

HONG KONG PROFESSIONAL MEDIATION ASSOCIATION
(HKPMA)

COURSE REF: OFQUAL_40_6D_2024_03HK

**Office of Qualifications and Examinations Regulation
(Ofqual)
Level 3 Award in Mediation Practice
(RQF) 603/3590/7**

(Course on Mediation)

Media of Instructions: English & Chinese

HKPMA

Course held in Hong Kong

**Tentative Schedule (The actual schedule shall be according to
notification of acceptance):**

16th, 17th, 23rd, 24th, 30th & 31st March 2024

Saturdays

1:30pm – 6:30pm, 16th, 23rd & 30th March 2024

&

Sundays

9:00am – 6:00pm, 17th & 24th March 2024

9:00am – 7:00pm, 31st March 2024

Total = 40 hours

Tel: (852) 2110 0834 Fax: (852) 3020 6607

email: info@mediatorassociation.org

Contact: The Secretary, Mrs. Monita Yuen

Space is limited. Reservations will be granted on a first come, first serve basis.

Application form & fees: Please mail to:

Rm. 905, Hua Fu Commercial Building, 111 Queen's Road West, Hong Kong
Attn: Course Co-Ordinator



905 Hua Fu Comm. Bldg., 111 Queen's Road West, Hong Kong
www.mediatorassociation.org
email: info@mediatorassociation.org



Who should attend?

The Advance Course on Mediation is designed for people who negotiate and deal with disputes, either their own or those of others. Managers, HR professionals, government employees, business people, consultants, team leaders, educators, health care professionals, lawyers, accountants, and management representatives, people who resolve employee issues or complaints, people who want to be professional mediators.

What is mediation?

- Mediation, when it is used in law, is a form of Alternative Dispute Resolution (ADR). ADR a way of resolving disputes between two or more parties outside court. Court proceedings is time consuming and expensive. Going to court is also stressful. Mediation is proven to be an effective means of settling disputes in many places. It is helpful in nearly any dispute, from family matters to corporate disputes.
- In Hong Kong, it is a general practice that a neutral third party, the mediator, assists disagreeing parties to negotiate their own settlement (facilitative mediation). If all the parties agree that the mediator may express a view on what might be a fair or reasonable settlement, it is an evaluative mediation.
- Mediation is a private, confidential, and voluntary process. An accredited professional mediator must be impartial and shall conduct mediation in a structural, timetabled dynamic way that an ordinary negotiation lacks. Mediators use trained techniques to open and to facilitate dialogue between disagreeing parties, aiming to help the parties to reach an agreement.

Why train as a mediator?

- In Hong Kong, the recent civil justice reforms (CJR) are likely to increase the use of mediation. An accredited mediator is qualified to deal with cases of disputes. The Civil Justice Reform ("CJR") in Hong Kong and Practice Direction 31 ("PD31") of the Judiciary (2 January 2010) encourages litigants to explore mediation to resolve differences among litigants. Mediation has been used to a much greater extent since the implementation of PD31 in Hong Kong. There is also an international trend to use Mediation to resolve disputes.
- It is a general practice that a neutral third party, the mediator, assists disagreeing parties to negotiate their own settlement (facilitative mediation). If all the parties agree that the mediator may express a view on what might be a fair or reasonable settlement, it is an evaluative mediation.
- Mediation is a private, confidential, and voluntary process. An accredited professional mediator must be impartial and shall conduct mediation in a structural, timetabled dynamic way that an ordinary negotiation lacks. Mediators use trained techniques to open and to facilitate dialogue between disagreeing parties, aiming to help the parties to reach an agreement.



