

Hong Kong Family Welfare Society Family Mediation Service
Live Supervision
Application Procedures & Charges

1. Trainee mediators who apply for live supervision from the Society should satisfy the requirements set out by HKMAAL. (For details, please refer to “HKMAAL” Requirements to be an “Accredited Family Mediator” at www.hkmaal.org)
2. Applicants should complete the “Application Form” and send to:

Senior Coordinator (Mediation Services)
Mediation Centre
Hong Kong Family Welfare Society
Western Garden, 80A, First Street,
Sai Ying Pui, Hong Kong

Tel No.: 2561 9229 Fax No.:2811 0806
E-mail Address: ruth.wong@hkfws.org.hk
3. The applications would be assessed according to the requirements as stated in Clause 1. A written reply will be issued to applicant to inform about the result of the application. The Senior Coordinator (Mediation Services) will assign a Supervisor for the eligible applicant, taking into account of the special request by the applicant, if any. A contract will be signed by the Trainee and the Supervisor at the beginning of live supervision.
4. The applicant has the responsibility to commit to the live supervision process, by which at least 4-8 sessions with interval of one to two weeks are expected. Should the applicant turn down the invitation to undergo a live supervision case for twice, he/she will be put into the inactive waiting list, implying that he/she is required to take initiative to contact Senior Coordinator (Mediation Services) of the Society’s Mediation Centre to reactivate his application. The Society’s Mediation Centre reserves the right to make the final decision on whether to reactivate the application.
5. Most live supervision cases require interviews to be conducted during our office hours, i.e. Monday to Friday from 9 a.m. to 5:30 p.m..
6. The length of waiting time for live supervision is uncertain. Variables such as language and cultural compatibility, time constraint, availability of suitable cases for live supervision may affect the length of waiting time.
7. The supervisee should pay a standard charge of HK\$800 per hour for the live supervision, which will be capped at HK\$14,400 (18 hours) per live supervision.
8. Upon termination of each case, the supervisor will complete the “Record of Supervision Hours” for endorsement by the supervisee. A letter will be sent to the supervisee for settlement of the supervision fees as stated in the endorsed “Record for Supervision Hours”.
9. All payment should be made by cheque and payable to “Hong Kong Family Welfare Society”. The payment should be sent to the Senior Coordinator (Mediation Services) who is in-charge of the Mediation Centre at the address as stated in Clause 2.
10. For enquiries, please contact the Society’s Mediation Centre at 2561 9229.

Hong Kong Family Welfare Society Family Mediation Service
Live Supervision Application Form

Name: _____
(Mr./Mrs./Miss/Ms.) (Eng) _____ (Chin.) _____

Organization/Firm: _____ Profession: _____

Correspondence Address: _____

E-mail Address: _____

Telephone No. Fax No.:
(Office) (Mobile) _____

Academic Qualifications (Please indicate the institute and year obtained.)

Mediation Training (Please indicate the training organization, duration and date of completion, etc)

Work Experience: Please put a ✓ in the box as appropriate.

I have three years or more family work experience.

Languages/ Dialects in which the applicant is able to provide mediation

I am available from 9 a.m. to 5:30p.m. during weekdays for mediation interviews.
If not, please indicate your time available for mediation interviews: _____

Remarks (Please provide any other details not covered above or any special request for Live Supervision.)

Please sign below to confirm the accuracy of the above information and your understanding of the application procedures and charges for live supervision offered by Hong Kong Family Welfare Society.

Signature: _____ Date: _____

➔ The personal data provided will be kept confidential and only used for arranging Live Supervision on Family Mediation Service.