

## Associate member membership criteria

Associate members are HR specialists or generalists who support the organisation in delivering HR plans and solutions. They are responsible for their own work, delivering discrete tasks and projects. They often act as the first point of contact for line managers and employees, providing timely and appropriate advice on policies and practices. They collate, analyse and interpret data to build insights into HR and organisation issues, and to inform decision making. Associate members identify organisation and people issues and provide input in finding solutions to these.

Associate members build their practical and technical HR knowledge to understand the breadth of HR, and its contribution to organisational performance. They carefully plan their own continuing professional development (CPD) by reflecting on their own performance and taking part in both formal and informal development to enhance their own professional skills and knowledge.

As an Associate member you will be working to timescales of around 6–12 months, as well as focusing on day to day delivery. Your role will require you to work collaboratively with a range of people. You will undertake discrete tasks and projects to deliver results, gathering, translating and presenting key information and facts. You will have an awareness of a number of areas of HR, but are likely to work within one or two specialisms. You will be able to demonstrate consistent performance at this level.

Associate members work in a huge variety of roles which typically include HR and L&D advisors, recruiters, trainers and team leaders in an HR shared service centre. They often work in roles which are specialist and do not require a detailed level of integration across the rest of HR – but will have an awareness of other HR functions and what they do. In larger organisations Associate members usually work at team leader, HR co-ordinator or advisor levels, supporting HR managers. In smaller organisations they may work across all areas of HR, but without overall responsibility for the function. Whether working as an employee or on a contractual basis, Associate members provide support to the HR function and the organisation using their HR expertise.

These membership criteria are underpinned by the CIPD's HR Profession Map. The core of the map – Insights, strategy and solutions and Leading HR – must be demonstrated by all professional members. Associate members are expected to have an awareness of the different areas of HR, but with experience and expertise in one or two specialisms. To be awarded Associate membership you need to demonstrate consistent, sustained performance against timescales of around 6–12 months. You will also have evidence across a wide range of examples to demonstrate your experience against band 1 of the CIPD's HR Profession Map.

### The CIPD's HR Profession Map

