



Experience Assessment and CIPD membership Registration form

This application form is for all levels of Experience Assessment membership:

Associate Member (Assoc CIPD)

Chartered Member (Chartered MCIPD)

Chartered Fellow (Chartered FCIPD)

Please return your completed form and your CV to:
ea@cipd.co.uk

Alternatively, you can post this completed form along with your CV to:

Experience Assessment
Chartered Institute of Personnel and Development
151 The Broadway
London
SW19 1JQ
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. If your form is not completed correctly, this may delay your application.

Section 1 – Your contact details

Previous membership number (if applicable)..... Grade

Title

First nameLast 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

.....

.....

.....

TownPostcode.....

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.

I agree to abide by the CIPD's Code of Professional Conduct available at 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.

SignatureDate

Your application will be delayed if we don't receive all the required information. Please also ensure you complete section 2, otherwise we can't process your application.

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

You can manage your marketing preferences by visiting our marketing preference centre at cipd.co.uk/myprofile/communicationpreferences

By submitting this form you confirm that you accept our terms and conditions which can be found by visiting cipd.co.uk/membership/become-member/professional/experience-assessment/documents

Section 2 – Membership fees

To join you'll need to pay a one-off joining fee of £40. You'll also need to pay a membership fee, this fee will depend on the length of membership you choose, please click [here](#) to see your membership fee options.

You can pay your membership fee together with your joining fee 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 joining fee and membership fee must be paid in full by card or cheque. Direct Debit is not an option. 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. To pay your fees please complete the form overleaf.

Notes

- 1 Your membership fee is renewable on 1 July and then annually on 1 July.
- 2 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.
- 3 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 admission 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. If you prefer to make a single payment for the full amount of your membership then tick the box marked 'Single payment'. We will collect this payment about 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. If you prefer to pay by instalments then tick the box marked '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 subscription 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.

- 4 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 2 – Membership fees (continued)

Please indicate your preferred payment method

- A one-off credit/debit card or cheque payment to cover your joining fee and membership fee.
- Single Payment - A credit/debit card or cheque payment of £40 to cover your joining fee and a single Direct Debit payment for your membership fee (see notes for details).
- Instalments - A credit/debit card or cheque payment of £40 to cover your joining fee, followed by two or more Direct Debit instalments for your membership fee (see notes for details).

Joining fee £40 Membership fee £..... **Total due £.....**

- Please find enclosed a cheque for £..... (Payable to **CIPD**)
- If you would like to pay by credit card, please give us the best telephone number to contact you on and we will call you to take your payment.
- Telephone

Instruction to your bank or building society to pay your membership fee by Direct Debit

Please fill in the whole form using a ballpoint pen and send it to: Chartered Institute of Personnel and Development 151 The Broadway London SW19 1JQ

Originator's Identification Number

830482



Name and full postal address of your bank or building society
To: The Manager
Bank/building society

Address

..... Postcode

Reference

To be completed by the applicant

This is not part of the instruction to your bank or building society

Preferred payment option:

- Single payment (see section 2, note 3) Instalments (see section 2, note 3)

Your name

Name(s) of Account Holder(s).....

Branch Sort Code
□ □ □ □ □ □

Bank/building society account number
□ □ □ □ □ □ □ □

Instruction to your bank or building society

Please pay the Chartered Institute of Personnel and Development (CIPD) Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the CIPD and, if so, details will be passed electronically to my bank/building society.

Signature(s) Date

Only available to UK bank account holders.

Banks and building societies may not accept Direct Debit Instructions for some types of account.

For office use only

Membership number

Please tear off and keep this Direct Debit guarantee for your own records.

The Direct Debit Guarantee

This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits

- If there are any changes to the amount, date or frequency of your Direct Debit the Chartered Institute of Personnel and Development (CIPD) will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request the CIPD to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by the CIPD or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society – If you receive a refund you are not entitled to, you must pay it back when the CIPD asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



Experience Assessment – Registration Form

Please complete and agree to the CIPD EA Terms and Conditions.

Please select the membership grade being applied for:

- | | |
|---|--------|
| <input type="checkbox"/> Associate Member (Assoc CIPD) | £1,996 |
| <input type="checkbox"/> Chartered Member (Chartered MCIPD) | £2,045 |
| <input type="checkbox"/> Chartered Fellow (Chartered FCIPD) | £2,375 |

Please confirm below the best email address for any Experience Assessment correspondence:

Email address

Method of payment

Are you (select one): Funded by employer Self-funded

Choose one of two ways to pay

Please invoice my organisation
For the attention of

Purchase order number (if applicable).....

Invoice address (if different to organisation address)

.....
.....
.....

If you would like to pay for your Experience Assessment by credit card, please give us the best number to contact you on and we will call you to take your payment.

Tel

Reasonable Adjustments

Please tell us if you would like us to consider any reasonable adjustments in order to complete your CIPD Assessment. We'll aim to contact you as soon as possible to discuss your request, however if you've not heard back from us within 7 days, please contact us on **+44 (0)20 8612 6238**.

