

# Training, accreditation & specialist endorsement

Pathways to working as a restorative justice facilitator

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**Te Kāwanatanga o Aotearoa**  
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# Training, accreditation and endorsement

## Summary

To become a restorative justice facilitator, you must:

- complete initial training (or apply for recognition of prior learning) and
- achieve and maintain accreditation (standard restorative justice cases) and/or
- achieve and maintain endorsement (family violence and/or sexual violence cases).

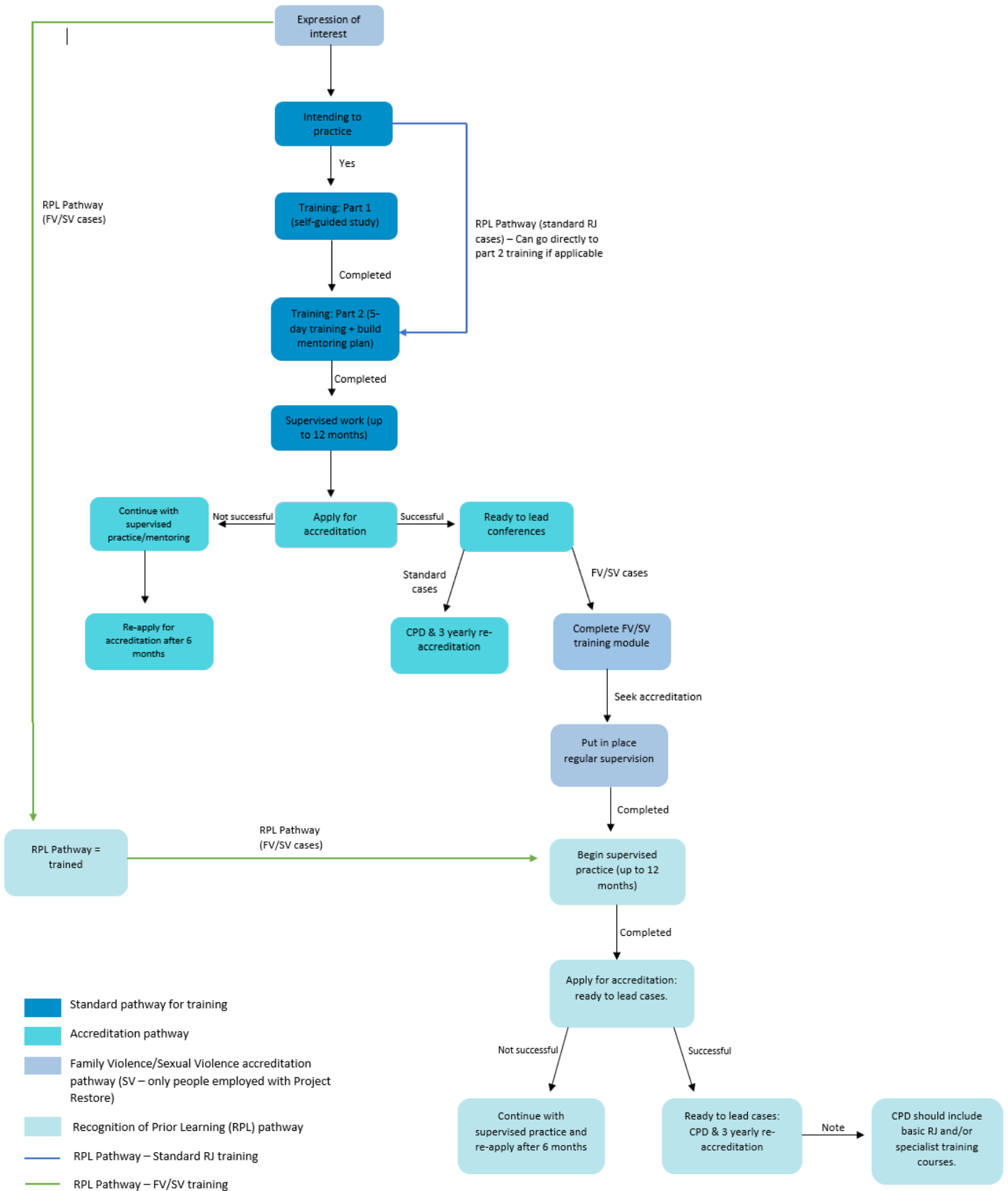
## Pathways through training, accreditation and endorsement

The pathways from training to accreditation and endorsement are shown in Figure 1 and Figure 2.

