

JCCP Education & Training Committee – Terms of Reference

1. Functions & Duties

1.1 The Education & Training Committee (ETP) was constituted and approved by the JCCP Board of Trustees. It builds upon the work undertaken by the JCCP interim Education, Training and Accreditation Working Group which operated between September 2016- June 2017. The Committee will launch in November 2017 and has the following responsibilities:

- a) To agree the standards and processes for education & training providers (ETP) to be approved to enter the JCCP ETP Register
 - i) To agree the standards and processes for enabling the fast track recognition of competence in those who enter the register under the approved grand-parenting clause who do not wish to undertake an approved formal programme of learning
 - ii) To agree the standards and processes for developing approved assessors as a part of the fast track process.
- b) To manage the process for ETPs who wish to enter & remain on the JCCP ETP approved register.
- c) To establish a sub-committee to review applications from those ETPs who wish to enter the JCCP approved Register & make a recommendation on the outcome of such reviews to the Education and Training Committee for formal approval.
- d) To report to the JCCP Board of Trustees,



- e) To consider and act upon the guidance of the JCCP Board of Trustees

2. Membership

- 2.1 The Chair of the Education & Training Committee (ETC) was appointed by the JCCP Board of Trustees for a period of 2 years. The Chair of the ETC is a member of the Board of Trustees and shall be subject to appointment as a Trustee in accordance with Charity Commission procedural requirements.
- 2.2 Membership of the Education & Training Committee is by invitation of the Chair subject to agreement of the established ET committee. The committee will seek to achieve a balanced membership that is representative of the cosmetic practice education and training provider, manufacturer and accreditation body sector.
- 2.3 Membership of the group requires members to evidence the knowledge, skills and commitment required to set, review and evaluate standards for education and training in the non-surgical cosmetic and hair restoration surgery practice sector.
- 2.4 The total membership of the group will be 8-12 but will not exceed 12 members.
- 2.5 Membership of the ETC will be for a period of 2 years. Members may be re-appointed for a further term thereafter.
- 2.6 The JCCP Board of Trustees shall formally endorse membership of the Education & Training Committee consistent with its Articles of Incorporation, Mission Statement and Values.
- 2.7 Members will be expected to attend or dial into meetings, having read the relevant papers in order to make informed decisions within the meeting, or submit apologies and comments in advance.
- 2.8 Members are expected to declare any conflicts of interest and exempt themselves from matters where they have a direct conflict.



- 2.9 A member of the Education & Training committee may be removed by the Board of Trustees for any of the following reasons:
- a) S/he resigns his/her office by notice to the Chair of the ET committee;
 - b) S/he is absent for two consecutive meetings of the ET committee (without prior agreement with the Chair);
 - c) S/he takes up employment with the JCCP;
 - d) The JCCP Trust Board recommends removal for failure to perform as a member of the ET Committee or due to a conflict of interest that is challenging or opposed to the interests and/or reputation of the JCCP, or to a violation of the JCCP's confidentiality rules.

3. Meetings

- 3.1 The initial meeting will be held November 2017. Meetings will be held monthly thereafter.
- 3.2 Minutes of meetings will be recorded, circulated within 7 days of the meeting, agreed, and reported to the JCCP Board of Trustees.
- 3.3 Meetings will be quorate and constituted to make decisions when 4 members are present, whether in person or virtually.

4. Confidentiality

- 4.1 Members of the Education & Training Committee may become privy to information and materials in the conduct of their duties that are confidential in nature or restricted for wider distribution. Under these circumstances confidentiality should be maintained and failure to do so will result in removal of membership from the ETC. All information and materials shared within the ETC are assumed to be confidential, unless otherwise stated.



5. Working Groups

- 5.1 The ETC may create working groups, permanent or temporary, to advance work outside of the regular meetings.
- 5.2 Working groups may consist of non-Council members in addition to Council members, as approved by the Committee Chair on behalf of the Council.