Terms of Reference: Certification Committee

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Owner	Governing Board
Review	Every 3 years, or sooner if requirements change

> Issued by BFS management as an interim edition. It will be reviewed and ratified by the Governing Board at its first meeting after the committees are constituted.

1. Purpose

The Certification Committee takes, or authorises named certifiers to take, every decision to grant, renew, extend, reduce, suspend or withdraw a certification. It is the only body that can do so. Decisions are never taken by a trainer, a training provider or the person who assessed the candidate.

2. Functions

1. Review the evidence for each candidate (eligibility, assessment results, conduct declarations) and decide on certification.
2. Authorise individual certifiers who meet the competence criteria, and monitor their decisions.
3. Decide on recertification, suspension, restoration and withdrawal.
4. Make sure decisions follow the scheme exactly and are recorded with the reasons.
5. Report any pressure to change a decision to the Impartiality Committee.

3. Composition

5 seats. Members are appointed by the Governing Board after an open call for nominations, for their expertise and the interest they represent, not as delegates of any organisation. No single stakeholder category may hold a majority.

Stakeholder category	Seats	Condition	Status
Chair (certification or assessment expertise)	1	—	**Open, nominations invited**

Stakeholder category	Seats	Condition	Status
Certifiers with subject expertise in the schemes	3	Not currently training candidates for BFS schemes	**Open, nominations invited**
Quality or governance member	1	—	**Open, nominations invited**

4. Quorum

Three members. A single authorised certifier may decide routine cases within delegated limits; borderline cases go to the full committee.

5. Term of office

Three years, renewable. Members may resign by written notice and may be removed by the Governing Board for failure to declare a conflict, breach of confidentiality, or repeated non-attendance.

6. Meetings

Monthly when examinations are running, or as needed. Meetings may be held online. Minutes record attendance, declarations of interest, decisions and reasons.

7. Conflicts of interest

- Every member signs the BFS Conflict of Interest declaration on appointment and renews it every year, and declares any new interest as soon as it arises.
- At the start of every meeting the chair asks for declarations on each agenda item; declarations are minuted.
- A member with an interest in an item leaves the discussion and the decision on that item. The chair decides on borderline cases; if the chair is conflicted, the vice-chair decides.
- No member may take part in any decision about a person they have trained, taught, employed, coached, assessed for a training provider, or are related to, within the previous 2 years.
- Members do not receive any payment linked to the outcome of a decision. Any honorarium is fixed in advance and published in the annual impartiality report.
- Members sign the BFS Confidentiality undertaking. Papers about individual candidates, examination content and complaints are confidential and are returned or destroyed after use.

8. Decision making

By the certifier or by majority. No member decides on a candidate they have trained, taught, employed or assessed in the previous 2 years.

9. Reporting

Reports numbers and outcomes (not names) to the Governing Board every quarter.

10. Review

These terms of reference are reviewed at least every 3 years by the Governing Board.