

## Frequently Asked Questions (FAQs)

More FAQs and guidance are available in the Handbook in the members' area of the IEDP website

**Who can apply?** Any IEDP member with a professional role or active involvement in the quality, diversity and human rights agenda can apply. The different levels mean that applicants can be relative novices or very experienced practitioners.

**Can I include a relevant qualification as evidence?** Yes, but don't just put in a certificate; you must provide details of the course content and assignments and demonstrate how they meet the requirements of the competence descriptors.

**How much time will it involve?** This will vary greatly depending upon the level you are applying for and the nature of the evidence you are drawing from. For most people it is probably best to plan ahead and start collecting evidence several months before the assessment date. Then in the last month, Certification will normally take several days to pull together whilst Registration is likely to take at least a week or equivalent spread out over a month.

**Who is on the panel?** The assessment panels are made up of people drawn from: members of the IEDP Board, Registered Members of the Institute, someone with equality expertise from an employer and a similar person from a higher education institution

### Assessment Calendar

**There are four assessment cohorts per year for applicants to select from. Details of the deadline dates are available in the Accreditation section of our website**

Institute of Equality  
& Diversity Practitioners



*The professional body of equality and diversity practitioners*

## Accreditation Scheme

2 Old College Court, 29 Priory Street,

Ware, Hertfordshire, SG12 0DE

Telephone: 0844 4827 263

Email: [info@iedp.org.uk](mailto:info@iedp.org.uk) Website: [www.iedp.org.uk](http://www.iedp.org.uk)

Company Registration: 6592522

## Become accredited

The IEDP offers professional accreditation based on a competency framework developed to help professionals to achieve consistently high standards.

The over-arching purpose of the accreditation is quality assurance. The intention is to contribute to the profession being appropriately regulated, high quality and well regarded. There are a number of advantages for individuals taking part.

Accreditation can:

- ◆ improve your employment prospects
- ◆ strengthen bids for funding
- ◆ improve your confidence and competence
- ◆ gain you peer recognition
- ◆ provide tangible evidence of good practice
- ◆ contribute to your professional development

IEDP accreditation is currently offered at two levels:

**Professional Certification** is intended for people with a sound knowledge of equality, diversity and human rights, who spend some of their time working in the field, either in a paid or voluntary capacity, and who are seeking recognition of their knowledge, understanding and skills.

**Professional Registration** is intended for people who have an in-depth knowledge of equality, diversity and human rights and are likely to be working full-time in the field, taking a leading role, probably as a paid employee or in an independent capacity, and who are seeking professional license to practice.

### Registered Membership

Professional Registration confers Registered Membership of the Institute and the postnominal IEDPR, with professional details listed on our website as endorsement to practice.

Professional Certification    Fee: £350 + VAT

Professional Registration    Fee: £850 + VAT

## What is involved?

The process requires you to submit:

- ◆ a portfolio of evidence from any time in your professional life
- ◆ a submission document analysing each piece of evidence in relation to a reasonable number of competence descriptors for each domain
- ◆ your CPD record from the last three years
- ◆ a compulsory test for Domain 2

The evidence has to be related to four domains:

- Domain 1    Underpinning Theory and Principles
- Domain 2    Legal and Compliance Framework
- Domain 3    Personal Behaviours
- Domain 4    Influence, Impact and Making a Difference

The steps are the same for the two levels :

- ◆ Send in an Expression of Interest form and someone from the Institute will contact you to talk through the process and check that you understand what is required and will be able to meet the requirements at the appropriate level and in the timescale.
- ◆ Thoroughly read all the documents provided by the Institute.
- ◆ Confirm your application with the date of the panel you want to submit for as well as the fee.
- ◆ Make contact with the mentor, who will have been allocated to you from amongst our Level 2 Registered Members.
- ◆ Start work on your portfolio of evidence.
- ◆ Complete and send in the compulsory test which will be sent to you for completion within a two week period, during which you can research your answers.
- ◆ Continue working on your evidence portfolio and submission documents.
- ◆ Send a draft submission document to your mentor to check that you are completing the proforma correctly.
- ◆ Complete your portfolio, submission documents and CPD Record and send everything to the Institute.
- ◆ Wait for the result and the feedback from the panel.