Invitation to Mediate

- Litigation is a process of dispute resolution which is familiar to lawyers. It is important to point out the recent development of mediation in Hong Kong and a few key features of ADR so as to contrast it with litigation.
- Since the implementation of CJR in 2009, the culture of litigation in Hong Kong has undergone a fundamental change. One of the most important changes is the proactive encouragement of the use of mediation as a form of ADR by the Judiciary. CJ's speech at Ceremonial Opening of the Legal Year 2010:

“Civil Justice Reform has been a major exercise. Under the leadership of the Chief Judge of the High Court and with the support of judges and supporting staff, its implementation in April 2009 went smoothly. But it will take some time for the Reform to fully settle in. A central feature is active case management by the court. In due time, this will bring about a change of culture in the conduct of litigation which would increase cost-effectiveness and ensure expedition. Another key feature is the facilitation by the court of the settlement of disputes by encouraging parties to engage in mediation. The relevant Practice Direction came into force on 1 January. It is expected that mediated settlements satisfactory to the parties will significantly increase. A Committee chaired by the Chief Judge is monitoring the working of the reformed system.”
- One should not challenge the primary aims & goals of CJR in Hong Kong. CJ's speech at Ceremonial Opening of the Legal Year 2011:

“The Civil Justice Reform took effect from April 2009. The object of the Reform was to alter radically those procedural steps in civil proceedings that contributed to the two constant challenges that face any modern judiciary: delay and expense. Its single most important objective was also to remind judges and legal practitioners alike (solicitors and barristers) of the fundamentals of the conduct of civil proceedings, that is, (1) the elimination of unnecessary procedures which do little to facilitate the just resolution of a dispute; and (2) the promotion of a just settlement as an alternative to court determination. This reminder was seen to represent a change in culture, but it is essentially reverting to basics.”
- In ADR, parties can determine among themselves the procedures they wish to adopt. However, in the process of litigation, parties have relatively little control over the outcomes in court proceedings. It is because the process of litigation, which is much aware by lawyers, in court is highly formalized with a pre-determined set of procedures.
- Although there are different models of mediation, they all share one common ground which is to facilitate negotiation or communication between parties by mediator. An “Invitation to Mediate” is a common Pre-Action measure to facilitate negotiation or communication between parties in UK. It has a similar goal to the Mediation Certificate required by Practice Direction 31 in Hong Kong although parties are only required to file the Mediation Certificate no later than 28 days after the close of pleadings.
- Any person or parties are welcome to apply for an “Invitation to Mediate” from Hong Kong Professional Mediation Association (HKPMA) to be issued to their opposite side of a dispute. If the other side is willing to join the mediation, both parties are free to appoint a mediator from any sources or organizations, including, HKPMA. One has to bear in mind that HKPMA is always neutral and will not represent any parties in the disputes throughout the whole process. It is the mediator, who is appointed by the parties in disputes, to help them to resolve



their differences. If one takes a closer look at the “Invitation to Mediate”, he or she will find that words like, “represents” or “representing” are not used by HKPMA. These kinds of words or wordings are commonly used by lawyers.

- Not only shall HKPMA maintain a neutral position at all times, HKPMA will always remind parties in disputes on what are mentioned in Practice Direction 31 (PD31) shall they consider bringing their case to the courts of Hong Kong. Paragraph 4, Part A of PD31 provides: “In exercising its discretion on costs, the Court takes into account all relevant circumstances. These would include any unreasonable failure of a party to engage in mediation where this can be established by admissible materials....”
- And paragraph 4, Part A of PD31 goes further: “Legal representatives should advise their clients of the possibility of the Court making an adverse costs order where a party unreasonably fails to engage in mediation.” Furthermore, Part II in Appendix B of PD31 requires solicitors confirm, in their personal capacity if:
 - (a) They have explained to their client the availability of mediation with a view to settling the dispute or part(s) of the dispute, and the respective costs positions of mediation as compared with the costs of the litigation.
 - (b) They have explained to their client the Mediation Practice Direction.
 - (c) The information set out under Part I is to the best of their knowledge and belief true and correct.
- In fact, it is not difficult to find that relevant rules and authorities on ADR are usually mentioned in the letter of “Invitation to Mediate” in UK. This is taken as an approach, to the benefit of both parties, hoping that they would consider mediation as a means to resolve their differences before bringing their case to the court.
- To understand more about mediation and its benefits, you are always welcome to join our Advance Course on Mediation. You could find some especially useful information on our website: www.mediatorassociation.org.

