



## HR and L&D Apprentice Membership form

## CIPD Associate member

Only use this form if you have passed your HR or L&D Apprenticeship with the CIPD.

### **What are my fees?**

Please check the current membership fees at [cipd.co.uk/fees](https://www.cipd.co.uk/fees) or call us on **+44 (0)20 8612 6208**.

Please return this form to:  
Membership Administration  
Chartered Institute of Personnel and Development  
151 The Broadway  
London  
SW19 1JQ  
UK

Alternatively, you can email your completed form to:  
**[memadmin@cipd.co.uk](mailto:memadmin@cipd.co.uk)**

**Please read these notes before completing the form**

To help us process your application promptly, please write clearly and use **block capitals** throughout, following any instructions carefully. Please ensure you complete all sections of this form. If your form is not completed correctly, this may delay your application.

**Section 1 – Your contact details**

Title .....

First name ..... Last name .....

The name you supply will be used on any certificates and correspondence sent by us, so please state the name you'd prefer us to use.

Date of birth   /   /

If you're working in a 'politically sensitive' area (such as the armed forces, central government, police), please supply either a home or business address. Otherwise, please supply both.

**Home details**

Address .....  
.....  
.....

Town ..... Postcode.....

County .....

Country .....

Email .....

Tel .....

Mobile .....

By providing your mobile number, you are giving us permission to use it from time to time in order to contact you for the purposes of informing you about your membership by SMS. However, we will not use it for direct marketing campaigns.

My preferred daytime telephone number is:

Home  Work

Please send my *People Management* magazine, membership and branch correspondence including emails to my:

Home address  Work address

You'll be allocated automatically to a CIPD branch nearest to the postcode of your preferred mailing address.

**Data Protection**

The CIPD takes your privacy seriously and will keep your personal information private and secure. We'll use your data to manage your member account and contact you about member benefits and services. For more information, please view our privacy policy by visiting [cipd.co.uk/privacy-policy](http://cipd.co.uk/privacy-policy)

You can manage your marketing preferences by visiting our marketing preference centre at [cipd.co.uk/myprofile/communicationpreference](http://cipd.co.uk/myprofile/communicationpreference)

**By submitting this form you confirm that you accept our terms and conditions** which can be found by visiting [cipd.co.uk/memberterms](http://cipd.co.uk/memberterms)

## Section 2

### Please fully complete this section

I can confirm that I have completed and passed my end point assessment with the CIPD

Name of Training Provider .....

Apprenticeship standard title .....

Apprenticeship start date ..... Apprenticeship finish date .....

Please complete all of section 2 and 3. Your application will be delayed if we don't receive all the required information.

If you wish, you can also complete section 5, which is optional.

## Section 3

I agree to abide by the CIPD's Code of Professional Conduct available at [cipd.co.uk/codeofconduct](http://cipd.co.uk/codeofconduct)

I also give permission for you to contact the relevant persons or organisations to verify the information in my application, if appropriate.

By joining the CIPD as a member you're accepting that the Membership Terms and Conditions will apply to you. For these Terms and Conditions please visit [cipd.co.uk/memberterms](http://cipd.co.uk/memberterms) or call **+44 (0)20 8612 6208**.

Signature .....Date .....

## Section 4 – Membership fees

To join you'll need to pay a one-off joining fee as well as a membership fee.

For current membership fees, visit [cipd.co.uk/fees](http://cipd.co.uk/fees)

You can pay your fees by credit/debit card, cheque or by UK or SEPA direct debit (single payment or instalments). If you choose to pay your membership fee by single payment Direct Debit, one instalment will be collected from your bank account 3–6 weeks after receiving your application. Your admission fee and any late registration fee will need to be paid up front by credit/debit card or cheque.

When your membership comes up for renewal, payments will be collected each year on 1 July until you advise us otherwise. We'll send you a membership renewal pack at the start of June each year to remind you how much is due.

Cheques should be made payable to the 'CIPD' and stapled to the form. If you're using a company cheque to pay your fees, please ensure that your name is clearly stated on the back.

