

# IACP Auditor for the Accreditation Department

## *Job Description, Terms and Conditions*

### **Job Title: IACP Auditor for the Accreditation Department**

**Reporting to:** IACP Board of Directors

### **Purpose & Scope:**

The Internal IACP Auditor is responsible for providing an independent, objective and appraisal of the activities of the IACP Accreditation Department so as to contribute to the Board assessment of the effectiveness of the systems of quality assurance, controls and compliance.

Internal IACP Auditor is independent of the management and reports directly to the IACP Board on professional matters. Internal Auditor must be a professional with the proven knowledge and experience of QA processes and who has no links with the office or any current Sub-committees.

The role of the Internal Auditor is to provide an independent and objective assurance on the adequacy of controls within the accreditation processes and the effectiveness of the system of quality assurance and consistent decision-making processes of the Accreditation Department.

Internal IACP Auditor will normally carry out work to a plan agreed by the Board of Directors regarding the work carried by the Accreditation Department in relation to processing of the applications for First Time Accreditation for Accredited Members and Supervisors and Annual Re-Accreditations.

Audit will be completed on an annual basis.

### **Related policies, by-laws, and existing systems:**

- Accreditation Criteria
- IACP Supervision Requirements
- IACP Course Accreditation Criteria
- IACP Code of Ethics & Practice for Counsellors / Psychotherapists
- IACP Code of Ethics & Practice for Supervisors of Counsellors & Psychotherapists

**Duration of Role:**

- At least 2 years

**Frequency of meetings and running order:**

- Once a year, 3 days estimated:

**STAGE 1**

Preparatory work in conjunction with area under review:

Gaining understanding of the area, its objectives and the issues, gaining knowledge around the current criteria and requirements for accreditation.

**STAGE 2**

File review of 2% of provided applications (random selection) and follow up on queries arising.

Preparation of draft report, discussion with the staff and obtain responses to recommendations.

**STAGE 3 - outside of the office, within 4 weeks**

Internal IACP Auditor issues a final report to the Board of Directors with the findings and potential recommendations for improvements of the processes of the Accreditation Department.

**Security**

- The review session at the IACP head office
- Files are not to be removed from the boardroom / office
- Files are to be provided / removed from the boardroom by the Accreditation Supervisor / IACP Manager

**Outcome**

IACP Auditor will report back to the Chair of the Board of Directors. The report will be shared with the IACP CEO, Management and Professional Practice Sub-committee of the Board.

**Reporting Mechanism:**

- Report sent by email or post within 4 weeks after the completion of the annual IACP Accreditation Department Audit

**Budget and Expenses**

- IACP Auditor will be paid €1500 (including VAT if applicable) flat fee per annual audit (approx. 3 days per year, the fee includes any expenses occurred and writing of the final report)

- To receive payment an invoice must be submitted to the accounts department in the IACP with bank details

**Conflict of Interest and Confidentiality**

- IACP Auditor is subject to the IACP Conflict of Interest Policy
- IACP Auditor must sign that they agree to IACP's confidentiality agreement

*The Board of Directors may dismiss the IACP Auditor at any time.*