



**Title:** Qidos Fit and Proper Guidance  
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**Issued By:** Catherine Garrido **Date:** 24/05/2016  
**Approved By:** Philip Salaman **Date:** 24/05/2016

**Revision History**

<b>Issue</b>	<b>Issued</b>	<b>Approved</b>	<b>Reviewed</b>
1.0	23/08/2010	-	
1.1	08/08/2011	16/08/2011	02/05/12
1.2	28/01/2014	28/01/2014	26/02/2015 CR
1.3	24/05/2016	24/05/2016	01/08/2018 CG
1.4	31/07/2019	31/07/2019	
1.5	16/09/2019	16/09/2019	



## **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 and ABBE qualification certificate in their selected strand of energy assessment, Retrofit Assessor/ Coordinator qualification (from approved training provider) or valid APEL certificate
- Valid Passport or Driving Licence (or other form of identification that can confirm their identity and current residence)
- Work Permit if necessary
- Valid DBS check, dated within 12 months and verification to authorise the document.

In addition, applicants must supply the following:

- Completed online application at [qas.quidos.co.uk](http://qas.quidos.co.uk)
- Copy of their complaints handling process
- Passport-style photo
- Completed direct debit link
- CPD if qualification is older than 12 month old

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 DBS 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 not continue with 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 DBS 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
- Terrorism
- Violence and abuse
- Incitement to others to commit the above

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. A brief will be requested regarding the details behind the offence and any outcome.

### **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/confirmation 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 DBS 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
- Completed direct debit link



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