### Notes

- 1 All amounts are shown in pounds sterling. If you prefer, you can make a payment by cheque in Euros or a SEPA direct debit. Please visit our [website](#) for the current exchange rate. If you pay by credit/debit card, your card provider will use their own exchange rate.
- 2 Important information for Direct Debit payers  
The Direct Debit payment option is only available for UK and SEPA bank account holders. If you would like to pay by UK Direct Debit please follow the instructions below. If you would like to pay by SEPA direct debit, please download our mandate [here](#).  
Your joining fee must be paid when you join by cheque or card. The Direct Debit option allows you to have your membership fee collected automatically on the due date in this and future years. The payment date(s) in your first year will depend on the time of year that you join us.  
*Single payments.* We will collect this payment 3–6 weeks after receiving your application. When your membership comes up for renewal, payments will be collected each year on 1 July until you advise us otherwise. We'll send you a membership renewal pack at the start of June each year to remind you how much is due.  
*Direct Debit instalments.* In order for your membership to remain valid, your Direct Debit payments must be kept up to date. Once we've received your completed Direct Debit instruction we'll send you a payment schedule for the collection of your membership fee. Depending on your joining date, in your first year of membership the instalments will not necessarily be quarterly, but will be spread across the membership year. In your second and subsequent membership years we will continue to collect your membership in quarterly instalments. You can cancel this arrangement at any time. We'll send you a membership renewal pack in June each year to remind you and let you know how much is due. If you're not the account holder or your bank account requires more than one person to authorise Direct Debits (for example, a company account), then you should use an alternative method to pay your membership fees.
- 3 Some benefits and services may not be available to members outside of the UK and Ireland. At its absolute discretion, CIPD may at any time alter, amend, change, modify or withdraw any of the membership benefits that comprise the membership offering.

## Section 5 – About you (optional)

**Your CIPD membership is evolving.** We're introducing new membership benefits tailored to your career stage and professional needs. So take a moment now to tell us what's important to you and ensure your CIPD membership remains relevant and tailored throughout your career by completing your CIPD member questionnaire below.

### Your details

If you work from home tick this box

Name ..... Membership number .....

### 1 Your role – please tell us which of the following best describes your role (choose one)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> 1 I work for an organisation in an HR role         | <input type="checkbox"/> 4 I work for an organisation in a role in another HR specialism | <input type="checkbox"/> 7 I work for an HR/L&D consultancy  |
| <input type="checkbox"/> 2 I work for an organisation in an L&D role        | <input type="checkbox"/> 5 I don't work in HR but have responsibility for it             | <input type="checkbox"/> 8 I work for a management consultancy   |
| <input type="checkbox"/> 3 I work for an organisation in an HR and L&D role | <input type="checkbox"/> 6 I am a self-employed independent consultant                   | <input type="checkbox"/> 9 I work for a supplier of services to the HR/L&D community (excl. consultancies) |

### 2 Please select your main areas of interest (choose one or more)

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> 1 Change management   | <input type="checkbox"/> 11 Health and safety                          | <input type="checkbox"/> 20 Organisation design                        | <input type="checkbox"/> 29 Technology-based training      |
| <input type="checkbox"/> 2 Coaching/mentoring  | <input type="checkbox"/> 12 Human capital/metrics                      | <input type="checkbox"/> 21 Organisation development                   | <input type="checkbox"/> 30 Learning and training delivery |
| <input type="checkbox"/> 3 Corporate social responsibility/sustainability/governance | <input type="checkbox"/> 13 HR systems and technology                  | <input type="checkbox"/> 22 Employee benefits                          | <input type="checkbox"/> 31 Learning and training design   |
| <input type="checkbox"/> 4 Diversity and inclusion                                   | <input type="checkbox"/> 14 International HR                           | <input type="checkbox"/> 23 Performance management                     | <input type="checkbox"/> 32 Workforce planning             |
| <input type="checkbox"/> 5 Employer branding   | <input type="checkbox"/> 15 International reward/expatriate management | <input type="checkbox"/> 24 Public policy issues                       | <input type="checkbox"/> 33 Neuroscience                   |
| <input type="checkbox"/> 6 Employee communications                                   | <input type="checkbox"/> 16 Leadership and management development      | <input type="checkbox"/> 25 Recruitment and selection                  | <input type="checkbox"/> 34 Absence/working time           |
| <input type="checkbox"/> 7 Employee engagement                                       | <input type="checkbox"/> 17 Leading and managing the HR function       | <input type="checkbox"/> 26 Reward                                     | <input type="checkbox"/> 35 Other (please specify)         |
| <input type="checkbox"/> 8 Employee relations/trade unions                           | <input type="checkbox"/> 18 Learning and development strategy          | <input type="checkbox"/> 27 Shared services (including HR outsourcing) | .....  |
| <input type="checkbox"/> 9 Employee well-being                                       | <input type="checkbox"/> 19 Occupational psychology                    | <input type="checkbox"/> 28 Talent management/succession planning      | .....  |
| <input type="checkbox"/> 10 Employment law   |  |  | .....  |

