

Accreditation Application and Assessment Time Out Policy

Summary	This Policy details the Institute of Conservation's (Icon) approach to supporting Accredited members who are recorded as professionally inactive.
Who this policy applies to	The Policy applies to volunteers and Icon staff involved in the delivery of Icon Accreditation.
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Frequency of review:	Every three years

1.	Introduction
	<p>The Institute of Conservation (Icon) recognises the importance of supporting Accredited members who are professionally inactive. Time Out allows Accredited members of Icon to register as 'Associate' members for between one and three calendar years.</p> <p>When on Time Out members fees will reduce to that of the Associate membership grade, and members will not be subject to the CPD review recall. Any members will also be removed from the Conservation Register for the period of their Time Out.</p>
2.	Definitions
	<p>ACR: Accredited Conservator Restorer</p> <p>CPD: Continuing Professional Development</p> <p>CPD Readers: Accredited members of Icon who undertake the review of CPD returns and actions plans as part of the CPD Recall process.</p> <p>CPD Recall: The requirement for Accredited members to provide a review of their CPD activities on demand to ensure their maintenance of their professional skills and knowledge to ensure they continue to practice at the 'proficient' level against the Icon Professional Standards.</p> <p>Professionally Inactive: An individual who is not engaged in paid or voluntary conservation work. This includes paid work as a conservator, unpaid official work as a conservator, presenting at conferences or seminars, teaching, mentoring or publication as a conservator.</p>
3.	Requirements of Time Out
	Duration

	<p>Time Out can be offered for between one and three years. Requests for Time Out will not be considered for periods outside of this time frame.</p> <p><u>Actions allowed during a Time Out period</u></p> <p>When registered on time out, if possible, members are encouraged to:</p> <ul style="list-style-type: none"> • attend conferences, seminars, webinars to support your CPD. • carry out other CPD activities to support your return to ACR status such as personal research. • engage in informal verbal advice & discussion of conservation, and • answer questions from employer/clients pertaining to previous conservation work carried out. <p><u>Actions suspended during a Time Out period</u></p> <p>When registered on Time Out, individuals must not:</p> <ul style="list-style-type: none"> • promote or reference yourself as an accredited member of Icon / as an Accredited conservator • use the ACR post nominal, • use the Icon Accredited member logo, <p style="text-align: center;">Your name will be removed from the Conservation Register during Time Out</p>
4.	Applying for Time Out
	<p>To apply for Time Out, Accredited members must follow the process detailed below:</p> <ol style="list-style-type: none"> 1. Contact accreditation@icon.org.uk to: <ol style="list-style-type: none"> i. Discuss your reason(s) for the temporary suspension. Reasons to apply for Time Out may include, career break, illness, or similar. Please note, Icon will consider each Time Out request individually. Not all requests will be considered reasonable or appropriate. ii. Check that Time Out is appropriate for your circumstances. <p>Please note that it is possible for Accredited members of Icon to demonstrate that they are complying with the CPD recall process regardless of whether they are currently practicing as a conservator provided, they can demonstrate they are maintaining their skills and knowledge to the ‘proficient’ level against Icon’s Professional Standards.</p> <p>For example, you do not have to apply for Time Out if you are on maternity leave although if your maternity leave is longer than 12 months, you could apply for Time Out.</p>

	<p>iii. Agree how long Time Out is likely to last. It is not required to apply for periods of suspension of less than one calendar year.</p> <p>If at the end of the agreed 'Time Out' period and it is less than 3 years – you can extend it by re-applying for 'Time Out' up to a maximum of 3 years including the original time out period.</p> <p>Icon reserve the right at their own discretion to bring Time Out to an end and request that you either comply with the reinstatement procedures, or you forfeit your accreditation.</p> <p>2. Complete the Time Out Agreement and return via by email to accreditation@icon.org.uk.</p> <p>By returning the form you are declaring that you will comply with the 'Requirements of Time Out' outlined in section 3. Furthermore, you accept that:</p> <ul style="list-style-type: none"> • it is up to you to contact Icon to begin the reinstatement process. • that you will complete the reinstatement process within six months of the end of your agreed Time Out period or your return to professional practice whichever is sooner. Failure to comply with this requirement will result in your Accredited status being removed requiring you to complete the full application and assessment process to regain your Icon Accreditation. • failure of any member registered on Time Out to comply with these rules will be considered a breach of the Icon Code of Conduct and the Icon Professional Standards and Judgement & Ethics (J&E x) and a complaint would be brought by Icon's Professional Standards and Development Committee (PSD). In such a circumstance, if the complaint is upheld you will not be eligible for reinstatement and your Icon Accredited membership will be removed. You will be eligible to appeal the decision under 5.0 of Icon's Complaint's Procedure. <p>Please refer to Icon's Code of Conduct and related Complaints Procedure.</p> <p>Icon membership will be notified that you are on 'Time Out' and your Icon membership will revert to 'Associate' level in the following renewal period until you are re-instated as an 'Accredited' member. Concessionary member rate may be applicable.</p>
<p>5.</p>	<p>Reinstatement</p>
	<p>To reinstate your Accredited membership status, you must follow the following process.</p> <p>1. Contact the accreditation@icon.org.uk three months before the agreed end-date of your Time Out to notify Icon that you are ready to begin the process of reinstatement. Icon will then ensure you have access to the appropriate documentation.</p> <ul style="list-style-type: none"> • Members who have been time out for between one year and 18 months will be required to complete a CPD Action Plan. • Members who have been on time out for between 18 months and three years will be required to complete a full CPD Review recall.

	<p>2. Complete documentation to demonstrate how you will ensure you are practicing at the 'proficient' level against Icon's Professional Standards.</p> <p>All members are strongly encouraged to seek the support of an Icon mentor when completing their documentation.</p> <p>3. Submit documentation via email to the Training & Development Manager.</p> <p><u>Review and acceptance of Reinstatement</u></p> <p>Once received, your documentation will be reviewed prior to reinstatement.</p> <p>1. Shared with two CPD Readers who will review the documentation to confirm whether you have demonstrated that you will continue to maintain your skills and knowledge to the 'proficient' level against the Icon Professional Standards. They will provide written feedback to the Training & Development Manager.</p> <p>2. The feedback will be reviewed by the Training & Development Manager and the Chair of the Icon Accreditation Committee.</p> <p>If satisfied you will be reinstated as an Accredited member of Icon.</p> <p>If your accredited status is not reinstated, you will receive feedback accordingly to help you prepare a further submission. The Accreditation Committee will make the final decision.</p> <p><u>Appeals</u></p> <p>Any appeals can be made through the Icon Assessment Appeals Process.</p>
<p>6.</p>	<p>Managing implementation and review.</p>
	<p>This Policy will be reviewed every three years.</p>