

Exam Board Terms of Reference

Approved 26th February 2016; revised February 2019

Composition

Chair of Exam Board
Chair of Training Committee
Vice-chair of Training Committee
Vice-chair for Supervisor Training
Vice-chair for APL
Chair of ACAT
Liaison Moderator
ACAT Projects and Liaison Officer
UKCP/HIPC Representative
Trainee Representative
Equality and Diversity Committee Representative
Board of Trustees Representative
Course Representatives (Course Directors)
ACAT CPD Auditor
UKCP Re-accreditation Assessor
Organiser of the annual Trainer and Supervisor Event

Quorum

The Exam Board shall be deemed quorate when a minimum of 4 officers in filled posts and a minimum of 6 course representatives are present.

Meetings

The Exam Board meets three times per year in order to 'accredit' those who are put forward. The closing date for accreditation submissions is usually three weeks prior to the meeting. The meeting dates and submission deadlines are noted on the ACAT website.

Roles

- The Exam Board works closely with the Training Committee in maintaining the national framework of ACAT accredited courses and monitoring standards of training
- The Exam Board Chair is responsible for all membership queries including renewals and lapsed categories
- The Exam Board Chair is a member of the Council of Management

Tasks of Exam Board Chair

- Receive and examine applications for accreditation in advance of each Exam Board
- Liaise with Course Directors regarding any accreditation queries
- Bring unresolved queries about accreditation/training to the Exam Board for discussion
- Work closely with ACAT Administration regarding queries or potentially difficult areas
- Work closely with the Chair of Training Committee and the Council of Management
- Monitor and manage procedures for membership of ACAT and the re-joining process
- Liaise with CPD Auditor and Re-accreditation Assessor regarding auditing queries
- Work closely with the ACAT Ethics Committee
- Report to ACAT's Council of Management and Board of Trustees

Approved by ACAT's Trustees and Council of Management on Friday, 26th February 2016; revised February 2019