.....
.....

Assessment Start Date

Please select when you would like to start your assessment. Please note that you must start your assessment within three months of signing your registration form. If you leave the start date blank, we will start you as soon as the form has been processed.

Start Date: / /

I agree to the **Experience Assessment Terms and Conditions**. Read overleaf for details.

Full name Date

Please remember to submit this form along with your CV. Thank you.

CIPD Experience Assessment Terms and Conditions

Below are the Experience Assessment Payment Terms. The Experience Assessment Full Terms and Conditions are available [here](#).

Payment Terms

By agreeing to the Terms and Conditions on this EA Registration Form you confirm your acceptance of these payment terms and of the 'Experience Assessment Full Terms and Conditions'.

The Experience Assessment fee includes:

- Access to an online assessment tool and support materials
- Professional Discussion (PD)
- Membership decision and developmental feedback report.

Payment must be received within thirty (30) days of invoice date or at least 21 days before PD, whichever comes first. International registrations will not be confirmed until payment has been received. We accept payment by direct credit (BACS), cheque or selected credit/debit cards.

If payment has not been received by CIPD within thirty (30) days of invoice date, your access to the online assessment tool will be suspended pending payment. You are advised to note the time-limits for completion of parts of the Experience Assessment process set out below and should be aware that any suspended access to the online assessment tool due to unpaid fees will not result in additional time being granted for the completion of Experience Assessment.

You must hold current CIPD membership to register for Experience Assessment and your membership must remain current throughout the Experience Assessment process. If your membership lapses your access to the online assessment tool will be suspended and you will no longer be able to access any data you have saved in the system.

The fee covers the cost of your application being assessed and is not refundable based on failure to achieve the membership grade you applied for.

Cancellations

Requests for cancellation must be made in writing by email to ea@cipd.co.uk, and will be acknowledged in writing. If you wish to cancel, you will be subject to the following charges: Cancellation requested:

- within seven (7) days of 'Registration Confirmation email' being sent to you by the CIPD, a refund of the fee will be made, subject to a £150 administration charge.
- after eight (8) days of 'Registration Confirmation email' being sent to you by the CIPD, 100 per cent of the fee will be payable.

You shall make all payments without withholding or deduction of, or in respect of, any tax unless required by law. If any such withholding or deduction is required, you shall, when making the payment to which the withholding or deduction relates, pay to us such additional amount as will ensure that we receive the same total amount that we would have received if no such withholding or deduction had been required.

Experience Assessment Timescales

Experience Assessment involves using an online assessment tool to complete and submit the following elements: Knowledge and Impact Report, Behaviour Report and Your Professional Development Report. This is followed by a Professional Discussion (PD), with an assigned Assessor, conducted where possible via video link, for example Skype/Zoom (or equivalent).

There are timescales set for completion of the Experience Assessment process as follows.

Online Assessment Tool

Once you are registered for Experience Assessment, the CIPD will email you login instructions to gain access to the online assessment tool, either immediately or on the date you choose, no more than three months after signing the registration form.

You will have access to the online assessment tool for eight (8) weeks from the date that the login details are emailed to you (**Initial Activation Date**), regardless of whether you have logged in to the online assessment tool. Once eight (8) weeks have elapsed you will no longer have access to the online tool and the information entered. The end date of your eight (8) week online assessment period is your **Final Submission Date**.

You should note that you cannot cancel or withdraw any part of your assessment (such as Knowledge and Impact Report, Behaviour Report and Your Professional Development Report) once it has been submitted.

Professional Discussion (PD)

On registration for Experience Assessment the CIPD will allocate you an Assessor. You will be contacted wherever possible within ten (10) working days in order to agree a date for your PD to take place. You should note that the date agreed must be within six (6) weeks of your Final Submission date.

There must be at least two (2) weeks between your Final Submission Date and your PD taking place.

The PD will be conducted where possible via video link such as Skype, Zoom (or equivalent) with an assigned Assessor. Where you have difficulty accessing such technology, it may be possible in exceptional circumstances and with the prior approval of the CIPD, to conduct the assessment face to face. All requests should be made to the CIPD directly.

Where this is the case, the PD will take place at the Assessor's selected assessment venue and you will be responsible for your own travel costs. You will not be expected to travel more than two (2) hours to attend the venue.

You may specifically request to have your PD face to face. Please see 'Experience Assessment Full Terms and Conditions' for further details on suitable alternative venues and travel costs.

In some circumstances it may be possible to reschedule your PD; for details of Rescheduling Surcharges please see 'Experience Assessment Full Terms and Conditions'.

Your Professional Discussion may be observed and/or recorded for quality assurance purposes.

The CIPD will send the overall result and feedback report to you within approximately six (6) weeks of the PD taking place.



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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

You can manage your marketing preferences by visiting our marketing preference centre at cipd.co.uk/myprofile/communicationpreferences

By submitting this form you confirm that you accept our terms and conditions which can be found by visiting [here](#).