

**THE LAW SOCIETY OF HONG KONG
DEPARTMENT OF STANDARDS AND DEVELOPMENT**

APPLICATION FOR ACCREDITATION AS AN APPROVED MEDIATION TRAINING COURSE AND ACCREDITATION OF CPD POINTS#

		<p>FOR OFFICE USE</p> <p>Action taken on application:</p> <p><input type="checkbox"/> Approved as a mediation training course</p> <p><input type="checkbox"/> Credited with CPD points</p> <p>Comments (see attached):</p>
Application Date	Telephone Number of Applicant	
1.	Name and address of Applicant (person completing the form)	<p>4. Date and location of presentation</p>
2.	Sponsoring Organisation	
3.	Title of educational activity * Category : * Code : Level: Basic / Advanced Language (Medium of Instructions) : English / Cantonese / Mandarin * Please see attached note	<p>5. Application Fee (attached, if applicable)</p> <p>- for mediation accreditation <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>- for CPD accreditation <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
6.	Name, professional/educational background, practical / teaching experience, mediation training record, mediation training experience and current employment of presenter(s) and coaches (short C.V.'s may be submitted in lieu of description)	
7.	Please provide a complete description of all materials to be distributed to participants <input type="checkbox"/> Looseleaf <input type="checkbox"/> Bound <input type="checkbox"/> Typewritten <input type="checkbox"/> Typeset Total Pages (estimated) _____	

If it is **NOT** intended that CPD points be applied for, please delete.
(8/8/2005)

The Law Society of Hong Kong

8. Description of physical facilities (check all that apply)
- Classroom Seating Theatre Seating Writing Surface available Other – describe:
9. Target Audience:
10. Estimated Number of Participants / Maximum number of Participants:
11. Method of evaluation of programme (check all that apply)
- Participant critique (Law Society form) Independent evaluation form Other – describe:
12. Has a course or any part of a course of a similar nature been offered and accredited as an approved mediation training course before? Yes No
- If yes, please indicate title, dates and sponsoring agency _____.
- Were the same presenters used? Yes No
- If no, list new presenter(s) _____.
13. Has a course or any part of a course of a similar nature been offered and accredited with CPD points before? Yes No
- If yes, please indicate no. of any CPD points awarded _____.
- If yes, please indicate title, dates and sponsoring agency _____.
- Were the same presenters used: Yes No
- If no, list new presenter(s): _____.
14. I have reviewed the criteria for mediation training course and CPD accreditation and made them known to each of the presenters.
- Yes No

OUTLINE OF COURSE PRESENTATION

Please also provide detailed outline of course presentation on reverse side, and attach programme agenda / brochure.

15.	Time during which each segment will be offered	Subject content of each segment	Presenter(s)	Teaching technique used in each segment	Total amount of time devoted to each segment
Registration fee to be charged your registrants in HK dollars: \$				Total hours (excl. breaks)	

16. State the training objective of each role play included in the course and how each stage of the process is covered.

17. State the methods by which the role plays will be monitored by the course trainers and coaches and how the participants will be coached and provided with feedback.

18. Will a certificate be issued to "successful" course participants?

Yes No

If Yes, attach a copy of the certificate and define "successful":

19. I apply for CPD accreditation for:

- the programme as a whole
- each segment of the programme. Please provide details of each segment in item 15 and the justification for accreditation on a segmented basis.[†]

20. In consideration of the Law Society accrediting this course, the sponsoring organisation agrees (1) to meet the criteria for accreditation, (2) to offer the course materially in the way presented in this application, (3) to allow the Law Society of Hong Kong, a member thereof or such other person(s) as it shall designate, to attend, audit and view the programme (on the internet if it is a computer-based course), and (4) to maintain in a designated format a list of the signatures of all Hong Kong trainee solicitors and solicitors actually attending the programme and to transmit such list together with copies of all evaluation forms to the Department of Standards and Development of the Law Society within **seven (7) days** following the final presentation of the programme, as detailed in this form.

Signature of applicant for and on
Behalf of sponsoring organisation: _____

Printed Name of Applicant: _____

Title of Applicant: _____ Date: _____

[†] Accreditation of a programme on a segmented basis will be granted by the CPD Accreditation Sub-Committee only where it is appropriate to do so, that is, where the various sessions/segments of the course are discrete, and where segmented accreditation will not detract from the educational value of the course.