REGULATIONS FOR THE QUALIFICATION, TRAINING AND ACCREDITATION OF ASSESSORS

WORLD DISABILITY UNION (WDU)

OFFICIAL REGULATORY DOCUMENT

Edition: First Edition – 2018

PREAMBLE

In recognition of the mission of the World Disability Union (WDU) to promote the rights of people with disabilities, advance inclusion, equality, accessibility, and equal opportunities, and enhance the quality of services, programs, and institutions serving persons with disabilities;

And in pursuit of establishing a professional system for the qualification, training, and accreditation of assessors in accordance with unified professional and scientific methodologies;

These Regulations are hereby established to govern the qualification, training, field practice, professional accreditation, and renewal of assessor certificates.

These Regulations shall serve as the proposed official regulatory framework for the qualification and accreditation of assessors within the WORLD DISABILITY Union, subject to formal approval.

CHAPTER ONE: GENERAL PROVISIONS

Article (1): Definitions

For the purposes of these Regulations, the following terms shall have the meanings assigned to them:

1. The Union: The World Disability Union (WDU).
2. Assessor: A qualified individual authorized to assess organizations and institutions in accordance with the Union's standards and methodologies.
3. Trainee Assessor: An individual who has successfully completed the required training courses and qualifying examination and has been awarded a Trainee Assessor Certificate, subject to supervised field training.
4. Certified Assessor: An individual who has fulfilled all qualification, training, practical experience, and final accreditation requirements and has been awarded a Certified Assessor Certificate by the Union.
5. Assessment Team: A professional team assigned by the Union to conduct assessment activities.

6. Supervisor: A certified assessor or authorized team leader responsible for supervising trainee assessors.
7. Assessed Entity: Any organization, institution, facility, or establishment subject to assessment under the Union's standards.

Article (2): Objectives

These Regulations aim to:

1. Establish a unified system for assessor qualification, training, and accreditation.
2. Enhance the professional and technical competencies of assessors.
3. Ensure the quality, objectivity, and consistency of assessment processes.
4. Standardize assessment methodologies and performance measurement criteria.
5. Establish an official register of certified assessors.
6. Promote continuous professional development.
7. Strengthen the credibility of accreditation certificates issued by the Union.

Article (3): Scope of Application

These Regulations shall apply to all candidates, trainee assessors, and certified assessors participating in assessment programs, initiatives, and activities organized, authorized, or supervised by the WORLD DISABILITY Union.

CHAPTER TWO: ADMISSION AND QUALIFICATION REQUIREMENTS

Article (4): Admission Requirements

Applicants seeking admission to the Assessor Qualification Program must:

1. Demonstrate good conduct and professional integrity.
2. Possess an appropriate academic qualification or relevant professional experience, as determined by the Union.
3. Demonstrate effective communication and teamwork skills.
4. Show an interest in disability rights, inclusion, and accessibility.
5. Commit to completing all required training and examinations.
6. Agree to comply with the Union's Professional Code of Conduct for Assessors.

CHAPTER THREE: QUALIFICATION AND TRAINING STAGES

Article (5): Stage One – Foundation Course

All candidates shall complete a foundation training course covering:

1. Introduction to the WORLD DISABILITY Union, its mission, and objectives.
2. Rights of persons with disabilities.
3. Inclusion, equality, and equal participation.
4. Principles of accessibility.
5. Fundamentals of quality and institutional excellence.
6. Assessment and auditing principles.
7. Professional ethics and assessor competencies.
8. Evidence collection and assessment report writing.

Proposed duration: Three training days.

Article (6): Stage Two – Specialized Training Course

Candidates shall undertake a specialized training course according to their selected assessment field.

The proposed areas of specialization include:

1. Accessibility and the built environment.
2. Services and facilities assessment.
3. Inclusive education assessment.
4. Inclusive workplaces and employment.
5. Healthcare and social services assessment.
6. Digital transformation and digital accessibility.
7. Institutional policies and governance assessment.

Proposed duration: Five training days.

The Union shall determine the curricula, standards, assessment criteria, and guidance materials applicable to each specialization.