- If you have little or no prior relevant work experience you will progress through the stages in Pathway 1. This is the most common route to becoming a restorative justice facilitator
- If you have knowledge and experience specifically related to family and/or sexual violence you may be eligible for Pathway 2 which allows for Recognition of Prior Learning (RPL).

Standard Progression (Pathway 1)	Recognised Prior Learning (Pathway 2)
<p>Training is completed → 12 months to 'work towards' accreditation/endorsement. During this time you will:</p> <ul style="list-style-type: none"><li>• have an agreed Mentoring Plan for progression to accredited status</li><li>• be co-facilitating cases with more experienced restorative justice practitioners (where possible)</li></ul>	<p>You have approved RPL which means you are able to begin work immediately. During the first 12 months you will:</p> <ul style="list-style-type: none"><li>• have an agreed Mentoring Plan for progression to accredited status</li><li>• be co-facilitating cases with more experienced restorative justice practitioners (where possible)</li><li>• you have in place regular supervision</li><li>• be planning when to complete the Standard and Advanced training within 18 months knowing this will be counted as Continuing Professional Development</li></ul>

Figure 1: Pathways from training to accreditation and endorsement



# Do facilitators need to be trained, accredited and endorsed?

Yes. Currently the Ministry of Justice Outcome Agreements with Providers require that:

- All Facilitators delivering Pre-Conferences or Conferences must be Restorative Justice Accredited by the Purchasing Agency (or its agent) or working towards Restorative Justice Accreditation.
- All Facilitators delivering Pre-Conferences or Conferences relating to Family Violence cases must be Family Violence Endorsed by the Purchasing Agency (or its agent).
- All Facilitators delivering Pre-Conferences or Conferences relating to Sexual Violence cases must be Sexual Violence Endorsed by the Purchasing Agency (or its agent).
- All Facilitators must deliver services that meet the Ministry of Justice Restorative Justice Practice Framework and Standards:
  - **Ministry of Justice, Restorative Justice Practice Framework:** [www.justice.govt.nz/assets/Restorative-Justice-Practice-Framework-August-2019.pdf](http://www.justice.govt.nz/assets/Restorative-Justice-Practice-Framework-August-2019.pdf)
  - **Ministry of Justice, Restorative Justice Standards for Family Violence:** [www.justice.govt.nz/assets/Restorative-Justice-Family-Violence-Practice-Standards-August-2019.pdf](http://www.justice.govt.nz/assets/Restorative-Justice-Family-Violence-Practice-Standards-August-2019.pdf)
  - **Ministry of Justice, Restorative Justice Practice Standards for Sexual Violence:** [www.justice.govt.nz/assets/Restorative-justice-standards-for-sexual-offending-cases.pdf](http://www.justice.govt.nz/assets/Restorative-justice-standards-for-sexual-offending-cases.pdf)

## How to apply and the costs

Simply Resolution is contracted by the Ministry of Justice to deliver the training and accreditation. Details on enrolling or applying for training, accreditation and endorsement can be found online at: [Simply Resolution website](#)

The Ministry of Justice funds training and accreditation for people hoping to work as restorative justice facilitators. Occasionally, there are places available for those working alongside restorative justice services (for example, victim advocates). From time-to-time, training may be undertaken on a fee for service basis by other interested people. Contact Simply Resolution for more information.

# The training programme

The training programme includes:

- Standard restorative justice training (foundational component)
- Family violence training (advanced component)
- Sexual violence training (advanced component).

Unless there is a RPL approval in place, facilitators must complete the foundational component before they can move on to the advanced components, however they are not required to complete the advanced components if they do not want to provide these advanced restorative justice services.

Figure 2 shows Pathway 1 for training and accreditation as a restorative justice facilitator, along with usual timeframes to complete each stage. Some facilitators will move more quickly or more slowly through the pathway. This should be in discussion with their Provider manager.

**Figure 2: Estimate of timelines: training, accreditation and endorsement**





## Recognition of prior learning (Pathway 1, ‘standard’ restorative justice facilitation)

The training programme is designed to recognise prior learning. In Pathway 1, trainees can go straight to the in-person training if they feel confident enough, following an interview with the Training Supplier to confirm their knowledge/readiness.

Though it is possible to do this, in general it is recommended that everyone do the self-guided study modules. Since modules are self-paced, people with prior knowledge can simply skip those parts (or entire modules if they wanted). People should use their prior knowledge as the gauge of readiness for assessment (rather than their confidence).

