CIPD Membership Upgrade Assessment

Terms and Conditions

1. ELIGIBILITY REQUIREMENTS

1.1 The purpose of the Membership Upgrade Assessment is to establish whether your experience meets the membership criteria for either Chartered Member or Chartered Fellow.

1.2 You may apply for an upgrade if you are a current CIPD member and, unless you are already a Chartered member, hold an appropriate CIPD qualification. If your membership lapses during the upgrade process, your results will be withheld until your CIPD membership is active again.

1.3 To ensure that you meet the minimum entrance requirements for the CIPD Membership Upgrade Assessment, you must complete the 'Upgrade Readiness Checker' via the CIPD website.

2. ASSESSMENT FORMAT & BOOKING

2.1 Once you have completed the CIPD Upgrade Readiness Checker and received an email to confirm your eligibility, you may proceed with the assessment by completing one of the following:

a) Written Assessment: you will need to submit an up-to-date CV and a written assessment using the application form available on the CIPD website (the '**Written Assessment**'); or

b) Video Assessment: you will need to submit an up-to-date CV and undertake a professional discussion which will last approximately 60 minutes (the '**Video Assessment**').

2.2 All assessments are carried out by appropriately qualified and independent assessors (the **'Assessor'**).

2.3 In these Terms and Conditions, '**Assessment**' refers to both the Written Assessment and the Video Assessment.

3. WRITTEN ASSESSMENT

3.1 Following submission of your completed application form, CIPD will provide instructions for payment of the applicable written assessment fee (the **"Written Assessment Fee"**). Your application will not be progressed until payment has been received in full.

3.2 The Written Assessment Fee applicable to your chosen membership grade is set out on the CIPD website and may be updated from time to time.

3.3 Associate members who have successfully completed their CIPD Advanced Diploma within the previous 12 months may be eligible for one complimentary Written Assessment upgrade. Eligibility will be confirmed by CIPD following completion of the Upgrade Readiness Checker.

4. VIDEO ASSESSMENT

4.1 After successful completion of all relevant eligibility checks through the CIPD Upgrade Readiness Checker, you will be able to book a Video Assessment via our online booking portal. An Assessor will be allocated to you once a date for your Video Assessment is booked in the portal (the "**Appointment**").

4.2 If you believe there may be a conflict of interest with the allocated Assessor, you must notify the CIPD immediately. The CIPD reserves the right to determine whether a change of Assessor is appropriate.

4.3 You are required to submit your up-to-date CV at least one (1) week prior to your Appointment. Failure to do so may result in the CIPD, at its discretion, rescheduling your Appointment and charging you a £75 rescheduling charge, unless genuine extenuating circumstances apply under section 6 of these Terms and Conditions.

4.4 The relevant fee for the Video Assessment can be found on the CIPD website (the "**Video Assessment Fee**").

5. CANCELLATION AND REFUNDS

5.1 The Written Assessment Fee is non-refundable once you have submitted your completed application form and paid the applicable fee.

5.2 The Video Assessment Fee is non-refundable once you have booked your Appointment and paid the applicable fee. You may request to reschedule your Video Assessment, subject to payment of any applicable rescheduling charge set out in clause 6 of these Terms and Conditions.

5.3 For the avoidance of doubt, Assessment Fees are non-refundable solely because you do not achieve the membership grade for which you applied.

6. RESCHEDULING & DEFERRALS - VIDEO ASSESSMENTS ONLY

6.1 We will reschedule your Video Assessment only if you can demonstrate genuine extenuating circumstances. CIPD will determine, at its sole discretion, whether such circumstances exist, and its decision will be final. Genuine extenuating circumstances may include, but are not limited to, bereavement or serious illness supported by a medical certificate.

6.2 You may ask to reschedule your Video Assessment by emailing the Membership Upgrading team(memupgrading@cipd.co.uk). We will confirm by email whether your appointment has been changed and whether a rescheduling charge applies.

6.3 Your rescheduled appointment must take place within three months of the date on which you paid the Video Assessment Fee. We may allow additional time if exceptional circumstances apply.

6.4 If you ask to reschedule your Video Assessment, the following charges will apply:

Date of request	Applicable Charge
10 working days or less before your Video Assessment	£75
11 – 20 working days before your Video Assessment	£50
21 working days or more before your Video Assessment	No charge

6.5 CIPD may reschedule your Video Assessment at no additional cost where reasonably necessary, including where the allocated Assessor becomes unavailable. CIPD will provide as much notice as reasonably possible.

6.6 If you do not attend a scheduled Video Assessment and have not notified CIPD in advance, the Video Assessment will be treated as cancelled by you and the Video Assessment Fee will not be refunded.

6.7 Where a Video Assessment cannot proceed due to technical issues outside your reasonable control, CIPD will work with you to arrange an alternative appointment at no additional cost. This clause does not apply to technical issues resulting from your failure to comply with any technical requirements notified to you in advance.

7. ASSESSMENT EVIDENCE REQUIREMENTS

7.1 Your Assessment is based solely upon the evidence that is presented during the relevant Assessment process.

7.2 Written Assessment: As part of the Written Assessment process, you are required to nominate an employer, line manager, stakeholder, or client who can corroborate the information provided in your submission. By agreeing to these Terms and Conditions, you grant CIPD permission to contact the individuals or organisations you have nominated for the purpose of verifying the details in your application.

7.3 No further evidence or materials may be submitted once the Written Assessment application is submitted, unless specifically requested by the Assessor.

