CONFLICT TO CO-OPERATION



CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY

1. Purpose

1.1 This policy sets the minimum continuing professional development (CPD) that every IR Change panel mediator must complete, how IR Change gives mediators access to CPD, and how compliance is recorded and checked. It gives effect to the DiSAC Mediation Accreditation Standards.

2. Minimum CPD requirement

2.1 Every panel mediator must complete at least **40 hours** of mediation-specific CPD in every **24-month cycle**. Only DiSAC-registered or DiSAC-accredited activities count towards the 40 hours.

2.2 The 24-month cycle runs from the date of the mediator's DiSAC accreditation (or, for mediators not yet accredited, from the date of admission to the panel).

2.3 CPD must be mediation-specific: it must develop the mediator's knowledge, skills or ethics as a mediator. General management or legal training counts only if it is clearly linked to mediation practice.

3. How IR Change provides access to CPD

CPD source	Details
In-house case review and peer learning sessions	Held regularly by IR Change for panel mediators. IR Change registers these sessions with DiSAC so that they count towards CPD.
DiSAC-accredited external programmes	Seminars, conferences and programmes presented by DiSAC-accredited providers. IR Change circulates details of upcoming programmes to the panel.

4. Recording and proof

4.1 Each mediator must send IR Change proof of attendance (certificate or attendance register) within 30 days of completing any CPD activity.

4.2 IR Change keeps a CPD Register for each mediator, recording the activity, provider, date, hours or points, and whether the activity is DiSAC-accredited.

5. Compliance checks

5.1 CPD is reviewed at each mediator's annual performance review.

5.2 Before each 24-month accreditation renewal, IR Change checks that the mediator has met the minimum CPD requirement. Proof of CPD is attached to the renewal application together with the letter of good standing and proof of mediations conducted.

5.3 A mediator who has not met the requirement will not receive a letter of good standing and will not be recommended for renewal until the shortfall is made up. IR Change may stop allocating new matters to the mediator in the meantime.