

CIPD

*Championing better
work and working lives*



*'I would say it's critical to
anyone's career in HR or L&D
to be a CIPD member.'*

Nicola Barber Chartered FCIPD
Talent Business Partner



Your guide to becoming a CIPD member

For a successful career
in the people profession

*Foundation Member • Associate Member
Chartered Member • Chartered Fellow*

Inspiring times for people professionals

If you're excited about a career in Human Resources, Organisational Development or Learning and Development, you're in good company. It's a rewarding profession to work in because the opportunities to make a difference are growing all the time.

A career in the people profession offers a world of exciting opportunities: you can work in any business sector and in organisations of any size, in the UK or internationally.

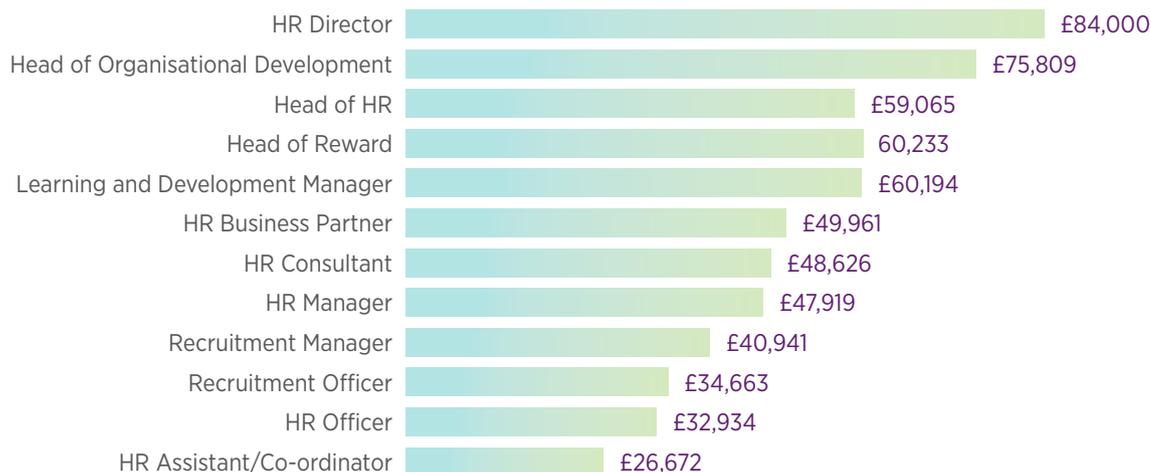
The rewards are great, and with the right skills and motivation, you can expect swift progression early on.



'I go home feeling like I have really added value to the organisation.'

Glynis Ward Chartered FCIPD
Senior HR Business Partner

Average HR and L&D salaries UK 2018*



*CIPD HR-inform salary search

About the CIPD

CIPD is the professional body for experts in people at work. For more than 100 years, we've been **championing better work and working lives by** setting professional standards for HR and people development, as well as driving positive change in the world of work.

With hubs in the UK, Ireland, Middle East and Asia, we're the career partner of choice for over **160,000 members around the world**. We're the only body in the world that can award **Chartered status** to individual people professionals, and our independent research and insights make us trusted advisers to governments and employers.

Championing better work and working lives

Your role as a people professional is central to an organisation, having the responsibility for attracting, developing and retaining your company's most important asset – its people.

And wherever you work, your position can involve and influence all areas of the business, and all members of staff. Above all, it's inspiring to remember that how you apply your knowledge and understanding today, will shape the world's workforce in the years to come.

CIPD membership builds your career

Whether you're just starting out or are an expert in the people profession, CIPD membership **will give you the edge in a competitive job market**. That's why an increasing number of people professionals aspire to join CIPD membership. You will also enjoy a variety of exclusive member benefits (see pages 14–15).

Professionalise your people teams

We've partnered with some of the world's most progressive organisations and set the international standard for people professionals. By partnering with us, you can bring all of that expertise into your organisation, and build a workforce of confident, analytical and strategic professionals.

We can support your organisation through advisory services, world-class learning for your teams, professional recognition and organisational assessment.



What is CIPD membership?

Membership of the CIPD is something to be proud of. It sets you apart from other people professionals and demonstrates:

- knowledge, experience and relevance you bring to employers and clients
- commitment to high standards, your professional development and ethical standards
- your ability to create an impact in the workplace and make a difference to an organisation's strategy and its people.

