



Institute of Equality & Diversity Professionals

Accreditation for Professionals : Terms and Conditions

Applicants are required to:

- ◆ Be Associate or Team Members of the Institute and to have signed the Code of Professional Practice
- ◆ Confirm the date of the panel they wish to submit for
- ◆ Pay the fee by the requested date
- ◆ Follow the accreditation guidance provided by the Institute
- ◆ Submit their evidence in the format requested
- ◆ Use the templates provided in the way indicated in the guidance
- ◆ Keep to the communication times as agreed with the mentor
- ◆ Meet the deadlines for returning the test and submitting the portfolio of evidence.

In the event of a candidate being unable to meet the deadline:

- ◆ After confirmation of date and payment of the fee, applicants may request a deferral of up to two published assessment panels ahead and with an explanation of circumstances requiring this.
- ◆ There is no financial penalty providing this request is made at least 4 weeks prior to the submission date and therefore before the test is sent out.
- ◆ After that, at the discretion of the Board, there will normally be a financial penalty:
 - 2 – 4 weeks prior to the submission date: 20% of the fee will be charged
 - Less than 2 weeks prior to the submission date: 40% of the fee will be charged

The Institute undertakes to:

- ◆ Provide up-to-date documentation
- ◆ Allocate each applicant with a mentor to provide a limited amount of email and telephone advice, after confirmation and payment of the fee
- ◆ Meet the deadlines as advertised
- ◆ Treat all applicants fairly and with equal rigour

- ◆ Treat submitted evidence in confidence and return the evidence portfolio after the assessment panel meeting
- ◆ Provide individual feedback normally within a month of the panel meeting.
- ◆ Use the discretion of the Board to reach decisions where they are not clear cut.

Name

Signature

Date