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## APPENDIX 5 – Practicum Rules – FDRP Program

The Graduate Diploma of Family Dispute Resolution Practice or Master of Laws (Applied Law) majoring in Family Dispute Resolution Practice entitles graduates to apply to the Commonwealth Attorney General's Department to become accredited as family dispute resolution practitioners.

The Program consists of two components:

- (i) The Coursework Component (4 x subjects); and
- (ii) The Practicum Component.

These rules relate to the Practicum Component.

### Definitions

Term	Definition
Practicum Component	One of the Program components to be undertaken by students in order to satisfy the requirements for completion of the Program. This component must total 20 hours of supervised placement.

### Rules

Rule	Sections
1. Constitution of the Practicum Committee	<p>1.1 The Practicum Committee is appointed by, and reports to, the Board of Governors of the College of Law and to the College of Law Academic Board.</p> <p>1.2 Members of the Practicum Committee may hold office for 2 years and may be reappointed.</p> <p>1.3 The Executive Director, Practitioner Education, Quality, Compliance and Risk Officer and the Client Services Manager are ex officio members of the Practicum Committee.</p> <p>1.4 The Practicum Committee may regulate its own procedures in implementing these rules.</p>
2. The application process	<p>2.1 The Practicum Approval Form must be completed and submitted to the Practicum Committee.</p> <p>2.2 Approval in accordance with 2.1 must be obtained before commencing the Practicum Component.</p> <p>2.3 Practicum approval will only be granted where all practicum criteria are met in accordance with these Rules.</p>
3. When to do your Practicum component	<p>3.1 All Program components must be successfully completed within a 4 year period from the start date of the first subject.</p> <p>3.2 The Coursework Component must be successfully completed before commencement of the Practicum Component.</p>
4. Required duration of Practicum Component	<p>4.1 If you complete your coursework from 2018, your external practicum must total 20 hours.</p> <p>4.2 If you complete your coursework in 2017, the duration of your practicum must total 50 hours.</p> <p>4.3 If you complete your coursework in 2017, you may elect to complete</p>

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	<p>FDR4 – Clinical Case Management Capstone subject that will amount to 30 hours of practicum. The remaining 20 hours will need to be completed externally.</p> <p>4.4 If you completed your coursework prior to 2017, you must complete a capstone subject.</p> <p>4.5 The 20 hours of practicum may be made up by aggregation of multiple placements provided that each placement is at least two hours.</p> <p>4.6 Practicum may be undertaken on weekends.</p> <p>4.7 The maximum practicum that will be recognised in any 24 hour period is 7.5 hours. (Some time for reflection between sessions is important.)</p> <p>4.8 Maximum of five hours in total of intake and/or observation is permitted.</p> <p>4.9 Maximum of 5 hours in total of intake and/or observation is permitted..</p>
<p>5. Completion of FDRP5 – Clinical Case Management in 2017</p>	<p>If you elected to complete the combination of FDRP5 and the remaining 20 hours of practicum, then rules 5.1 and 5.2 also apply.</p> <p>5.1 You may complete FDRP5 – Clinical Case Management (FDRP5) either after you complete the Coursework Component which consists of four subjects or, concurrently once you have successfully completed FDRP1 – Mediation.</p> <p>5.2 You may complete your remaining 20 hours at the same time as you are completing FDRP5 as long as you have successfully completed all core subjects.</p> <p>5.3 Maximum of 5 hours in total of intake and/or observation is permitted if you are completing FDRP5 and 20 hours of practicum externally.</p>
<p>6. Placement requirement</p>	<p>6.1 Your practicum placement must be supervised by an authorised supervisor (please refer to the clause 8.1 for the definition of the authorised supervisor) and can be undertaken with:</p> <ul style="list-style-type: none"> <li>(a) an organisation which engages in conflict management; or</li> <li>(b) an authorised professional individual who engages in conflict management; or</li> <li>(c) any government or semi-government department or corporate association, recognised by the Practicum Committee as being a place in which appropriate placement experience might be undertaken.</li> </ul>
<p>7. Nature of Practicum</p>	<p>Your practicum must occur in the delivery of mediation services which meet the six compulsory units of competency for accreditation under Regulation 5(3) <i>Family Law (Family Dispute Resolution Practitioners) Regulation 2008</i>. Practicum placements must:</p> <ul style="list-style-type: none"> <li>(a) manage responses to domestic and family violence in family work;</li> <li>(b) facilitate dispute resolution in the family law context. In order to satisfy this unit of competency there must be evidence that you facilitated, either individually or in co-facilitation capacity, at least 5 dispute resolution processes that individually or cumulatively, include matters relating to: <ul style="list-style-type: none"> <li>• Domestic and family violence;</li> <li>• Child abuse/child protection;</li> <li>• Finance, including child support;</li> <li>• Property.</li> </ul> </li> </ul>

