Terms of Reference: Accreditation Committee (CPD and Providers)

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Document	BFS-TOR-04 · Terms of Reference: Accreditation Committee (CPD and Providers)
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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 Accreditation Committee decides on the approval of CPD providers and CPD activities against the published Accredited Provider Quality Standard. Assessors review applications; the committee, not the assessor, decides.

2. Functions

1. Decide on provider approval, activity approval, renewal, suspension and withdrawal.
2. Appoint and monitor provider assessors.
3. Review annual provider returns and the 10% CPD audit results.
4. Keep the provider directory accurate.

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	1	Not linked to any approved provider	**Open, nominations invited**
Educators or assessors	2	—	**Open, nominations invited**

Stakeholder category	Seats	Condition	Status
Practising fitness professionals	1	—	**Open, nominations invited**
Public or consumer member	1	—	**Open, nominations invited**

4. Quorum

Three members including the chair or a member who is not linked to any provider.

5. Term of office

Three years, renewable once. 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

At least quarterly once applications open. 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 majority of members present and not conflicted. Members linked to an applicant provider, or to a direct competitor, leave the decision.

9. Reporting

Reports to the Governing Board each quarter; publishes the provider directory.

10. Review

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