



Title:	Quidos Fit and Proper Guidance		
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Quidos Fit and Proper Requirements

To be accepted to the Qidos Accreditation Scheme, applicants must show they are 'fit and proper' for membership by submitting the following evidence:

- City & Guilds, ABBE or NAEA qualification certificate in their selected strand of energy assessment, or valid APEL certificate
- Valid Passport and Driving Licence (or other form of identification that can confirm their identity and current residence)
- Work Permit if necessary
- Valid CRB check, dated within 12 months of issue date

In addition, applicants must supply the following:

- Completed application
- Copy of their complaints handling process
- Passport-style photo
- Completed direct debit form and void cheque/recent bank statement

Existing members must confirm they are 'fit and proper' to carry out EPCs by:

- Adhering to the Qidos Code of Conduct
- Meeting Quality Assurance requirements
- Hold a valid CRB check no older than 3 years from issue date
- Completing a minimum of 10 hours CPD each year of accreditation and maintaining records of this to be supplied to the accreditation scheme when requested

Should any of the above not be adhered to, Qidos is required to revoke the membership of, or decline new applications of membership to the Qidos Accreditation Scheme as they are deemed by the scheme not to be 'fit and proper'.

Determining whether a person is 'fit and proper' for membership based on CRB check

If Qidos is aware that an existing or prospective member has committed an offence, in deciding whether that person is 'fit and proper', we must take into account:

- The relevance of the offence to the role of the energy assessor
- The seriousness of that offence
- Whether there is any significant pattern of offending
- How recently the offence was committed



In ordinary circumstances, a person is unlikely to be 'fit and proper' if convicted or cautioned for a serious, arrestable offence, including:

- Murder
- Manslaughter
- Death by reckless driving
- Rape
- Kidnapping
- Firearms offences
- Hostage taking
- Hijacking or torture

In ordinary circumstances, a person is unlikely to be fit and proper if convicted of offences that are less serious than those listed above if these are offences against the person or property, or offences which involve elements or acts of dishonesty, corruption, substantial financial gain or serious loss to anyone (including theft, fraud and deception), which resulted in a prison sentence within the last 5 years.

Fit and Proper Applicants applying via APEL

If an APEL accredited assessor wishes to join Quidos' Accreditation scheme they can do so providing they can provide the following:

- Completed application
- Copy of APEL certified certificate from original scheme
- Valid passport and driving licence (or other form of identification that can confirm their identity and current residence)
- Work Permit if necessary
- Valid CRB check, dated within 12 months of application
- Copy of their complaints handling process
- Passport-style photo
- Copy of CV
- Completed Quidos Skills Audit Form
- Signed Witness Statement
- Copies of all relevant qualifications, professional membership and CPD certificates
- Proof of Continuing Professional Development from the last 2 years
- Completed direct debit form and void cheque/recent bank statement

Subsequent to successful completion of accreditation with Quidos, their first EPC/DEC/ACR lodged with Quidos will be Quality Assured.