

# ciarb.

## Scottish Branch

The Chartered Institute of Arbitrators

Pupillage/Mentored experience  
for the Scottish Branch Panel of Civil and Commercial Mediators

### 1. Introduction

- 1.1. Application can be made to be included on the Scottish Branch Panel of Civil and Commercial Mediators, all as set out in the “Information for Applicants” form found on the Branch website:
  - 1.1.1. An applicant must be a Member or a Fellow of the Institute.
  - 1.1.2. An applicant must provide evidence of relevant experience and will be assessed at an interview.
  - 1.1.3. An applicant must confirm that she/he, has not been the subject of any successful professional disciplinary proceeding.

### 2. The Mentoring experience

- 2.1. The Scottish Branch acknowledges that it is difficult to obtain the mediation experience applicants require prior to interview.
- 2.2. Mentored experience can assist and facilitate applicants to obtain this experience.
- 2.3. Mentored experience is not compulsory prior to gaining entry to the Panel but is actively encouraged.
- 2.4. The process proposed by the Scottish Branch is relatively simple.
  - 2.4.1. The pupil is allotted a master who is an experienced and approved Mediator from the list of Panel members.
  - 2.4.2. Subject to parties’ approval, the pupil shadows the master in at least two mediations with the aim of experiencing and learning the procedural and practical aspects of a mediation.
  - 2.4.3. All aspects of mentored experience will be conducted against a backdrop of confidentiality and the mentored applicant will have no input in the mediation process.

2.4.4. Once the master is satisfied that the pupil has attained the requisite skill and ability, the master will sign-off the pupil's work, confirming the tasks performed by the pupil were completed to a reasonable and satisfactory standard. A copy of the sign-off is provided to the Convenor.

2.4.5. The mentored experience gained may not necessarily come from CI Arb appointments.

2.5. The pupil should maintain an anonymised logbook of her/his observations noted during the mediation for the perusal of the mentor and the interview panel.

### 3. The Convenor

3.1. The Scottish Branch has appointed Lisa Cattanach and Kahleen Crawford to be the Convenor and manager for pupillage/mentored experience.

3.2. Lisa and Kahleen will be the candidates' go to people, to liaise with and appoint the master.

3.3. Lisa and Kahleen can be reached on [mentor@ciarb.scot](mailto:mentor@ciarb.scot)

### 4. Pre-requisites for interview

4.1. The completion of mentored experience does not guarantee applicant entry onto the Panel.

4.2. Pupils who have successfully completed mentored experience will still have to be interviewed and meet the "Pre-requisites for interview" set out in the "Information for Applicants" form for those seeking inclusion on the Scottish Branch Panel of Experienced Civil and Commercial Mediators.

4.3. The "Information for Applicants" form sets out the purpose of the interview and the criteria for assessment.