

Training Course Profile Form

To apply for approval of your training programme, please complete this form in Microsoft Word and submit with documentation outlining the knowledge, skills and assessment procedures of your training programme to the Accreditation Director, c/o The MII, The Capel Building, Mary’s Abbey, Dublin 7. Also, please forward a digital copy of this form to info@themii.ie marked for the attention of the Accreditation Director.

Where a training course is approved by the MII, the relevant information will be posted in the Accredited Training listing. This listing is for the purpose of providing clear and accessible information to service users. The MII maintains the absolute discretion not to publish some or all of a submitted Approved Training Programme profile. In the case of an exercise of this discretion, the training provider will be notified and may appeal the decision. It is the responsibility of each training provider to ensure that the detail in the listed profile is accurate. Please contact the MII by email if any of the information contained in your training profile is inaccurate.

**Summary Information** (*For listing on the MII website* [*http://www.themii.ie/courses/index/ctc*](http://www.themii.ie/courses/index/ctc) *)***:**

Title of Course:

Organisation:

Principal Trainer:

Region: Duration (*hours*):

Price: MII approved assessment (*yes/no*):

Please tick one of the following to denote the emphasis of your programme:

Agriculture  Civil and Commercial  Community  Construction
 Environment  Family  Healthcare  Insurance  Organisational/Workplace  Professional Negligence  Restorative Justice  Separating Couples

Other  *(please specify):*

\* *Family denotes interfamily disputes (e.g. sibling; parent/adult child etc.) other than separating couples.*

**Course Profile for the MII website**

**General Information:**

Region:

Principal Trainer:

Contact Details:

Organisation:

Principal Contact:

Address:

Phone: Fax:

Email: Web:

**Course Information:**

Course Structure:

Hours in training: Hours required outside training:

Venue:

Course Timings:

Max number on course:   Cost:

Upcoming Programme Dates:

**The Programme:**

Course Aim:

Course Objectives (max 100 words):

Methodology and evaluation (max 100 words):

Admission Requirements:

Senior Trainer (name):

Training experience (max 100 words):

Qualifications/biog (max 100 words):

Other Trainers (names):

Training experience (max 100 words):

Qualifications/biog (max 100 words):

General Comments *(for reference purposes only):*

**Note:**

1. It is the responsibility of each Trainer to liaise directly with the MII and to check the detail of their listed training profile.
2. Approved Courses are subject to the MII Quality Assurance Program
3. Please submit a signed copy of this form together with support documentation and a cheque for €600 to the MII, marked for the attention of the Accreditation Director.
4. Please note that the annual renewal fee for Approved Training Programmes is €425
5. Cheques should be made payable to The MII.

*If you have any queries regarding your application, please contact the MII at info@themii.ie.*



 The Mediators’ Institute of Ireland • The Capel Building, Mary’s Abbey, Dublin 7

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