



Guidance Note for Regulators Working with Intermediaries in Fitness to Practise Proceedings

Intermediaries for Justice (IfJ) is grateful for the productive discussions which took place 2024-26 with Social Work England (SWE), the General Medical Council (GMC), and the Nursing and Midwifery Council (NMC). Likewise, the successful IfJ training day held in March 2026 under the guidance of Professor Louise Wallace has taken this project forward.

This guidance aims to provide clarity on the referral process when working with an Intermediary within Fitness to Practise proceedings (FtP). Under current arrangements, both Registered Intermediaries (RIs) and Court Approved Intermediaries (CAIs) are able to assist vulnerable witnesses and vulnerable registrants participating in Fitness to Practise (FtP) proceedings. This work would be classed as being outside their roles within the Witness Intermediary Scheme ([Ministry of Justice Witness Intermediary Scheme - GOV.UK](https://www.gov.uk/government/organisations/ministry-of-justice/witness-intermediary-scheme)) and/or HMCTS Approved Intermediary Service ([HMCTS approved intermediaries - GOV.UK](https://www.gov.uk/government/organisations/hmcts-approved-intermediary-service)).

Following a referral from a regulatory body, the Intermediary must complete an initial assessment, followed by a report outlining findings and recommendations.

Intermediaries for Justice (IfJ) provides a referral mechanism to source an Intermediary from some of our IfJ members (those who have expressed an interest in working within FtP proceedings). This is available via our website:

[Find an intermediary | Intermediaries for Justice](#)



Other options for referral are:

- a) **Managed and Approved Service Providers (MASPs)** (i.e. organisations) The organisations currently (May 2026) providing intermediary services are Aspire, Communicourt, The Intermediary Cooperative and Triangle.
[HMCTS managed and approved service providers \(MASPs\) of intermediary services - GOV.UK](#)
- b) **Approved Service Providers (ASPs)** (i.e. sole traders). The list of Approved Service Providers is available here [HMCTS approved service providers \(ASPs\) of intermediary services - GOV.UK](#)

There is no publicly accessible contact information for Registered Intermediaries who wish to work within Fitness to Practise proceedings (and outside of the MoJ Witness Intermediary Scheme)

We recommend that intermediaries working in Fitness to Practise proceedings have:

- a) substantial experience in both previous intermediary practice (e.g. minimum 3 years or 30 cases completed) and in their 1st profession (e.g. minimum 5 years). This ensures that they have gained sufficient in-depth experience in:
 - the communication assessment of vulnerable people
 - identifying and applying relevant communication strategies with vulnerable people
 - adapting their communication skills to assist the vulnerable person to adjust for real time interactions
 - creating and using specific communication aids as needed
 - completing Intermediary reports
 - working with legal professionals to ensure a vulnerable person's communication needs are understood so reasonable adjustments are applied



- b) have attended a Trauma course and be highly skilled in Trauma-Informed Practice (TIP). IfJ considers TIP to be a core requirement, alongside relevant clinical expertise, for Fitness to Practise work.

The IfJ referral form can be used to request an intermediary for pre-trial hearings, assessments, interviews, written statements, familiarisation visits, memory refreshing and court appearances. Please note that intermediaries often have limited availability; early notice will improve the likelihood of securing assistance.

Referral requests submitted via the IfJ system are automatically distributed to intermediaries operating in the selected area with the appropriate skill set. However, **it remains the responsibility of the referrer to verify the intermediary's expertise at the outset of the process for assisting that particular vulnerable person.**

Intermediaries for Justice does not directly employ or engage intermediaries. If the appointed intermediary is unable to fulfil the requirements of the case, the referrer must submit a new request via the referral form to seek an alternative intermediary.