7.4 Video Assessment: No further evidence or materials may be submitted once the Video Assessment is concluded and you are therefore strongly advised to present any relevant evidence during the Video Assessment. While the Assessor may

request certain evidence, it is your responsibility to present any evidence that you consider to be relevant.

8.OUTCOMES, APPEALS AND COMPLAINTS

8.1 For Written Assessments: the outcome will be communicated to you by email no later than five (5) weeks following the receipt of the Written Assessment Fee.

8.2 For Video Assessments: the outcome will be communicated to you by email no later than ten (10) working days after the Video Assessment is completed.

8.3 The CIPD endeavours to ensure that the Assessment process is fair, transparent and open to scrutiny. Our Assessment procedure is rigorous, and Assessments are subject to standardisation as well as internal and external verification.

8.4 The Complaints and Appeals procedure is available on request by emailing memupgrading@cipd.co.uk. Appeals must be submitted within one month of receiving the Assessment outcome.

9. REASONABLE ADJUSTMENTS

Please let us know if you need reasonable adjustments by contacting the Upgrading Support Team at memupgrading@cipd.co.uk or +44 (0)208 612 6208.

We will contact you to discuss your needs and how we can accommodate them. We aim to ensure the upgrading process is inclusive and accessible to all.

The CIPD will endeavour to make all reasonable adjustments to accommodate any special requirements.

10. QUALITY ASSURANCE

10.1 In order to maintain the quality, consistency and integrity of CIPD's membership upgrading process, we may undertake quality assurance checks at any time during the process.

10.2 Quality assurance activities may include moderation, internal or external verification, review of assessment outcomes, follow up discussions and requests for additional information.

10.3 Video Assessments may be recorded for quality assurance, moderation, appeals, training and audit purposes. Where a recording is made, you will be informed by the Assessor before the assessment begins. Any recording will be retained and processed in accordance with applicable data protection legislation and CIPD's Privacy Policy.

11. USE OF AI TOOLS

11.1 CIPD recognises that candidates may wish to use AI tools to prepare for their Assessment such as assistance with structuring or refining written responses or preparing for discussion in a Video Assessment.

11.2 You may use AI tools in accordance with CIPD's Assessment AI Policy to assist with planning, proofreading, grammar correction and preparation. However, all evidence provided must reflect your own professional experience, judgement and understanding. Candidates remain fully responsible for the accuracy, relevance and authenticity of all information and examples they provide.

11.3 Content supported by AI or other sources must not be used in a way that misrepresents your own work, experience or decision-making.

11.4 CIPD reserves the right to review and verify the authenticity of any evidence provided. This may include requesting further clarification, additional information, or inviting the candidate to participate in a follow-up discussion where appropriate.

12. DATA PROTECTION

12.1 All information you submit as part of the Video or Written Assessment will be held securely and processed in accordance with applicable data protection laws and CIPD's Privacy Policy. The CIPD may contact individuals named in your application to verify information provided as part of your Assessment.

12.2 The CIPD will neither disclose, nor permit members of its staff to disclose, any confidential and/or personal information you provide unless necessary for the provision of the Assessment and/or where required to do so by law. In booking your Written or Video Assessment you confirm that you agree to the use of your information in this way.

13. INTELLECTUAL PROPERTY

13.1 All materials and documentation, in any format, created by the CIPD in relation to the Assessment shall remain the property of the CIPD and may not be used, reproduced, or transmitted, in any form or by any means without the prior written permission of the CIPD.

13.2 The CIPD retains ownership of all its intellectual property rights. For the purpose of these Terms & Conditions, intellectual property rights shall be defined as all patents, inventions, trademarks, service marks, registered designs, design rights, topography rights, copyright, database rights, trade secrets and other confidential information, know-how, business or trade names, and all other intellectual property and neighbouring rights, whether registered or unregistered, and whether or not capable of registration.

14. CANDIDATE DECLARATIONS

You confirm that you will not submit any information to the CIPD that:

a) does not adhere to CIPD's Assessment AI policy;
b) you know to be fake, inaccurate or misleading;
c) infringes intellectual property, publicity or privacy rights;
d) violates any applicable legislation or regulations;

e) may be considered defamatory, libelous, hateful, racist, religiously biased or offensive, unlawfully threatening, unlawfully harassing, or sexually suggestive;

f) contains any computer virus, worms or other potentially damaging computer programs; and or

g) is not your own work.

15. GENERAL TERMS

15.1 The CIPD will not be liable in any way for any loss, damage or expense arising directly or indirectly from any failure or delay in performing any obligation under these Terms & Conditions whatsoever, howsoever caused (including, without limitation, as a result of negligence). Nothing in these Terms & Conditions excludes any liability for death or personal injury caused through negligence.

15.2 The CIPD will not be liable in any way for loss, damage or expense arising directly or indirectly from any failure or delay in performing any obligation under these Terms & Conditions due to the occurrence of an event of force majeure. Nothing in these Terms & Conditions excludes or limits liability that cannot be excluded.

15.3 If any provision of these Terms is held to be unlawful, invalid or unenforceable in whole or in part, such provision or part, shall to that extent be severed from these Terms & Conditions and rendered ineffective and the remaining provisions will remain in full force and effect.

15.4 These Terms & Conditions shall be governed by, and construed in accordance with, the laws of England and Wales and each party hereby irrevocably submits to the jurisdiction of the English courts.