### 3 Do you work in a specialist role? Yes No If yes, what is your area of specialism? (choose one number from the list above)

### 4 What is your job level? Please read the descriptions and select which best applies to your role (choose one)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 1 <b>Director:</b> Top-level with overall responsibility for own function with board membership or equivalent, including MD, CEO or Chairman.   | <input type="checkbox"/> 4 <b>Business partner:</b> Individual in senior position with strong professional role – may have supervisory responsibilities for departmental work and/or manage a small team. | <input type="checkbox"/> 7 <b>In-house consultant:</b> Individual working within an organisation on a programme/project, possibly working cross-functionally. |
| <input type="checkbox"/> 2 <b>Senior executive/group role:</b> Top executive with overall responsibility but without board membership or equivalent.   | <input type="checkbox"/> 5 <b>Manager:</b> An experienced professional with first level of responsibility and more than two years' experience at this level.  | <input type="checkbox"/> 8 <b>Independent consultant:</b> Individual providing consultancy services to organisations on a freelance/contractual basis.        |
| <input type="checkbox"/> 3 <b>Senior business partner:</b> Individual with responsibility for an activity within the overall function – may be a senior HR specialist or in a broader HR role. Makes a significant contribution to policy formulation. | <input type="checkbox"/> 6 <b>Adviser/Assistant:</b> A professional starting out on their HR/L&D career with under two years' experience in function.   | <input type="checkbox"/> 9 <b>Lecturer/Academic</b>   |
|  |   | <input type="checkbox"/> 10 <b>Consultant in HR/Management Consultancy</b>  |

### 5 What is your employment status? (choose one from each section)

#### Section A

- 1 Full-time     2 Part-time/job share     3 Retired from full-time employment     4 Not in paid employment     5 Full-time student

#### Section B

- 6 Permanent     7 Temporary/fixed term/interim     8 Self-employed     9 Not applicable

## 6 Which geographic area(s) are you responsible for/have influence over? (choose one or more)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> 1 UK and Ireland             | <input type="checkbox"/> 4 Middle East   | <input type="checkbox"/> 7 Latin America   |
| <input type="checkbox"/> 2 Western Europe             | <input type="checkbox"/> 5 Africa        | <input type="checkbox"/> 8 Asia-Pacific    |
| <input type="checkbox"/> 3 Central and Eastern Europe | <input type="checkbox"/> 6 North America | <input type="checkbox"/> 9 South East Asia |

## 7 What is the main industry sector you work in? (choose one)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 1 Agriculture, forestry and fishing | <input type="checkbox"/> 8 Transport, storage and communication                   | <input type="checkbox"/> 15 Further and higher education – public sector  |
| <input type="checkbox"/> 2 Mining and extraction             | <input type="checkbox"/> 9 Finance, insurance and real estate                     | <input type="checkbox"/> 16 Further and higher education – private sector |
| <input type="checkbox"/> 3 Manufacturing                     | <input type="checkbox"/> 10 Professional/consultancy services                     | <input type="checkbox"/> 17 Health and social care – public sector        |
| <input type="checkbox"/> 4 Electricity, gas and water supply | <input type="checkbox"/> 11 IT industry   | <input type="checkbox"/> 18 Health and social care – private sector       |
| <input type="checkbox"/> 5 Construction                      | <input type="checkbox"/> 12 Central government                                    | <input type="checkbox"/> 19 Voluntary and not-for-profit                  |
| <input type="checkbox"/> 6 Retail and wholesale              | <input type="checkbox"/> 13 Local government, including schools and fire services | <input type="checkbox"/> 20 Other private sector services                 |
| <input type="checkbox"/> 7 Hotels and restaurants            | <input type="checkbox"/> 14 Defence – armed forces and police                     | <input type="checkbox"/> 21 Media   |

