



Certification Board

CERTIFICATION BOARD RULES

The Institute of Value Management is a Company limited by guarantee. Registered in England No 3798199
Registered Office: Unit 19, The Manor, Main Street, Tur Langton, Leicester, England LE8 0PJ

Document Control	
Title	CB 101 CB Rules
Person Responsible	Administrative Secretary
Date last updated	November 2019
Status	Released
Version	14.1.3
This document is the property of the IVM. It shall not be reproduced in whole or part nor disclosed to a third party. © Copyright 2010 IVM	

INTRODUCTION

The Institute of Value Management Certification Board (CB) is established as the National Certification Body (NCO) to operate the Value for Europe Board (V4E Board) Value Management Training and Certification System within the UK. The V4E Board system is set out in the document Value for Europe which is obtainable from the V4E Board. Part of those rules recommend that if the NCO is part of the National Value Association (NVA), it should be operationally independent of that body.

In addition to the above, the IVM Executive have determined that the CB should operate any national qualification scheme and be responsible for the maintenance of Professional standards of conduct of qualified persons.

OBJECTIVES OF THE CERTIFICATION BOARD

- Apply the System in accordance with the rules established by the V4E Board and appended hereto.
- Ensure that professional standards of conduct are maintained.

In order to realise these primary objectives, the CB shall:

- Advise the IVM Executive on qualification structures, standards and rules. The CB shall consult with the IVM Executive to enable the IVM Executive to be aware of the 'System' being operated.
- Recommend the strategic direction of Value Management Training and Certification.
- Maintain the principals and standards of Value Management and facilitate their evolution, in cooperation with the V4E Board.
- Independently create and develop their operational procedures. The CB should seek Executive input into the process of creation or development.
- Represent the IVM at V4E Board meetings and seek clarification of V4E Board rulings when necessary. The choice of the IVM's V4E Board representative will be nominated by the CB and ratified by the Executive.
- Determine procedures and rules that will be applied in assessing the suitability of both individual applicants and courses.
- Independently determine the suitability of applicants for qualifications recognised by the IVM and the V4E Board.
- Independently determine the suitability of, and approve proposed courses submitted by qualified trainers.
- Ensure that professional standards are maintained by qualified people.
- Advise the Executive of the status of Certification Board activities through quarterly reports.

OPERATING RULES

1. The Certification Board is governed by these rules, which are endorsed by the IVM Executive Committee and approved by the V4E Board.
2. The CB will operate procedures covering issues of application, assessment, qualification decisions, course approvals, appeals against individual and course decisions, complaints, recertification, disciplinary action and other activity which the CB considers is necessary for it to fulfil its objectives.
3. The CB shall be financially independent of the IVM Executive. CB will have a separate bank account and be able to take decisions on income and expenditure independently of the IVM Executive. They may not however take decisions that are harmful to the interests of the IVM. Any change in the policy of income or expenditure management will be advised to the Executive before implementation.
4. The Certification Board shall consist of a minimum of eight members who are experienced in the use and application of value management as a framework including studies and training.
5. The Executive Committee shall nominate up to three of their elected members, to join the CB.
6. The Certification Board may co-opt members to ensure a balanced membership. Co-opted members do not have to be members of the IVM.
7. The election of Certification Board members shall be by postal vote in accordance with IVM Bylaw 7, Nominations must have sufficient qualification in VM.
8. The length of tenure of elected members will normally be 3 years; retiring members may be re elected. The position of any elected, nominated or co-opted member of CB may be terminated at any time by resolution of the CB passed by majority vote if at any time the behaviour of the member brings serious criticism to CB, IVM, V4E Board or the European Training and Certification System. It is for CB alone to decide what is a serious criticism.
9. The Certification Board shall elect a Chair and Deputy Chair from within the Board, the position of Chair may not be filled by a co-opted member. If the elected Chair is not a member of the Executive Committee then they will become a co-opted member of the Executive Committee with full voting rights on the Executive.
10. The Certification Board shall nominate the Value for Europe Board for Training and Certification in Value Management (V4E Board) representative for ratification by the Executive Committee. The cost of attending meetings will be split equally between the IVM and CB.
11. The person nominated shall be co-opted on to either the Executive Committee or Certification Board if they are not a current member and shall have voting rights on that Committee or Board.
12. Where the nominated CB member representing the IVM at an V4E Board meeting is unable to attend, he/she will select a deputy from the CB. If that selected deputy is not a member of the Executive (elected or co opted) then endorsement of that deputy will be required from the Chair of the IVM.
13. A quorum of the Certification Board shall be three persons, including any co opted members.

14. All members, including co opted members shall have one vote. A motion is carried if it receives a simple majority of those present and eligible to vote, providing the meeting is quorate. In the event of a drawn vote, the Chair will have an additional and casting vote.
15. If the meeting is not quorate then, a CB member would be nominated to circulate a position paper and a vote by E-mail will be taken. The Secretary will record the results of the vote in the next meetings minutes.
16. Fees will be determined by the CB on an annual basis. Any decision to increase fees must be communicated to qualified members 3 months in advance of the implementation. Any proposed changes in fees should be advised to the Executive for information.
17. The Chair shall make reports on the activities of the Certification Board at quarterly intervals to the Executive Committee addressing compliance with the requirements for administration of the European Training and Certification System and performance of the System in the UK.
18. CB members may not be directly involved in assessing candidates or courses where they may have, or may be seen to have an interest – either personal or commercial. As far as possible, assessment juries should be independent of the CB. As a general rule, an assessment jury should have no more than one CB member.
19. The independent assessment jury will recommend qualification decisions to the Secretary. The Secretary will advise the CB who are expected to endorse the independent juror's decisions.
20. The CB will operate procedures for appeals against qualification and course approval decisions, complaints and disciplinary actions against qualified persons. A CB member who has been involved in the action should not be involved in the review.
21. Each CB member shall disclose any potential conflict of interest at the outset of any meeting. Where a conflict of interest exists, a member who has declared a conflict of interest may contribute to discussion only if invited by other members. No member who has declared a potential conflict of interest shall vote on a resolution where there is a conflict of interest.
22. A member of CB who does not declare a conflict of interest at the outset of a meeting shall immediately be liable and for the remaining duration of their term of office is liable to summary dismissal by resolution of the CB carried by majority vote of the CB or by resolution of V4E Board carried by majority vote of V4E Board.
23. The CB may engage paid assistance as it sees fit.
24. The CB will collect the annual registration fees for both qualifications and courses. These will be invoiced in January and should be paid by March. If the fee is not paid the qualification will cease and can be reinstated by paying any unpaid fee.