HKPMA’s Training Course

- You will learn what mediation is and how it can assist in resolving disputes quicker, cheaper and with less stress.
- You will learn how to apply mediation skills to your professional life, whether you are a lawyer, construction industry professional or commercial businessperson.
- For person who want to become a mediator of general practices in UK.
- It is a 40 hours mediation course which is approved by Ofqual. And it is conducted in Chinese & English.

Course Outline

- Mediation, ADR, and their place in the dispute resolution spectrum
- What is negotiation?
- What to do in the pre-mediation phase?
- About the introductory phase
- Tools on communication skills that are essential for mediation
- About the understanding phase

General Mediation Training (Professional Certificate of Mediation Training)

一般調解訓練 高級課程

課程編號：COURSE REF: TC40_6D_2024_03HK



香港調解專業協會
Hong Kong Professional Mediation Association

- How to conduct Caucuses? The importance of Caucuses.
- About the negotiation phase
- Mediation impasses / dead locks
- About the agreement phase
- About the concluding phase
- Power issues
- The role of an apology
- Cultural issues
- The role of lawyers and advisers
- Confidentiality and liability of Mediator
- Function and skills of mediators
- Ethical issues
- How to draft a settlement agreement

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Trainers:

Trainer A

Dr. Alpha Leung King Wai

Academic Records:

- Doctor of Education (EdUHK, 2015)
- Postgraduate Diploma in Psychology (CUHK, 2004)
- Master of Business Administration (PolyU, 1999)
- Bachelor of Arts (HKU, 1988)

Professional Qualifications:

- Trainer of Mediation Accreditation Accredited by the Office of Qualifications and Examinations Regulation (Ofqual) in England (2022)
- Chairman of the Hong Kong Professional Mediation Association (2014 – 2018)
- Counsel Member of the Hong Kong Professional Mediation Association (2010 – 2018)
- Panel Mediator of Financial Disputes of Hong Kong Professional Mediation Association (2013)
- Panel General Mediator of Hong Kong Professional Mediation Association (2012)

Dr. Leung is a passionate, professional trainer and educator in counselling. He devotes himself to helping young people and adults to achieve outstanding results by breaking through self-imposed barriers.

Dr. Leung has been providing support for young middle managers through personal coaching for the past 20 years. He also runs seminars and workshops in NGOs (Non-Government Organizations) related to counselling and training.

Dr. Leung is currently responsible for the training, counselling and management of a team of over 100 instructors and teaching assistants. He is highly experienced in spotting, managing and mediating conflicts and emotional problems among managers, professionals, parents and students.

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Lecturing & Teaching experiences:

- Part-Time lecturer, PolyU, May-August 2023
- Part-Time lecturer, CityU Scope, Sep 2022-present
- Speaker, Psychology and Counselling Workshops, for HKIHRM, 2019–present.
- Personal Coach for middle and junior management clients, 2010 – present.
- Trainer of Negotiation and Mediation, 2008-present.
- Lecturer, Business Communications certificate courses, for HKMA, 2008-2010.
- Speaker, Neuropsychology and Counselling Workshops, for YMCA, in 2008.
- Speaker, Neuropsychology and Counselling Workshops, for Hong Kong Playground Association, in 2007.
- Speaker, Neuropsychology and Counselling Workshops, for HKSKH Lady MacLehose Center, in 2005.
- Speaker, 2-day Leadership and Communication Skills Workshop, for Cathay Pacific Airways, Guangzhou, in 2004.

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Publications:

- Guide to Employment Law in Hong Kong, Fox College of Business, CA, 2021 2nd edition
- EDD Thesis “An Investigation of the Attitudes of Local Hong Kong Non-Native Speaking English Teachers towards Spoken English as a Lingua Franca” 2015
- Practical Manual on Aptitude Test (AT) and Negotiation Skills for CRE, 2015
- Use of English (UE) & Use of Chinese (UC) Training Manual for CRE, 2015
- Basic Law Training Manual for CRE, 2015

OR

Trainer B

MONITA I.L. YUEN SUEN, LLM (Reference Only):

Over 20 years of international experience in investigative accounting, internal and external audit, government taxation, financial controllership, and Managing Director of a global corporation. Experienced trainer of mediation and negotiation in financial sectors.