## 8 How many people work for your organisation in the country where you're based? (choose one)

- |                                  |                                    |                                    |  |  |
|----------------------------------|------------------------------------|------------------------------------|--|--|
| <input type="checkbox"/> 1 1-9   | <input type="checkbox"/> 3 50-99   | <input type="checkbox"/> 5 250-499 | <input type="checkbox"/> 7 1,000-4,999 | <input type="checkbox"/> 9 10,000-19,999 |
| <input type="checkbox"/> 2 10-49 | <input type="checkbox"/> 4 100-249 | <input type="checkbox"/> 6 500-999 | <input type="checkbox"/> 8 5,000-9,999 | <input type="checkbox"/> 10 20,000+      |

## 9 How many people work for your organisation globally? (choose one)

- |                                  |                                    |                                    |  |  |
|----------------------------------|------------------------------------|------------------------------------|--|--|
| <input type="checkbox"/> 1 1-9   | <input type="checkbox"/> 3 50-99   | <input type="checkbox"/> 5 250-499 | <input type="checkbox"/> 7 1,000-4,999 | <input type="checkbox"/> 9 10,000-19,999 |
| <input type="checkbox"/> 2 10-49 | <input type="checkbox"/> 4 100-249 | <input type="checkbox"/> 6 500-999 | <input type="checkbox"/> 8 5,000-9,999 | <input type="checkbox"/> 10 20,000+      |

## 10 How many people are there in the HR/L&D department you work in? (choose one)

- |                                |                                  |                                  |                                    |
|--------------------------------|----------------------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> 1 1-2 | <input type="checkbox"/> 3 6-9   | <input type="checkbox"/> 5 20-49 | <input type="checkbox"/> 7 100-499 |
| <input type="checkbox"/> 2 3-5 | <input type="checkbox"/> 4 10-19 | <input type="checkbox"/> 6 50-99 | <input type="checkbox"/> 8 500+    |

## 11 How many years' experience in HR/L&D/other specialism do you have? (choose one)

- |                                      |                                      |  |                                      |
|--------------------------------------|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> 1 1-3 years | <input type="checkbox"/> 2 4-9 years | <input type="checkbox"/> 3 10-19 years | <input type="checkbox"/> 4 20+ years |
|--------------------------------------|--------------------------------------|--|--------------------------------------|

## 12 How many years, in total, have you been in employment? (choose one)

- |                                      |                                      |  |                                      |
|--------------------------------------|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> 1 1-3 years | <input type="checkbox"/> 2 4-9 years | <input type="checkbox"/> 3 10-19 years | <input type="checkbox"/> 4 20+ years |
|--------------------------------------|--------------------------------------|--|--------------------------------------|

## 13 What is your annual salary (including bonuses)? (choose one)

- |  |  |  |  |   |
|--|--|--|--|---|
| <input type="checkbox"/> 1 Up to £14,999   | <input type="checkbox"/> 3 £20,000-£29,999 | <input type="checkbox"/> 5 £45,000-£69,999 | <input type="checkbox"/> 7 £100,000-£129,999 | <input type="checkbox"/> 9 £150,000+          |
| <input type="checkbox"/> 2 £15,000-£19,999 | <input type="checkbox"/> 4 £30,000-£44,999 | <input type="checkbox"/> 6 £70,000-£99,999 | <input type="checkbox"/> 8 £130,000-£149,999 | <input type="checkbox"/> 10 Prefer not to say |

## 14 Is your membership subscription reimbursed by your employer? (choose one)

- |                                |                               |  |
|--------------------------------|-------------------------------|--|
| <input type="checkbox"/> 1 Yes | <input type="checkbox"/> 2 No | <input type="checkbox"/> 3 I am self-employed and my business pays |
|--------------------------------|-------------------------------|--|

## 15 Please indicate if you purchase or have influence in the purchase of the following products/services? (choose one or more)

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> 1 In-house training/development programmes | <input type="checkbox"/> 4 Development of HR capability | <input type="checkbox"/> 6 Online HR/employment law information services | <input type="checkbox"/> 8 HR software systems                                 |
| <input type="checkbox"/> 2 Courses (open)/conferences               | <input type="checkbox"/> 5 HR consultancy services      | <input type="checkbox"/> 7 Recruitment advertising/services              | <input type="checkbox"/> 9 Qualification-based programmes for HR/L&D employees |
| <input type="checkbox"/> 3 Training DVDs/packages                   |   |  |  |

## 16 How likely is it that you would recommend the CIPD to a friend/colleague?

Extremely unlikely 0 - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 Extremely likely

# CIPD

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### Data Protection

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