



Title: Quidos Fit and Proper Guidance
Ref: 6.4
Issue: v.1.6
Issued By: Sarah Rigby **Date:** 26/07/2021
Approved By: Catherine Garrido **Date:** 26/07/2021

Revision History

| Issue | Issued | Approved | Reviewed |
|-------|------------|------------|---------------|
| 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 | 28/07/2020 CG |
| 1.6 | 26/07/2021 | 26/07/2021 | |



Quidos Fit and Proper Requirements

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

- A colour copy of either a City & Guilds or ABBE qualification certificate in their selected strand of energy assessment, Retrofit Assessor/ Coordinator qualification (from approved training provider) or valid APEL certificate
- A colour copy of one form of photographic ID (a valid Passport or Driving Licence (or other form of identification that can confirm their identity and current residence))
- A second form of ID that demonstrates a current valid UK address (e.g. utility bill or bank statement)
- Work Permit if necessary
- A colour copy of a valid DBS check dated within 12 months

In addition, applicants must supply the following:

- Completed online application form at www.quidos.co.uk
- Copy of the Quidos Energy Assessor complaints handling process with their full contact details added
- Passport-style photo
- Completed direct debit link
- CPD evidence if qualification is older than 12 months old
- A signed copy of the Quidos Membership Agreement
- *Written confirmation of the membership package they would like (DEAs ONLY)*

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

- Adhering to the Quidos 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, Quidos is required to revoke the membership of, or not continue with, new applications of membership to the Quidos 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 Quidos 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
- 500 word personal statement outlining previous skills and experience
- Completed Quidos Skills Audit Form for the strand(s) they are applying for
- Signed copy of the Quidos Witness Statement
- Signed copy of the Quidos APEL Terms of Engagement
- 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, the first report lodged with Quidos by all newly accredited assessors will be Quality Assured.