching or mentoring of mediator trainees and mediators (maximum of 15 hours). \_\_\_\_\_ hrs

iv. CPD completed to maintain professional licensing or accreditation related to their mediation practice, such as in law or in the behavioural or social sciences or in the professional field in which they mediate such as building or engineering (maximum of 10 hours). \_\_\_\_\_ hrs

v. participating in up to 4 mediations as a client representative or in a formal learning capacity (up to 2 hours per mediation) or role-playing for trainee mediators and candidates for mediator assessment (up to 2 hours per simulation) (up to a maximum of 8 hours in total). \_\_\_\_\_ hrs

vi. private study such as reading, listening to or viewing pre-recorded content such as podcasts, written articles or books relevant to mediation (maximum of 5 hours). \_\_\_\_\_ hrs

vii. other activities approved by the MSB on application by QLS (maximum of 5 hours). \_\_\_\_\_ hrs

and **attach** supporting evidence of the above claimed hours in the form of a one-page summary

**Undertaking**

8. I have read, understood, agree and undertake to observe and be bound by the following Standards when acting as a mediator:

the NMAS Approval Standards 2015

**AND**

the NMAS Practice Standards 2015

**AND**

any other approval requirements that may be imposed by QLS as a Recognised Mediator Accreditation Body (RMAB).

**Areas of mediation**

Areas of law in which I will accept mediations:

<input type="checkbox"/> Administrative (ADMIN)	<input type="checkbox"/> Maritime and Fisheries (MARIT)
<input type="checkbox"/> Banking and Finance (BAF)	<input type="checkbox"/> Natural Resources and Mining (MINING)
<input type="checkbox"/> Building and Construction (BLD)	<input type="checkbox"/> Personal Injuries (PI)
<input type="checkbox"/> Commercial and Contract (COM)	<input type="checkbox"/> Planning and Environment (PLAN)
<input type="checkbox"/> Competition and Consumer (COMP)	<input type="checkbox"/> Professional Misconduct (PRFNEG)
<input type="checkbox"/> Corporations (CORP)	<input type="checkbox"/> Property (PRO)
<input type="checkbox"/> Criminal (CRIM)	<input type="checkbox"/> Property - commercial (PROCOM)
<input type="checkbox"/> Elder Law (ELD)	<input type="checkbox"/> Property - residential (PRORES)
<input type="checkbox"/> Employment and Industrial (EMP)	<input type="checkbox"/> Restructuring/Insolvency (REI)
<input type="checkbox"/> Family (FAM)	<input type="checkbox"/> Superannuation (SUPER)
<input type="checkbox"/> Family - Domestic Violence (FAMDV)	<input type="checkbox"/> Taxation and Revenue (TAX)
<input type="checkbox"/> Franchising (FRAN)	<input type="checkbox"/> Wills and Estates/Succession (WILLS)
<input type="checkbox"/> Immigration (IMMIG)	<input type="checkbox"/> Other (OTH) <small>(please specify)</small>
<input type="checkbox"/> Insurance (INS)	
<input type="checkbox"/> Intellectual Property (IP)	

**Referral details**

10. I wish to be included on the Queensland Law Society referral list and have read and acknowledge the Referral List Guidelines (attached)  Yes  No

11. My hourly charge out rate for mediations (GST inclusive) \$ \_\_\_\_\_

**Mediator Registration Levy**

12. I nominate Queensland Law Society as the specified RMAB to collect and pay the MSB Registration fee  Yes  No

**Declaration and disclosure requirements**

Have you been subject to any of the suitability matters mentioned in s9 of the *Legal Profession Act 2007*?  Yes  No

If 'yes', provide details

(If you have previously disclosed any such matter to QLS, you need only provide the date of the correspondence in which you did so) / /

Have you been subject to any 'show cause' event as defined in Schedule 2 of the *Legal Profession Act 2007*?  Yes  No

If 'yes', have you provided a notice and statement as required by s68(1) of the *Legal Profession Act 2007* to QLS?  Yes  No

If 'yes', provide the date of the notice and statement / /

If 'no', provide a notice and statement (attach to this form)

Have you been disqualified from managing corporations under any law in place in Australia, including the *Corporations Act 2001* (Cth)?  Yes  No

If 'yes', provide details

Queensland Law Society (QLS) is collecting your personal information for the purpose of assessing your application to be a Nationally Accredited Mediator and, if successful, placing your name on QLS Approved Mediator List. QLS may use the personal information you have provided in this form for a number of purposes including:

- carrying out QLS's statutory obligations and duties
- updating and maintaining your membership records, including publishing any of the details in any of QLS's publications
- providing you with important information about QLS and its services (such as educational and professional development programs), matters affecting your membership or your practising certificate;
- conducting research to identify the ongoing needs of members
- providing details to the Mediator Standards Board
- providing the details to members of the public through the QLS's website search functions or through referrals.

In accordance with the *Electronic Transactions (Queensland) Act 2001*, QLS may provide notices to you by electronic communication. By completing the application, your consent to this form of contact is taken to be given. QLS may also use third parties to administer and deliver services and communications to practitioners by email or mail. Some third party suppliers or their products and services are located overseas. Business details and personal information you choose to provide on this application may be transferred to an overseas recipient and stored overseas to administer such services and communications to you. By completing this application, you agree to this transfer and Australian Privacy Principle 8.1 will not apply to this disclosure. If you do not want your details to be used for any one or more of the above purposes you should advise the Records and Member Services section of the Society, GPO Box 1785 Brisbane Qld 4001 in writing. Further details about the Society's Privacy Statement, Plan and Code of Practice and the collection of personal information including how you can access your personal information and how a complaint may be made, can be found on the QLS's website, [qls.com.au](http://qls.com.au).

**Declaration and disclosure requirements cont.**

I declare that the information and particulars set forth in this form are true in substance and in fact.

Signed

Print name

Dated

Certain information from this form is recorded and appears on our website [qls.com.au](http://qls.com.au).

In accordance with r18A, Queensland Law Society Administration Rule 2005, it is the responsibility of each solicitor to provide any change of address or place of employment to the Secretary of the Queensland Law Society in writing (GPO Box 1785 Brisbane 4001 or facsimile number 07 3221 9329 or email [records@qls.com.au](mailto:records@qls.com.au)) or you may amend the detail in your profile on our website.