Chairperson of Hong Kong Professional Mediation Association.

Bachelor of Business (Majoring in Accounting), Griffith University (Brisbane, Australia).

Graduate Diploma in Professional Accounting, Queensland University of Technology (Brisbane, Australia).

Master of Laws (LLM), Renmin University of China & City University of Hong Kong (Joint Offering).

Professional Qualifications:

Trainer of Mediation

Australian Society of Certified Practising Accountants (CPA Australia)

Certified Practising Accountant (Eligible for Fellow Status), 1990 to Present

Hong Kong Institute of Certified Practising Accountants (AHKICPA)

Associate Member, 1997 to Dec,2006

Accredited Mediator, Hong Kong Professional Mediation Association, 2012 to Present

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Trainer C

Mr. JACKY T. K. LAI, Counsel, B.Soc.Sc.(HKU), MBA (CUHK), LLB (MMU), LLM (HKU), HKIAC Users' Council member since 2009; HKIAC Accreditation as General Mediator; HKIAC Accreditation as Family Mediator; HKMAAL Panel Mediator (2013); Member of the HKIAC General Mediation Interest Group (GIG) since 2009; HKMAAL Panel of General and Family Mediators since 2 April 2013; Vice-Chairman of the HKIAC Family Mediation Interest Group (FMIG); 2010 – 2011, 2013-2014; Person-in-charge, Building Management Sub-Group, HKIAC General; Mediation Interest Group (GIG) 2010 /2011; Person-in-charge, Labour and Employment Mediation Sub-Group, HKIAC; General Mediation Interest Group (GIG) 2011/ 2012, 2012/2013, 2013/2014; Mediator for financial disputes resolution, with Certificates from Hong Kong Institute of Bankers & Hong Kong Securities Institute; Mediator under the Land (Compulsory Sale for Redevelopment) Ordinance Pilot Mediation Scheme; Member of the HKIAC Domain Name Resolution Panel; Accredited Building Management Mediator, Lands Tribunal; Mediator for disputes referred from Joint Mediation Helpline Office Ltd (JMHO) and Bar Association.

Mr. Lai is a Mediator or Mediation Advocate of profound experience in over 200 cases / 1000 hours, for disputes over:

- Lehman Brothers Basket Equity Linked Note (ELN) with alleged negligence on client risk factors, undue influence, misrepresentation, mistake, negligent misstatement, and unconscionable contract, etc.;
- Commercial disputes between supplier and chain shop purchaser over laboratory tests, quality, delay, and payment;
- Between buyer and manufacturer of franchised goods sold and delivered;
- Contractual disputes between parties of previously trusting relationship;
- Personal injuries actions concerning marine accidents, industrial accidents, traffic accidents and disputes concerned;
- Redevelopment of a plot of land regarding an application under Land (Compulsory Sale for Redevelopment) Ordinance over EUV /RDV apportionment;
- Fatal accidents;
- Liquidation of listed companies, tracing of transfer of monies involving shares, loans, security documents, mortgages, guarantees and indemnity with third party liabilities amounting to hundreds of millions of dollars;
- Construction disputes involving building safety, alleged negligence and neighbour relationship, for construction disputes with alleged substantial delay and substandard workmanship;
- Intellectual property infringement disputes involving trademarks, disputes over industrial designs and copyrights;
- Admiralty actions;
- Real property sale and purchase disputes;
- Tenancy and sub-tenancy disputes with a lot of sub-tenants;
- Building management and community disputes resolution through mediation;
- Employment disputes with unfair dismissal in issue; Employee Compensation cases;
- Matrimonial Disputes over custody, care and control, residence, visitation, education arrangement, maintenance, assets and liabilities, joint responsibility of childcare;
- Alleged legal professional negligence;

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- Parties who have no insurance cover though he/she should have one;
- Partners and shareholders;
- Wills and probate matters and over Partition Ordinance

Lecturing & Teaching experiences:

