



香港和解中心  
Hong Kong Mediation Centre

*Please complete this form in BLOCK LETTERS, and tick in the appropriate box.*

## Application Form for Accreditation Assessment

**Name:** (Mr/Ms) \_\_\_\_\_ (English) \_\_\_\_\_ 先生/女士 (Chinese)

**Correspondence address:**

\_\_\_\_\_

**Tel.:** (Office/Home) \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Organization/Company Name** (if applicable):

\_\_\_\_\_

**Mediation Course(s) attended previously:**

(Please refer to Para XI of the General Information and Guidelines.)

- HKMC    St James    BGCA    CUHK    PolyU    HKFYG  
 Police Force    HKHCF    Lingnan    LUA    HKICES  
 VTC Peak    Others:(Please specify) \_\_\_\_\_

**Course Code:** \_\_\_\_\_

**Academic Qualifications attained:**

Secondary school/post-secondary school leaving certificate:

- ( S5 /  S6 /  S7 /  Sub-degree/High Diploma/post-secondary)

University degree:

- ( Bachelor /  Master or above) Please specify the major subject, if applicable:
- \_\_\_\_\_



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**Preference of the Simulated Mediation Role-play Assessment:** (You may tick more than 1 option.)

Sunday     Wednesday     Thursday     Friday     Saturday

\* 3 sessions per day between 9:30 am – 5:45 pm

**Examination Fee:**

Written Examination and Simulated Mediation Role-play Assessment: (HKMC student) HK\$ 10,000  
(Non-HKMC student) HK\$ 12,000

Please complete and send this application form together with the copy of the mediation course certificate and a cheque made payable to “**Hong Kong Mediation Centre Limited**” to:

Hong Kong Mediation Centre,  
On or before 15 November 2012:  
15/F, Gold & Silver Commercial Building, 12-18 Mercer Street, Central, Hong Kong.

After 15 November 2012:  
21/F, Success Commercial Building, 245-251 Hennessy Road, Wan Chai, Hong Kong

**Written Examination:**

**Date:** 29 December 2012  
**Time:** 8:00p.m. – 10:00p.m. (7:30 p.m. for registration)  
**Venue:** To be confirmed  
**Deadline of application:** 17 December 2012\*#

\*Enrollment is on a first-come-first-served basis.  
#Confirmation will be sent on 21 December 2012 via email.

**General Enquiry:**

Please contact Ms Becky Ho, Administrative Executive, at 3622 2176.  
E-mail: admin@mediationcentre.org.hk

\*Remarks:  
Applicant must fill in both English and Chinese names for the purpose of issuing certificate.  
Applicant’s name given above must be identical to his/her name on the HKID card.

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**Declaration:**

I, the undersigned, declare and confirm that all the information provided above and all the documents enclosed are complete and accurate to the best of my knowledge. I have read the General Information and Guidelines of this application and understand that it may change as necessary and I agree to abide by the changes that may be made in the future.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
( \_\_\_\_\_ )

Name in BLOCK LETTERS

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## Application for Accreditation Assessment General Information and Guidelines

### (I) Admission Requirements

To be eligible for admission to the Mediator Accreditation Assessment, the applicant must have either:

- (1) completed at least 40 hour mediation training course organized by the Hong Kong Mediation Centre (HKMC) or co-organized by the HKMC with other approved organizations, or
- (2) completed a mediation training course organized by other organizations, and approved by the Council of the HKMC.

### (II) Date and Time

Part I – Written Examination

29 December 2012

7:30 pm for registration; 8:00pm – 10:00pm for written examination.

Part II – Simulated Mediation Role-play Assessment

Assessment date and time will be announced in due course after the written examination.

### (III) Mode of the Examination and Accreditation Assessment

A candidate is required to pass both the written examination and the simulated Mediation role – play assessment. Fulfilling these requirements does not mean automatic accreditation. Accreditation is subject to the approval of the Council of the HKMC. The candidate agrees to abide by the decision of the Council as final and waives any right of appeal.

#### Part I – Written Examination

##### Format of the Written Examination

It is a closed book examination. All questions in the paper are compulsory.

Time allowed: 2 hours

Language: All questions are in both English and Chinese. The candidate can choose to answer in either English or Chinese, but consistency has to be maintained in one answer. For different questions, the candidate can choose to use either English or Chinese to answer.

Full mark of the Written Examination: 100

Part A: 30 multiple-choice questions (1 mark each) (total: 30 marks)

Part B: 5 short questions (14 marks each) (total: 70 marks)

The candidate has to get at least a total of 60 marks to pass the Written Examination. The candidate who fails in the Written Examination can apply to retake future Examination organized by the HKMC and pay for the appropriate retake fee.



