



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

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

Work details

Job title

Organisation

Address.....
.....

Town Postcode.....

County

Country

Email

Tel

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

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/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.

Section 3

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.

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 or call **+44 (0)20 8612 6208**.

SignatureDate

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

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.



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Data Protection

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