Mr. Lai has profound experience on Mediation Training. He is a welcoming Speaker on Practical Mediation for Civil Servants, Bank Managers, School Principals, Teachers and Students, Rotary Clubs, Police Inspectors and Officers, Lawyers, Mediators, Financial Analysts, Toastmasters, and other Institutions. He is also a Lecturer, Mediation Trainer, Coach, Guest Lecturer of Law & Mediation Training of various institutions and organization:

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- Lead-Trainer of Mediation of HKPMA
- Lecturer on Criminal Law and Administrative Law at Open University;
- Guest Lecturer Faculty of Law of HKU on the Mediation and ADR Course;
- Speaker on Building Management Mediation (Law Society CPD 3.0) Course;
- Lecturer for PEAK Institute, Vocational Training Council on Mediation courses;
- Lecturer for CPD Seminars on Mediation, Negotiation and Conflict Resolution (“MNC Course”) for Institute of Certified Management Accountants (CMA) Australia;
- Tutor for Mediation and Negotiation (M&N) class with course leader Mr. Michael Beckett, Postgraduate Certificate in Laws (PCLL), School of Law, City University of Hong Kong (CityU);
- Speaker of Mediation & Negotiation seminar for AWAHK and CIMA;
- Speaker on Negotiation Skills for the Certificate Course on Advanced Interpersonal Skills in Medicine jointly organized by the Federation of Medical Societies of Hong Kong (FMSHK) & Hong Kong Society for Emergency Medicine and Surgery (HKSEMS);
- Lecturer for Advanced Mediation Skills course by YMCA College of Careers and Hong Kong Mediation Services Limited (HKMSL).
- Speaker to Retail Industry Senior and Middle Managers on “Effective Mediation in Employment and Labour Disputes” co-organized by Hong Kong Retail Management Association and Hong Kong Mediation Council;
- Speaker for Mediation Promotion Seminars by YMCA College of Careers;
- Mentor for practicing and promising mediators as co-mediators of mine from various professions: lawyers, academics, company directors, designers, consultants, negotiators, teachers, accountants, medical doctor, and investment banker to share experiences in situ;
- Mediation Coach for Family Mediation Workshop at Craigengower Cricket Club;
- Mediation Coach on Accreditation Course for Baptist University and Conflict Resolution Centre;
- Mediation Coach on Accreditation Course at the University of Hong Kong (HKU) Family Institute;
- Mediation Coach on Accreditation Course at Hong Kong Federation of Women’s T.S. Kwok Service Centre;
- Mediation Coach for Academy of Law’s Mediation Accreditation Courses by Law Society of Hong Kong
- Mediation Coach for Prof. Nadja Alexander’s Mediation course at City University of Hong Kong;
- Mediation Coach for the Institute for Conflict Engagement at Hong Kong Shue Yan University for Director Prof. Nadja Alexander;

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- Mediation Coach for IICER's Mediation Accreditation Training Full Scholarship granted for the Certificate Curriculum in International Business Negotiation By School of Law, Hamline University and The International Institute for Conflict Engagement & Resolution (IICER);
- Mediation Coach for PMA Accredited Mediation Course
- Mediation Coach for ICC ADR Mooters from HKU and CityU;
- Mentor for Mediators, Hong Kong Mediation Services Limited (HKMSL);
- Visiting Lecturer, Centre for Professional and Business English (CPBE) of Hong Kong Polytechnic University (PolyU) – Legal Workshop: Analysis on genre and legal correspondence, mediation, and ADR;
- Lecturer on Mediation, Negotiation and Contracts seminar for chain-stores Managers of local Health Food Herbal Tea corporation;
- Speaker of the Dramatic Mediation Workshop with Synergy Advanced Toastmasters Club and the Toastmasters community;
- Speaker on Settlement Agreement Drafting Skills;
- Assessor, Mediation and Negotiation curriculum for PCLL students, CityU;
- Speaker on Mediation and ADR Seminar for Mainland Judicial Officers, Government Officials and Mediators organized by PEAK Institute, VTC;
- Seminars on Mediation and Negotiation to Building Management Companies like Jones Lang Lasalle, Hong Yip, Well Born and Citybase, etc. ;
- Mediation Seminar “Why Mediate?” open to public by Synergy TMC;
- Speaker for the Mediation Seminar of Academy of Law & Law Society “Who has the Edge?” a CPD course
- Lecturer for the Certificate Healthcare Mediation Course for medical practitioners organized by Hong Kong Federation of Medical Societies (FMSHK)