## **Part II – Simulated Mediation Role-play Assessment**

### **Format of the role-plays**

The candidate is required to pass two simulated mediation role-play assessments before 15 March 2013 or the date that HKMC will inform the candidate of termination of accreditation by HKMC because of the establishment of the Hong Kong Mediation Accreditation Association Limited (“HKMAAL”) whichever is the earlier. Each role play lasts for 1 hour 30 minutes. Immediately after the end of the mediation role play, the candidate is required to draft a Settlement Agreement within 30 minutes. The candidate is expected to draft the Settlement Agreement based on the options agreed at the role plays. In case there is no settlement made by the parties, the candidate can draft the Settlement Agreement based on options that have been discussed. The drafting assessment is intended to assess if the candidate is capable of drafting a Settlement Agreement. The format of the Settlement Agreement will be provided by HKMC at the Assessment.

Candidates who are 15 minutes late for the scheduled Simulated Mediation Role-play Assessment will be disqualified for that assessment and the assessment fees will be forfeited. They will have to reapply for retakes and pay for the appropriate retake fees.

300 is the full mark for each role-play assessment, and 180 marks or more is a pass. Candidate who failed the role play can apply for retakes at future Assessments organized by the HKMC and will have to pay for the appropriate retake fees.

Candidate who failed in Settlement Agreement drafting can apply for retaking only the drafting of the Settlement Agreement and has to pay for the appropriate retake fees. Settlement terms will be provided at the retake.

### **Role-play schedule**

The candidate will be informed by the HKMC of the date/time of the role-play once scheduled. The candidate is responsible for informing HKMC in writing immediately if, for any reason, he/she is unable to attend the Assessment on the scheduled date. The examination CANNOT be rescheduled under ANY circumstance by the candidate and the assessment fee will be forfeited. The candidate’s failure to inform HKMC of his/her absence in advance may result in the HKMC refusing their future retakes.

The candidate cannot take more than one simulated mediation role-play assessment per day.

### **Review process of the Accreditation Assessment**

A candidate who fails in Written Examination and/or simulated Mediation Role-play Assessment and/or Settlement Agreement drafting may apply for a review of the written examination and/or simulated role play Assessment results.

A written application for review, if requested, stating the candidate’s name and reasons for the application of review, must be sent to the HKMC within ten working days following the formal notification of the examination results by the HKMC. No further appeal will be allowed after ten days expiry period. An appropriate administration fees will be charged for each application for review for each component of the Accreditation Assessment.

HKMC shall, as and when practicable, inform the candidate in writing of the review result. The assessment panel has the right to seek views from other assessors, apart from the original assessor. The candidate agrees to abide by the decision of the HKMC Assessment and Accreditation Committee, and waive any right for further appeal.



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## (IV) Venue

Part I - Written Examination:

To be confirmed

Part II - Simulated Mediation Role-play Assessment (Role-plays and Settlement Agreement drafting):

To be confirmed

## (V) **Application of the Accreditation Assessment**

HKMC will make the arrangement on a first-come-first-served basis since there are limited places. Application would not be processed until the exact payment has been received by HKMC.

## (VI) **Fees**

Examination and Assessment Fees	HKMC Students	Non- HKMC Students
Part I - Written Examination and Part II - Simulated Mediation Role-play Assessment (2 Role Plays and Settlement Agreement drafting)	HK\$10, 000	HK\$12, 000
Subsequent re-take of Written Examination	HK\$1, 000	HK\$1, 000
Subsequent re-take of Mediation Assessment (1 Role Play)	HK\$4,500	HK\$5,500
Subsequent re-take of Mediation Assessment (2 Role Plays)	HK\$9, 000	HK\$11, 000
Subsequent re-take of one Settlement Agreement drafting	HK\$1, 000	HK\$1, 000
Subsequent re-take of two Settlement Agreement drafting	HK\$2, 000	HK\$2, 000
Administration fees		
Review of Examination or Assessment results	HK\$3,000 per written examination	HK\$3, 000 per written examination
	HK\$4,500 per role play	HK\$4,500 per role play
	HK\$3, 000 per settlement agreement	HK\$3, 000 per settlement agreement



**(VII) Arrangement of Simulated Mediation Role-Play Assessments**

- (1) Each candidate is required to simulate the role of a mediator and conduct mediation for the simulated dispute case (each meeting lasts for 1 hour 30 minutes, followed by 30 minutes for Settlement Agreement drafting) arranged by the HKMC.
- (2) Each candidate will be given 30 minutes to go through the ‘general information’ of the simulated dispute case before the mediation meeting.
- (3) Assistant Role-players will be arranged by the HKMC to role-play the two parties in dispute.
- (4) The simulated mediation role-play assessment will be video recorded for the sole use of the HKMC Assessment and Accreditation Committee. The Candidate agrees to waive all rights to access/review the recording.
- (5) Each candidate shall abide by HKMC’s examination rules in this document which may be revised from time to time and any candidate who is in breach of these rules HKMC may disqualify him at HKMC’s absolute discretion.