Rule	Sections
	<p>Facilitated disputes must involve:</p> <ul style="list-style-type: none"> <li>• Multiple parties;</li> <li>• Voluntary participants; and</li> <li>• Involuntary participants.</li> </ul> <p>(c) adhere to ethical standards in family dispute resolution;</p> <p>(d) support the safety of vulnerable parties in dispute resolution;</p> <p>(e) work with a child-focused approach; and</p> <p>(f) operate in a family law environment. In order to satisfy this unit of competency there must be evidence that you correctly applied family law to at least 5 different situations, that individually or cumulatively include needs relating to:</p> <ul style="list-style-type: none"> <li>• domestic and family violence/safety;</li> <li>• finance;</li> <li>• property;</li> <li>• children;</li> <li>• relationship conflict.</li> </ul>
8. Completion of placements	<p>8.1 A person may be a supervisor if he/she is authorised by the Commonwealth Attorney-General's department to act as a Family Dispute Resolution Practitioner.</p> <p>8.2 Supervision must occur in the context of a written supervision compact which details the responsibilities and duties of both the supervisor and the student.</p> <p>8.3 Once the practicum is satisfactorily completed, the supervisor must sign the student's Practicum Component Declaration Form. Only approved supervisors can sign the Practicum Component Declaration Form.</p> <p>8.4 A supervisor must not supervise more than 5 people concurrently undertaking their practicum unless the approval of the Practicum Committee has been obtained, which approval will only be given in special circumstances.</p>
9. Submission of practicum forms	<p>9.1 When you complete an approved practicum placement you must submit a Practicum Declaration Form which:</p> <ul style="list-style-type: none"> <li>(a) confirms and details dates of the practicum undertaken in accordance with these rules;</li> <li>(b) confirms that you have been supervised by the approved supervisor; and</li> <li>(c) includes an acknowledgement signed by the approved supervisor.</li> </ul> <p>9.2 Students are required to complete an Annexure to the Declaration Form for each matter (including intake and observation) to ensure that the placement undertaken satisfies the units of competency.</p>
10. Dispensation from compliance with these rules	<p>10.1 Subject to the requirements of any relevant regulatory body, the Practicum Committee may dispense with compliance with any aspect of these rules where it is satisfied that non-compliance is minor or that undue hardship may result from a strict application of the rules.</p>
11. Rejection of applications	<p>11.1 If the Practicum Committee refuses to approve your Practicum Approval Form or Practicum Declaration Form, then the Committee must</p>

Rule	Sections
	provide you with reasons for its refusal in writing and within a reasonable time of the refusal.
12. Appeals process	<p>12.1 There will be an Appeals Committee which will be appointed by all the College Boards.</p> <p>12.2 The Appeals Committee may prescribe rules and guidelines covering the conduct of appeals.</p> <p>12.3 Appeals can only be made on the grounds of procedural unfairness, irregularity or improper exercise of the Practicum Committee's discretion under Rule 10.1 and shall not proceed by way of re-hearing.</p> <p>12.4 The Appeals Committee may:</p> <ul style="list-style-type: none"> <li>(a) dismiss the appeal;</li> <li>(b) refer your application back to the Practicum Committee with such directions as it sees fit; or</li> <li>(c) substitute its own determination of your application for that of the Practicum Committee.</li> </ul> <p>12.5 In order to appeal, please submit your application to Client Services Team to start the process.</p>