

Membership and Accreditation Advisory Group

- The advisory group should comprise of a minimum of two Trustees and have a nominated Chair.
- Trustees can be members of more than one advisory group and meet as frequently as agreed amongst the advisory group.
- The Chair of the advisory group will be expected to keep Trustees informed and prepare proposals to be put to the Board, ahead of meetings, for considering the approval of recommendations put forward by the Advisory group.

Key purpose

To provide leadership on issues related to membership and accreditation of members to the CIEA consistent with the objectives, as stated in the CIEA Deed and accompanying Charter and those objectives that develop in the evolving CIEA environment and agreed by the Board.

Key responsibilities

The Advisory Group will be expected to:

- Liaise with the appropriate Staff members
- Prepare papers to inform the Board on:
 - Areas of activity
 - Decisions the advisory group has arrived at
 - Recommendations proposed by the Advisory group

The Chair of each advisory group will be responsible for ensuring these activities are undertaken.

Scope

The Membership and Accreditation Advisory group shall undertake tasks related to membership and accreditation of members to the CIEA that shall be agreed upon by the Chair and Director, and shall include, but not be limited to:

- Development of a robust framework to outline membership criteria, seeking to ensure particularly that clear academic and 'on the job' learning and experience is calibrated and equivalences described carefully and clearly
 - Criteria to cover levels; Student, Associate, Affiliate, Member, Fellow
 - Framework to be comprehensible to non-education specialists, such that the majority of applications can be determined by non-specialist staff
- Responsibility for ensuring appeals on accreditation from external stakeholders are handled in an appropriate and accountable manner
- Pending development of the framework, advising staff on appropriate levels for applicants for membership