

## Family Mediation Accreditation Scheme

Application for Practitioner Membership

Passport route questionnaire

Education and Training Unit

Version 1

Name

Applicant number (office use only)

## **Completion of the Family Mediation Accreditation Scheme application for Practitioner Membership via the Passport route only**

### **Please note:**

- you should read the 'Family Mediation Accreditation Scheme Criteria and guidance notes' before completing this form
- answer all questions and ensure that the supplementary papers requested are clearly marked with the question number to which they relate
- supplementary sheets should be typed/word processed
- continuation sheets may be used where necessary and must clearly mark the question number(s) to which they refer
- have regard to client confidentiality, ensure that all cases referred to are suitably anonymised
- inform your referees that the Solicitors Regulation Authority (SRA) will send them a standard form and that this should be returned to the SRA as quickly as possible in the envelope provided
- sign and date the declaration at section 6
- ensure that the application fee of £411.25 (inclusive of VAT) is submitted with their application (cheques are payable to the "Law Society" and endorsed "Account Payee Only")
- applications must be returned to:

The Law Society  
Finance Department  
Ipsley Court  
Berrington Close  
Redditch  
B98 0TD

or

DX 19114 Redditch

**Section 1 – Personal background**

Title (Mr, Ms, Mrs, Miss).

ID/roll number or ILEX membership number.

Applicant's full name (surname first, forenames following).

Firm's name and address.

Telephone number.

Fax number.

Email address.

DX number and area.

(a) If you are a solicitor, on what date were you admitted?

(b) Do you have a current practising certificate?

**\*yes/no**

(c) Is your practising certificate free of conditions?  
(If no, please give details of any conditions  
on a separate sheet).

**\*yes/no**

(d) If you are a Fellow of the Institute of Legal Executives:

i) on what date did you qualify as a Fellow?

ii) are you currently employed by a solicitor?

**\*yes/no**

(e) How many years have you spent in practice in the law  
of England and Wales since your date of admission to  
the roll of solicitors or Fellowship of the Institute  
of Legal Executives (as appropriate)?

(f) When did you commence Family Mediation Practice  
in England and Wales?

(g) Are you qualified in Family Mediation in any other jurisdictions?

**\*yes/no**

(h) If yes, please detail the jurisdiction(s) and the date and nature of your qualification

(i) Are you (please tick whichever applies)

- i a partner?
- ii a sole practitioner?
- iii an assistant solicitor?
- iv a consultant?
- v a FILEX?
- vi other (please specify)

(j) How many other fee earners carry out family mediation work in your practice, including fee earners in other offices?  
(If none, please write "None")

(k) Are you or your firm currently involved with a Legal Services Commission contract for the provision of publicly funded family mediation services?

**\*yes/no**

(l) Do you or your firm plan to seek to be involved in such a contract?

**\*yes/no**

## Section 2 - Training

(a) Are you a General member of the SRA Family Mediation Accreditation Scheme?

**\*yes/no**

If no go to question (b)      If yes go to Section 3.

(b) With which training organisation did you undertake foundation training in family mediation?

Name of training organisation

Date of completion

**Proof of completion of the course is enclosed**

Is the training organisation approved by the SRA?  
(See paragraph 5.4 of the procedures).

**\*yes/no**

**Section 3 – LSC competence assessment**

- (a) When did you pass the LSC competence assessment programme?
  
- (b) When you completed the LSC competence assessment were you recognised as fully competent in all areas of family mediation? **\*yes/no**
  
- (c) Copy of certificate of recognition from the LSC enclosed.
  
- (d) Copy of confirmation of completion of the LSC competence assessment enclosed.

**Section 4 – References**

Please provide details of two referees such as your family mediation mentor supervisor or professional practice consultant or other mediators, solicitors, barristers, judges, magistrate or court clerks who have knowledge of your family law and where possible, of your family mediation practice and who are not members of your firm.

Please note that references will be taken up when your application is assessed without further contact from this office. It is essential therefore that your referees are aware of the fact that you have nominated them. Please also note that the SRA reserves the right to obtain references from other sources if considered necessary or desirable.

**Please type or print clearly**

1. Name:

Address:

Linkage with you:

2. Name:

Address:

Linkage with you:

## Section 5 - Fitness and propriety

- (a) Have you ever been convicted of an offence in any court of the UK or elsewhere (other than a motoring offence not resulting in disqualification)? **\*yes/no**

If you have answered **yes** to this question, full particulars of any conviction must be given on a separate sheet clearly marked '**Private and confidential Section 5(a)**' and submitted with this form. The address of the court and the penalty imposed must be given.

**Note:** convictions which are "spent" under the Rehabilitation of Offenders Act 1974 should be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

- (b) Are there any matters, of which you are aware, that have been referred to the Legal Complaints Service (LCS). Such matters should include findings and orders, Solicitors Disciplinary Tribunal Hearings or complaints. **\*yes/no**

If you have answered **yes** to this question, full particulars of any matter must be given on a separate sheet clearly marked '**Private and Confidential Section 5(b)**' and submitted with this form. Details of any penalty imposed must be given if applicable.

- (c) Has any complaint ever been made to your family mediation lead body? **\*yes/no**

If you have answered **yes** to this question, full particulars of any matter must be given on a separate sheet clearly marked '**Private and Confidential Section 5(c)**' and submitted with this form. Details of any penalty imposed must be given if applicable.

## Section 6 - Declaration

I understand that I must be a fit and proper person to be a member of the SRA's Family Mediation Accreditation Scheme and I undertake immediately to inform the SRA of any matter which may have a bearing on my fitness to be a member.

I certify that all information in this questionnaire is to the best of my knowledge and belief correct.

I agree to acquire during my accreditation scheme membership the requisite minimum number of CPD hours in mediation topics and to keep a written record of all CPD undertaken (refer to 'Criteria and guidance notes').

I agree to abide by the Law Society's Code of Practice for Family Mediators (refer to 'Criteria and guidance notes').

## Data Protection Act 1998

I understand that details of my membership of a professional accreditation scheme will be published from time to time by the SRA. The data used for such publication will be that contained in the SRA's central solicitors data base and may include: my name, my firm's name, my main practising address, practice telephone number, fax number and email address and details of my firm's web site where appropriate.

**I do/do not\*** wish to have my membership of a professional accreditation scheme made available to other selected organisations for the purposes of marketing suitable products relevant to my membership.

\*Delete as appropriate

Signed:

Name in full:

Date:

Please return completed forms together with the appropriate fee to:

Finance Department  
The Law Society  
Ipsley Court  
Berrington Close  
Redditch  
B98 0TD

or      DX 19114  
            Redditch