PUBLICATIONS:

- Author of Mediation Skills CPD Seminar syllabus for IPEM (Institute of Professional and Executive Management) / CMA Australia / HKMSL;
- Author of Dispute Resolution by Mediation cases for teaching and examination purposes;

Or

Trainer D

江仲有先生--HKPMA 首席導師 (只作參考) :

法學碩士，資深土木工程師、律師、仲裁官。調解著作有《調解基本技巧》萬裡出版社、《解決衝突與調解技巧》、《婚姻與家事調解》香港大學出版社。

簡介:



江仲有律師是一位資深土木工程師、律師(澳洲昆士蘭、維多利亞、新南威爾斯、香港、英國)、仲裁員(克拉瑪依、廣州、天津、深圳、中國國際經濟貿易仲裁委員會、華南國際經濟貿易仲裁委員會、深圳國際仲裁院)，擁有二十多年的工程和法律經驗。江律師曾參與及處理各類大小工程建設、民事和婚姻調解、商業和工程仲裁及各類民事和刑事訴訟，對各種現行解決爭議的方法有深入的認識和瞭解。

江仲有律師亦是一位資深的調解員、導師和評審員，亦是香港國際仲裁中心、香港調解資歷評審協會有限公司認可調解員(一般、家事、家事調解員督導員)、香港律師會認可調解員(一般、家事、家事調解員督導員)、香港家事法庭認可家事調解員及家事調解員督導員、香港土地審裁處認可調解員、雷曼兄弟相關投資產品爭議調解及仲裁計畫認可調解員，曾處理各類民、商事、家事、工程調解案件，經驗豐富。

江仲有律師是大中華調解訓練中心的主任調解員，香港調解發展中心名譽副會長及本課程總監。調解著作有《解決衝突與調解技巧》、《婚姻與家事調解》香港大學出版社。

Mr. William Kong:

BE (Civil), Grad. Dip. L.G.E., B. Leg. S., Grad. Dip. Leg. Pract., M.A. Arb., M.I.E.(Aust.), M.H.K.I.E., F.C.I.Arb., Accredited Mediator (General & Family) of the HKIAC-Hong Kong Mediation Council, the Family Court, the Land Tribunal, the Law Society of Hong Kong, the Legal Aid Department; Panel Arbitrator of the Karamay Arbitration Commission, (克拉瑪依仲裁委員會仲裁員), the Guangzhou Arbitration Commission, (廣州仲裁委員會仲裁員), the Tianjin Arbitration Commission, (天津仲裁委員會仲裁員), the Shenzhen Arbitration Commission, (深圳仲裁委員會仲裁員), the China International Economic and Trade Commission, The People Republic of China (中國國際經濟貿易仲裁委員會仲裁員) .

Publications:

《解決衝突與調解技巧》 江仲有 香港大學出版社
《婚姻與家事調解》 江仲有 香港大學出版社

Or

HKPMA-approved trainers with professional qualifications and academic background in the field of mediation or law, for instance, solicitor, counsel, accountant, LLM, etc...

HKPMA reserves the right to select and appoint appropriate trainers for the course.

General Mediation Training
(Professional Certificate of Mediation Training)

一般調解訓練 高級課程

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香港調解專業協會
Hong Kong Professional Mediation Association

Tentative Venue (The actual venue shall be according to notification of acceptance):

Hong Kong Efficient Legal Professional Mediation Centre

Room 2205-2206, 22/F, Alliance Building, 130-136 Connaught Road Central, Hong Kong

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Fees:

Please refer to the application form.

Payment:

Please refer to the application form.