To apply for recognition of prior learning in Pathway 1, contact Simply Resolution.

## Recognition of prior learning (Pathway 2, endorsed areas of practice)

If you have a lot of experience in the family and/or sexual violence space, you can apply for RPL. You will need to submit to Simply Resolution:

- A description of your training, education and experience working with family violence and /or sexual violence (you will discuss this further with an assessor)
- Details of two referees who can attest to your experience and skills working with family violence and/or sexual violence
- A reflective summary of three relevant cases you have facilitated or co-facilitated in the last six months. This would include documentation such as risk assessments and safety plans
- A Mentoring Plan with the Provider Group where you will work
- Proof of a plan in place for regular supervision.

You will be invited to a professional conversation with your Provider Group manager and the Accreditation supplier. Together you will consider whether there is enough prior experience to work straight away as a facilitator.

While it is possible to be ‘endorsed’ to practice in family or sexual violence without completing restorative justice training, it is **strongly recommended** that you complete the basic and specialist training within the first 18 months of your practice.

## Initial training (“the training”)

The standard restorative justice training programme includes self-guided study that trainees complete, prior to attending a five-day in-person training course.

The training is divided in this way so that:

- the knowledge-focused work (self-guided study) can be done at your own pace and in your own time
- self-guided study can be done for interest, and without an intention to progress to the training course
- skills are developed, and knowledge put into practice, in the 5-day training course with a cohort of peers.

## Self-guided study modules – the format

There are four modules designed to be worked through in your own time and at your own pace. Some people like to do one module per week, while others prefer to do it all at once. It's up to you. The self-guided modules are available online. The self-guided study modules include the following topics:

- Introduction to Restorative Justice Process and Principles
- Victim and Offender Issues and Risk Management
- Working with people
- The New Zealand Criminal Justice System and Restorative Justice Reports

Each module contains several self-administered tests (called “Check Your Understanding”). Nobody else sees or marks these. The purpose of these is to help you gauge how well you have understood the material. The answers to each Check Your Understanding section are on the following pages. If you find yourself stuck or getting things wrong, try some “active learning” strategies.

For example:

- working on the modules in a group
- explaining what you are learning to a friend or member of your whānau or family who isn't involved
- using the Feynman Method – there are many YouTube clips about it that you can find by searching for “how to use Feynman technique” or similar. Here is one useful video: [www.youtube.com/watch?v=FrNqSLPaZLc](https://www.youtube.com/watch?v=FrNqSLPaZLc)

## Progression to 5-day training course

After completing the self-guided modules and before progressing to the 5-day training, you will need to “sign off” that you have either:

- read and worked through the modules, and understand the content (you “have the knowledge”); OR

- an understanding of this knowledge through work in a similar field.

Prior to the 5-day training course, you will attend an assessment interview with a Trainer. This is designed to check that you have an adequate understanding of the knowledge and will be a suitable course participant.

The interview will be like a professional conversation. You will be asked questions and have an opportunity to talk about your understanding of key principles and processes in restorative justice.

The 'Check your Understanding' Tools in the self-guided modules 1-4 provide a good guide to the kinds of questions the trainer will ask.

## **The training course (5 days)**

The five-day in-person training content includes:

- The peer feedback model
- Facilitation techniques
- Making initial contact
- Pre-conference meetings
- Planning conferences
- Facilitating conferences.

Delivery of the training will also involve:

- providing feedback to individuals who don't meet the training assessment criteria, helping identify areas for improvement
- assisting facilitators to develop a mentoring plan for facilitators to implement with their restorative justice service supplier /employer.

## **Co-facilitation work (up to 12 months)**

If you successfully complete both parts of the training, you can work as a restorative justice facilitator. You will be contracted to, or employed by, a restorative justice provider. You then have 12 months in which to achieve accreditation. As you work towards accreditation, you will co-facilitate conferences alongside other accredited facilitators and receive mentoring from them.

## Advanced training (family violence and sexual violence)

There is the option to undertake training and endorsement to work in the specialised areas of family violence and/or sexual violence.

For those facilitators that are interested to progress to endorsement:

- The majority of Restorative Justice Provider Groups have family violence endorsed practitioners
- There is one national provider for sexual harm cases, this is Project Restore New Zealand Trust. Currently, you can only facilitate sexual harm cases if you work for Project Restore New Zealand Trust.