Article (7): Stage Three – Qualification Examination

Upon completion of the foundation and specialized training courses, candidates shall sit for a qualifying examination consisting of:

1. A theoretical examination covering fundamental concepts and standards.
2. A practical examination or assessment case study.

3. Evaluation of evidence analysis and verification skills.
4. Assessment report preparation and documentation.
5. Evaluation of compliance with professional ethics.

The Union shall determine the required passing score and examination retake procedures in accordance with its approved examination policies.

Article (8): Award of the Trainee Assessor Certificate

Candidates who successfully pass the qualifying examination shall be awarded the following certificate:

TRAINEE ASSESSOR CERTIFICATE

WORLD DISABILITY UNION (WDU)

Eligible for Supervised Field Training

This certificate qualifies the holder to participate in assessment activities under supervision. It does not authorize independent assessment or final accreditation decisions.

This certificate represents an intermediate qualification towards obtaining full professional accreditation.

CHAPTER FOUR: FIELD TRAINING AND PRACTICAL EXPERIENCE

Article (9): Duration of Field Training

Every trainee assessor shall complete a minimum of one full calendar year of supervised field training, commencing from the official date of registration in the field training program.

Article (10): Field Training Requirements

During the training period, the trainee assessor shall:

1. Work as a member of an assessment team approved by the Union.
2. Participate in the assessment of no fewer than 20 organizations or institutions.
3. Participate in field visits and assessment meetings.
4. Review documents, evidence, and supporting records.

5. Contribute to the preparation of assessment reports.
6. Comply with the instructions of the assessment team leader.
7. Maintain confidentiality, neutrality, and professional independence.
8. Document all assessment activities in the official Field Experience Record.

Article (11): Supervision and Performance Evaluation

The appointed certified supervisor shall be responsible for:

- Monitoring the trainee assessor's performance.
- Verifying actual participation in assessment assignments.
- Reviewing the quality of assessment work and reports.
- Providing professional guidance and feedback.
- Validating the Field Experience Record.
- Submitting a final competency evaluation report.

CHAPTER FIVE: FINAL PROFESSIONAL ACCREDITATION

Article (12): Requirements for Certified Assessor Accreditation

To qualify for Certified Assessor status, candidates must:

1. Complete the foundation course.
2. Complete the specialized training course.
3. Successfully pass the qualifying examination.
4. Obtain the Trainee Assessor Certificate.
5. Complete one full year of supervised field training.
6. Participate in the assessment of at least 20 organizations or institutions.
7. Submit an approved Field Experience Record.
8. Obtain a recommendation from the supervisor or assessment team leader.
9. Successfully complete the final professional evaluation or interview required by the Union.

Article (13): Issuance of the Certified Assessor Certificate

Upon verification that all requirements have been fulfilled, the Union shall issue the following certificate:

CERTIFIED ASSESSOR CERTIFICATE

WORLD DISABILITY UNION (WDU)

Professional Accreditation

Awarded upon successful completion of all qualification, training, practical experience, and final accreditation requirements.

Approved Specialization: As specified in the accreditation.

Certificate Validity: Three Years

All certified assessors shall be registered in the Union's Official Register of Certified Assessors.

CHAPTER SIX: RENEWAL OF PROFESSIONAL ACCREDITATION

Article (14): Certificate Validity

The Certified Assessor Certificate shall remain valid for a period of three years from the date of issuance.

Article (15): Certificate Renewal Requirements

To renew the Certified Assessor Certificate, the assessor must:

1. Submit a renewal application before the certificate expires.
2. Successfully pass the accreditation renewal examination.
3. Demonstrate participation in professional or assessment activities during the accreditation period.
4. Maintain compliance with the Professional Code of Conduct.
5. Have no serious professional violations that would disqualify the assessor from renewal.

Article (16): Issuance of the Renewed Certificate

Upon successful completion of all renewal requirements, the Union shall issue a renewed certificate valid for an additional three years and update the assessor's details in the official register.

CHAPTER SEVEN: PROFESSIONAL RIGHTS AND OBLIGATIONS

Article (17): Rights of Certified Assessors

Certified assessors shall be entitled to:

1. Participate in assessment teams established by the Union.
2. Conduct assessments within their approved areas of specialization.