***Space is limited. Reservations will be granted on a first-come, first-serve basis.**

Disclaimer 免責聲明

免責聲明: 香港調解專業協會不會就文書的內容或使用作出任何形式的陳述或保證, 特別不會就本文書作出任何特殊用途的保證(不論明確性或暗示性)或實用性負上任何責任。香港調解專業協會有權隨時就本文書作出更改或修訂, 不另行通知。

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Registration Form for Office of Qualifications and Examinations **Regulation (Ofqual) Level 3 Award in Mediation Practice**

(RQF) 603/3590/7

FEES (MEMBERSHIP)

1. 40 hours mediation training course which includes training, the course materials, HK\$15,000.- or
2. For members who have already enrolled or completed a HKMAAL training, HK\$8,000-

* Accreditation/examination Fees of (RQF) 603/3590/7 are included in the above fees.

Name _____

Position _____

Profession _____

Mailing Address _____

Telephone number _____ Fax number _____

Email Address _____

PERSONAL DATA (PRIVACY) ORDINANCE NOTICE

Persons who supply data in their application to the Hong Kong Professional Mediation Association (HKPMA) are advised to note the following points pursuant to the Personal Data (Privacy) Ordinance.

1. Personal data provided in this application form will be used solely for the purpose of the said application, and in this connection, the data herein will be dealt with by the HKPMA staff and/or by the HKPMA Mediator Accreditation Committee members/or by offices of HKPMA's Principal Organization.
2. After an application has been duly processed, the application papers of the candidates will be retained in a file established by the HKPMA for each applicant. Such information will be retained by HKPMA or the Principal Organization of HKPMA for as long as it deems necessary or useful.
3. Under the provisions of the Personal Data (Privacy) Ordinance, an applicant has the right to request access to, and the correction of, his/her personal data as retained by the HKPMA or its Principal Organization. Applicants wishing to access or make corrections to their data should submit written requests to the Secretary General of HKPMA or its Principal Organization.

Declaration:

1. I have read and agreed to the Personal Data (Privacy) Ordinance Notice.
2. I authorize the HKPMA and its Principal Organization, its/their staff, employees and/or members of the HKPMA Mediator Accreditation Committee to deal with, utilize and/or assess the data submitted by me as may be required in connection with my application.
3. I understand that my data will become a part of the HKPMA's files and may be used for all purposes deemed necessary or useful by the HKPMA and its Principal Organization.
4. I declare that the information given in support of this application is accurate and complete. I understand that any misrepresentation will disqualify my application and may lead to revocation of my application, should the application

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be accepted. HKPMA Mediator Accreditation Committee and offices of HKPMA's principal organization also reserve the right to report the matter to my professional body/association.

5. Any information on this form may be made available by HKPMA and its principal organization to third parties for the purposes of assessment or selection.

I confirm my agreement to the disclosure of the information contained in the application and my confirmation of its accuracy.

I am interested in enrolling for the above course and enclose a cheque made payable to:

“Hong Kong Professional Mediation Association” in the sum of:

- HK\$15,000 for the training course & application for examination & accreditation
- HK\$8,000 for the training course & application for examination & accreditation as I have already enrolled/completed a HKMAAL training.

And I also understand and abide by the following Terms & Conditions of the application.

Date _____ Signature _____

Places are strictly limited and will be allocated on a first come first serve basis.

Please send your registration form and cheque payment to:

“Rm. 905, Hua Fu Commercial Building, 111 Queen's Road West, Hong Kong
Attn: Course Co-Ordinator”

Inquiries – e-mail: info@mediatorassociation.org

Terms & Conditions of application:

1. Registration must be accompanied by cheque payment;
2. The above fees are membership fees that would be used for the operation of the association. For details, please refer to the Articles of Association of the association.
3. In the event of a typhoon No.8 or a black storm warning signal being hoisted three hours prior to the start of the course, the training for the day will be postponed;
4. HKPMA has the sole discretion to accept or decline any application without prior notice;
5. HKPMA reserves the right to cancel the course at the sole discretion of HKPMA or if there is insufficient registration. Fees will be fully refunded without any compensations or interests.