### What does the training involve?

The training involves up to 30 hours of structured learning including:

- Preparatory reading ready for training (current Ministry of Justice Family Violence and Sexual Violence Standards)
- Attendance at the training (may be face to face, online, hybrid)
- Completion of the self-paced learning activities in the trainee workbook.

### Who can apply?

- Accredited restorative justice facilitators;
- People who have completed the standard restorative justice training and have been co-facilitating FV cases. This will require an application to Simply and have attendance supported by your provider manager;
- People with extensive, relevant sector experience who are not trained or accredited restorative justice facilitators (this is the RPL Pathway), following an application to Simply Resolution and an assessment interview with you, your provider manager and a Trainer.

# Accreditation and endorsement

## Assessment steps and criteria

The criteria for approval rests on assessing facilitators and finding that they have the necessary skills and competence to facilitate all or any part of restorative justice, safely and professionally. This includes adherence to the relevant Restorative Justice Practice Framework and Standards. Assessments will allow facilitators to be accredited for:

- standard restorative justice accreditation (foundational component for delivering restorative justice for standard cases)
- family violence endorsement
- sexual violence endorsement.<sup>1</sup>

## The four assessment components (accreditation OR endorsement)

Component	Standard practice (accreditation)	Specialist areas (endorsement)	Criteria
<b>Component 1: Peer to Peer Feedback:</b> Brief written peer feedback about the facilitator based on peer (accredited facilitator colleague) observations of three pre-conference meetings and/or conferences	Use standard cases	Use Family or Sexual Violence cases	See Appendix 1
<b>Component 2: Conference observation:</b> A conference observation, in-person or online, with provision for mock conference observation under special circumstances	Use standard cases	Use Family <sup>2</sup> or Sexual Violence cases	See Appendix 2

<sup>1</sup> Note sexual violence endorsement will be for individuals employed and/or contracted with Project Restore New Zealand Trust.

<sup>2</sup> Where a facilitator has had a conference observation of a standard conference, they may not be required to complete this component for the family violence accreditation. Because of this, where facilitators will be delivering both standard and family violence, we recommend facilitators complete the required training and apply for family violence accreditation unless there are reasons to not do so. All other requirements for family violence accreditation still apply.

<b>Component 3: Report:</b> That conference's restorative justice report written by the facilitator	Use standard cases	Not needed if already hold standard practice accreditation	See Appendix 3
<b>Component 4: Professional Conversation</b>	Use standard cases	Use Family or Sexual Violence case	See Appendix 4

## What happens if you are not successful ?

It is not uncommon to be unsuccessful in seeking accreditation or endorsement the first time around. Support will be provided to any facilitator that is not successful in meeting the requirements:

- The mentoring plan will be renewed.
- You will be encouraged to apply again.

## Who does the Assessments?

As the training and accreditation supplier, Simply Resolution will draw from a pool of experienced restorative justice practitioners and/or other relevant professionals to carry out the assessments for accreditation or endorsement. Assessors:

- are or have been accredited and experienced restorative justice facilitators OR hold equivalent qualifications or have equivalent experience in a relevant sector
- have a NZQA assessor qualification
- reflect the diverse New Zealand population including gender, age, ethnicity, Māori, non-Māori and Pacifica representatives
- hold or have held specialist endorsements for those doing specialist assessments
- have Police Checks every two years.

Sometimes a conflict of interest arises. For example, you have a personal relationship with the assessor allocated. If you think there's a conflict of interest, contact Simply Resolution as alternative assessors may be able to be organised.

## Reviews, appeals and privacy

If you would like a review of an assessment, you can request this by applying in writing to Simply Resolution. You will be invited to discuss the result with the Assessor, and this may clear up any misunderstandings.

If you remain concerned about the result, another Assessor will be asked to review the result and provide a 'second opinion'. You will have a conversation with them after they have reviewed the case. You may be asked to provide further materials. A decision will be made that is final. The options will be:

- The original assessment is upheld
- The original assessment is not upheld (you have now passed)
- In rare instances a second conference will be observed.

As in all situations, if you are not successful, a Mentoring Plan will be agreed, and accreditation /endorsement can be sought again after a 12-month period has passed.

Information about your accreditation /endorsement applications and practise status will be shared and communicated as needed between:

- Simply Resolution
- your Restorative Justice Provider Manager
- the Ministry of Justice.

