

## Directory of Consultants

*Guidance for members*

### **Introduction**

As an impartial certification body, Centre for Assessment is unable to provide a consultancy service to its current or potential certification clients. The primary purpose of our *Directory of Consultants* is to provide a resource for clients requiring consultancy support in developing, implementing or maintaining the requirements of a Standard against which we provide certification. We hope that the *Directory* will enable you to offer your independent services to our service-users.

### **Membership Criteria**

Centre for Assessment values the relationship it has with its growing network of independent consultants across the UK and wants to find a way to strengthen and expand these connections. As such, we welcome any consultant to join our *Directory* who:

- works with existing Centre for Assessment clients to support their certification with us
- wishes to have new consultancy clients referred to them via our *Directory* scheme
- has an active track record of at least three referrals per year, demonstrating the successful implementation and maintenance of management systems leading to certification with Centre for Assessment.

We expect members of our *Directory* to share our corporate values around integrity, professionalism and transparency.

### **Membership Benefits**

Through the *Directory*, we want to ensure that you feel connected to us and that we maintain regular, effective communication with you. Becoming a member of our *Directory of Consultants* will allow you to submit content for an individual member page on our website. Visitors to our *Directory* will be able to search for members by sector, Standard and location, and then make an enquiry with a member via an online form.

In addition to the listing in our *Directory*, we are currently offering the following additional benefits.

- Use of the members' logo on your website, business cards etc.
- 15% discount to your clients on in-house or open CfA training courses
- Opportunity for your clients to take part in case studies
- Biannual catch-up call with a dedicated member of our BD team, including the opportunity to update your profile.

### **Publicising Membership**

Centre for Assessment encourages members of its *Directory of Consultants* to use the membership logo on their website, email footer or elsewhere. Members may wish to hyperlink the logo to their profile in the *Directory*. We ask members not to make any alterations to the logo in terms of colour or wording.

While membership of the scheme does suggest that you are competent to deliver a quality service, we ask members to be clear that they are not directly engaged to provide consultancy services on behalf of Centre for Assessment. Working with you does not obligate any organisation to apply with us nor will it affect the impartiality of our activities.

## **Withdrawal of Membership**

Members of the scheme may withdraw from the *Directory* at any time by getting in touch with Centre for Assessment expressing their intention to withdraw and providing their preferred date to do so. Such members should ensure that the logo is removed from their website and any other location, to coincide with the withdrawal date.

Centre for Assessment may withdraw a member's listing if it is decided that 1) the member is operating in a manner that may bring Centre for Assessment into disrepute; 2) the member is no longer providing services that are relevant and appropriate to our current or potential service-users; 3) the membership criteria outlined above is no longer being met. CfA withdrawal of membership will be advised to the member and a date of removal from the *Directory* provided which should coincide with the member's removal of the logo from their website and any other location where it is being used.

## **How to Apply**

Application for membership of our *Directory of Consultants* can be made by completing an application form. We ask consultants to provide information about:

- areas of the UK in which they are able to offer their services
- Standards of which they have expertise
- sectors in which they are prepared to work.

We also ask consultants to provide biographical information for us to populate their profile with details that potential clients may find relevant when selecting the most appropriate service for their needs.

Please return your application to the email address on the form. If your application is accepted, you will be informed by email and within five working days of when your application was received by us. Centre for Assessment reserves the right to reject any membership application. If your application is rejected, you will be informed of this decision by email and within five working days of when your application was received by us.

Note that Centre for Assessment will only consider one application per consultancy company. We will not list multiple profiles for individual consultants within the same company.

## **Impartiality Statement**

You will understand the importance of Centre for Assessment retaining an appropriate level of neutrality and impartiality in our relationship with members of the *Directory*. As such, membership of the scheme does not guarantee or verify the quality of work provided by consultants, who remain third-party providers of services. Centre for Assessment does not formally monitor the quality of consultancy services provided by members of the scheme and is in not in any way responsible for the outcome of the service provided. Certification services will remain fully impartial. In addition, will take an impartial approach in any relevant matters brought to our attention and will not become involved should any disputes arise between members of the *Directory* and their clients.



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