3. Use the professional designation of Certified Assessor in accordance with official regulations.
4. Access professional development opportunities.
5. Participate in the Union's professional programs, conferences, and activities.

Article (18): Professional Obligations of Assessors

All assessors shall:

1. Maintain impartiality, objectivity, and integrity.
2. Protect confidential information.
3. Refrain from using their professional status for personal gain.
4. Comply with the Union's assessment standards and methodologies.
5. Disclose any actual or potential conflict of interest.
6. Prepare accurate and evidence-based assessment reports.
7. Respect the dignity and rights of persons with disabilities.
8. Maintain continuous professional development.

CHAPTER EIGHT: VIOLATIONS AND DISCIPLINARY PROCEDURES

Article (19): Professional Violations

The following shall constitute professional violations:

1. Falsifying assessment reports or manipulating assessment results.
2. Disclosing confidential information without authorization.
3. Accepting improper benefits in exchange for altering assessment findings.
4. Misusing the title or status of Certified Assessor without authorization.
5. Violating the Union's professional standards and ethical requirements.
6. Knowingly submitting inaccurate or misleading assessment reports.

Article (20): Disciplinary Measures

Following appropriate investigation and verification of the violation, the Union may impose one or more of the following measures:

- Formal notice or written warning.
- Temporary suspension of accreditation.
- Mandatory retraining or professional requalification.

- Revocation or withdrawal of accreditation in serious cases.
- Removal from the Official Register of Certified Assessors.

The assessor shall be given the opportunity to respond to allegations and submit an appeal in accordance with the procedures established by the Union.

CHAPTER NINE: GOVERNANCE, SUPERVISION, AND ACCREDITATION ADMINISTRATION

Article (21): Responsibilities of the Union

The WORLD DISABILITY Union shall be responsible for:

1. Overall supervision of the assessor qualification system.
2. Approval of training programs and curricula.
3. Establishing examination standards and passing requirements.
4. Approving trainers, supervisors, and assessment team leaders.
5. Issuing Trainee Assessor and Certified Assessor Certificates.
6. Establishing and maintaining the Official Register of Assessors.
7. Supervising accreditation renewal procedures.
8. Monitoring the quality and consistency of assessment activities.

Article (22): Professional Accreditation Committee

The Union may establish a specialized Professional Accreditation Committee responsible for:

- Reviewing accreditation applications.
- Verifying qualification and training requirements.
- Reviewing field experience records.
- Recommending the granting, renewal, suspension, or withdrawal of accreditation.
- Reviewing and developing qualification and assessment standards.

The Committee's recommendations shall be submitted to the Secretary-General in accordance with the applicable delegated authorities.

CHAPTER TEN: FINAL PROVISIONS

Article (23): Interpretation of the Regulations

The Secretary-General shall be responsible for interpreting these Regulations and issuing the necessary implementation instructions, in accordance with the Union's applicable rules and delegated authorities.

Article (24): Amendments

These Regulations may be amended or supplemented by a decision of the competent authority within the Union, in accordance with its approved procedures and powers.

Article (25): Effective Date

These Regulations shall enter into force from the date of their formal approval and signature by the Secretary-General of the World Disability Union (WDU).

They shall be circulated to all relevant departments and entities for implementation.

These Regulations shall become effective from the date 2018

REGULATORY APPENDICES

The following forms are recommended as supporting documents to facilitate the implementation of these Regulations:

Reference	Document / Form Title
WDU-A01	Assessor Qualification Program Application Form
WDU-A02	Training Attendance Record
WDU-A03	Qualifying Examination Results Form
WDU-A04	Trainee Assessor Certificate
WDU-A05	Field Assessment Record (Minimum 20 Organizations)
WDU-A06	Trainee Assessor Performance Evaluation Form
WDU-A07	Final Professional Accreditation Application
WDU-A08	Certified Assessor Certificate
WDU-A09	Accreditation Renewal Application
WDU-A10	Professional Code of Conduct Declaration