# Continuing professional development (CPD)

## Continuing professional development (CPD)

After accreditation, you will engage in CPD. If requested, you will need to provide evidence of this CPD – a certificate or attendance confirmation.

Currently, there is one supplier of restorative justice focussed CPD in the South Island (Otautahi Christchurch) and one supplier in the Northern Island (Mānawatu). You should make sure to check their websites and join any newsletters to stay up to date on CPD opportunities. Their contact details can be found here:

- Restorative Justice Services Otautahi Christchurch: [www.restorativejusticechch.org.nz/](http://www.restorativejusticechch.org.nz/)
- Manawatū Restorative Justice Trust: [www.restorativejusticemanawatu.org.nz/](http://www.restorativejusticemanawatu.org.nz/)

There are many relevant short courses, training, webinars and learning opportunities that might count for CPD both nationally and internationally. You may deliver some of these yourself, participate as a learner or a mixture of both.

## Keeping track

If requested, you will need to provide evidence of CPD completed. For example, a certificate or attendance confirmation.



# Re-accreditation and re-endorsement

## Re-accreditation and/or re-endorsement

Every three years, you are expected to renew your accreditation and/or endorsement in specialise areas of practice. To be eligible to renew your accreditation, you must have completed at least six conferences or pre-conferences over the three years.

- If you are endorsed for sexual violence, you will complete all six conferences or pre-conferences in sexual harm cases
- If you are endorsed to work in family violence cases as well as standard cases, at least three of the cases must relate to family violence
- If you just hold standard accreditation all your cases will relate to ‘standard’ matters.

Re-accreditation and/or re-endorsement involves an assessment to confirm that you are continuing to demonstrate and adhere to the current New Zealand Ministry of Justice Restorative Justice Standards. The assessment involves:

Assessment requirement	Alternative way to meet assessment requirement
<ul style="list-style-type: none"> <li>• Peer observation of a restorative justice conference.</li> </ul>	<ul style="list-style-type: none"> <li>• In some situations, other relevant practice may be able to be considered to contribute to meeting this requirement. For example, mediation practice, supervising/mentoring/assessing others facilitating cases.</li> </ul>
<ul style="list-style-type: none"> <li>• 20 hours of CPD, including any updated training mandated by the Ministry of Justice. Relevant CPD with another professional body (e.g., RI, AMINZ, SWRB) can also be recognised here.</li> </ul>	<ul style="list-style-type: none"> <li>• 10 hours of CPD, including any Ministry of Justice-mandated updates and five hours of restorative justice teaching/training or providing professional supervision; and</li> <li>• A personal declaration including which areas you practice (standard only, standard and family violence, sexual violence) and that supervision is in place (for endorsed areas only); and</li> <li>• An authorisation from your Provider Manager.</li> </ul>

## Expired accreditations

In some circumstances, you may let an accreditation or endorsement lapse but then want to renew it at a later date.

- If the expiry is within 12 months, contact Simply Resolution. A plan to renew can be put in place.
- If the expiry is beyond 12 months up to 3 years, you will need to go through the steps to accreditation/endorsement again (but not re-do training).
- If the expiry is beyond 3 years, you will be required to re-do the training as well as step through accreditation.

If you go on leave for a defined period of time (for example, through illness, travel plans or taking parental leave etc), have a conversation with Simply Resolution so a record is kept.

## Working in endorsed areas of practice & eligibility to facilitate standard cases

Some practitioners will work only in the specialised areas of family or sexual violence cases.

As the standards for practice in these areas require additional competencies to those outlined in 'standard' restorative justice, you also have accreditation to work in standard restorative justice cases if endorsement is achieved.

# Resources: preparing for assessment

The purpose of training and accreditation is to support consistent and effective facilitation. To guide this, the Ministry of Justice has a detailed Practice Framework and specific sets of Standards for the endorsed areas of practice.

When you apply for accreditation or endorsement, your Assessor is looking for evidence that you meet all of the required practice standards. Their task is to assess the 'portfolio' of evidence that consists of:

- The three Peer to Peer feedback notes
- A conference observation
- A report that you wrote for the court, on the conference observed
- A professional conversation

You do not need to show every 'standard' in every assessment item. Taken together, the portfolio should reflect all of the criteria for facilitation.

When you prepare your portfolio, think about which assessment 'ticks the box' for the various criteria. One of the purposes of the professional conversation is to consider any criteria not already showcased. You can prepare for the professional conversation with that in mind. Come prepared with examples (and documentary evidence) to show particular parts of your practice.

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