**(VIII) Accreditation and Qualification**

- (1) A candidate who passed the Written Examination, Simulated Mediation Role-play Assessment and Settlement Agreement drafting may apply to become an “Accredited Mediator” of the HKMC subject to the approval of the Council of HKMC and the payment of entry membership fees.
- (2) A candidate shall be fully aware that HKMC will cease to granting any accreditation by its own because of the establishment of the HKMAAL. Once the establishment of the HKMAAL, HKMC will join it as one of the founder members and HKMC will inform of candidates the deadline of last examination. A candidate who cannot pass examination(s) on or before the deadline will be subject to the HKMAAL’s absolute discretion to allow him/her for examination according to its own requirements.
- (3) Once a candidate becomes an “Accredited Mediator” of the HKMC, he/she will be able to practice and conduct community and commercial mediation cases referred by HKMC. It is the absolute discretion of HKMC to refer cases and not obligate to do so. There is a mediation case referral mechanism in place for the allocation of mediation cases. HKMC may require newly accredited mediator to go through stages of “observer” and “assistant mediator” before mediating a case referred by HKMC. The referral mechanism may be changed from time to time. Each Accredited Mediator agrees to abide by the referral mechanism of the HKMC.

**(IX) Refund Policy on Cancellation of the Written Examination and/or Simulated Mediation Role-play Assessments / Settlement Agreement drafting**

- (1) HKMC reserves the right to make changes or cancel the Written Examination and Simulated Mediation Role-play Assessment / Settlement Agreement drafting without advance notice. If the examination and assessment are cancelled or rescheduled by HKMC to a date when the candidate cannot attend, the examination/assessment fees will be refunded without interest or compensation.
- (2) In the event of cancellation of Written Examination and / or Simulated Mediation Role-play Assessment / Settlement Agreement drafting due to bad weather, the candidate can apply for the Examination / Assessment to be held within 6 months of the date of the original Examination / Assessment or by the date that HKMC will inform the candidate of



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termination of accreditation by the HKMC because of the establishment of the HKMAAL whichever is the earlier.

- (3) If the candidate cannot attend the Written Examination / Simulated Mediation Role-play Assessment due to personal reasons, illness, misadventure, or any other circumstances, examination and/or assessment fees will be forfeited.

**(X) Payment of the Examination Fee**

Please complete and send the Application Form together with a copy of the **mediation course certificate** and a cheque made payable to “**Hong Kong Mediation Centre Limited**” to

Hong Kong Mediation Centre,

On or before 15 November 2012:

15/F, Gold & Silver Commercial Building, 12-18 Mercer Street, Central, Hong Kong.

After 15 November 2012:

21/F, Success Commercial Building, 245-251 Hennessy Road, Wan Chai, Hong Kong

**(XI) Full names of course organizers / co-organizers**

Hong Kong Mediation Centre (HKMC)  
St James' Settlement (St James)  
The Boys' & Girls' Clubs Association of Hong Kong (BGCA)  
The Chinese University of Hong Kong (CUHK)  
The Hong Kong Polytechnic University (PolyU)  
The Hong Kong Federation of Youth Groups (HKFYG)  
Hong Kong Police Force (Police Force)  
Hong Kong Health Care Federation (HKHCF)  
Lingnan University (Lingnan)  
The Life Underwriters Association of Hong Kong (LUA)  
Chartered Institution of Civil Engineering Surveyors (HKICES)

**(XII) Personal Data Statement**

The provision of personal data provided in this application is voluntary.

Under the Personal Data (Privacy) Ordinance, the personal data provided in this application will be treated in compliance with the Ordinance and only be used solely for the Accreditation Assessment.

Collected information will be dealt with by the staffs of HKMC and/or relevant council members. The candidate has the right to obtain a printed copy of his/her personal data held by the HKMC and ask for the correction of their personal data. Enquiries on the personal data collected in this application should be addressed to Assistant Secretary General at 3622 2176.

**(XIII) General Enquiry:**

For enquiry, please contact Ms Becky Ho, Administrative Executive at 3622 2176.  
E-mail: [admin@mediationcentre.org.hk](mailto:admin@mediationcentre.org.hk)

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