CIPD membership entitles you to use the designation after your name, highlighting your professional standing within the people profession community:

- **Foundation Member (Foundation CIPD)**
- **Associate Member (Assoc CIPD)**
- **Chartered Member (Chartered MCIPD)**
- **Chartered Fellow (Chartered FCIPD)**

All of this will enhance your career prospects and earning potential, inspire confidence in your employer and give you credibility in the workplace. It's a trusted benchmark against which employers can judge your workplace abilities beyond study and qualifications.



'The CIPD has completely transformed my career and it's helped to get me to where I am now.'

Dipesh Mistry Assoc CIPD
eLearning Manager



Jane Smith Chartered MCIPD
HR Business Partner

Four grades of CIPD membership

There's a membership grade to suit everyone working in the people profession, from a Foundation Member starting their career, to a Chartered Fellow putting their years of experience into practice. Your CIPD grade sends a clear message about the level and scope of the work that you do, and the impact that you make with your work.

Foundation Member Foundation CIPD

At Foundation Member grade you're applying knowledge to deliver strong tactical support in the people profession.

You have a direct impact on daily operations. You're using your knowledge to perform an effective tactical role that supports others in your organisation including your manager, colleagues and customers.

Associate Member Assoc CIPD

At Associate Member grade your work is operational with some complexity: you're beginning to contribute your thinking to people issues and solutions in your organisation.

You're using your knowledge to address and react to business needs, and you actively influence the day-to-day people approach in your organisation.

Chartered Member Chartered MCIPD

At Chartered Member grade you are working strategically and operationally with some complexity. You are actively driving and managing change to meet your organisation's needs.

You're using your expertise and knowledge to make informed decisions and to influence others, and you're delivering positive change through people solutions.

Chartered Fellow Chartered FCIPD

At Chartered Fellow grade you are combining strategic insight and people expertise with commercial acumen, to change the way organisations think about their people.

You're recognised as a thought leader, influencer and expert change agent in today's evolving workplace. You are advancing people strategy as a positive force for good, and proving its value in the world of work.

Your journey to membership

For those starting out or developing their career

Our qualifications offer a clear pathway that caters to every career stage, from aspiring to experienced professionals. We've also aligned each qualification with a membership grade so you can plan your career progression with confidence - and gain the recognition you deserve. See page 8 for more details.

Study a CIPD qualification:

CIPD Level 3
Foundation Certificate

CIPD Level 5
Associate Diploma

CIPD Level 7
Advanced Diploma

For experienced people professionals

We understand that those who have experience working in the people profession might prefer a more flexible route into membership. If you have at least one year recent experience, our non-study route is for you (see pages 12-13 for more details).

Complete Experience
Assessment



Once you finish your qualification

Join Student Membership
for the duration of your
studies (8–12 months)

Become a
Foundation Member

Join Student Membership
for the duration of your
studies (12–16 months)

Become an
Associate Member

Join Student Membership
for the duration of your
studies (16–24 months)

Become an
Associate Member

Once you have gained enough
experience

Upgrade to
Chartered Member or
Chartered Fellow

Once you finish Experience
Assessment

Join membership to access
support during the four
month assessment

Become an
Associate Member

Once you have the experience

Become a
Chartered Member

Upgrade to
Chartered Fellow

Become a
Chartered Fellow

CIPD qualifications

Whether you're starting out or looking to progress your career, the CIPD's internationally-recognised HR and L&D qualifications are a great way to acquire the knowledge and skills essential to becoming an effective people practitioner. They are based on the Profession Map which taps into the cumulative insights of 20,000 experts.

CIPD qualifications are:

- valued by employers – you'll develop the business understanding and technical knowledge that organisations are looking for
- designed to enable you to apply your learning back at work and make a real impact on your organisation
- a pathway to CIPD membership.

CIPD qualifications are available at three levels:

Foundation – Level 3*

If you want to embark on a career in people practice, or if you're already in a support role and looking to take the next step on the ladder, this qualification is for you.

Associate – Level 5*

Choose this qualification if you already work in a people practice role and want to gain a deeper understanding of the professional behaviours that lead to organisational success.

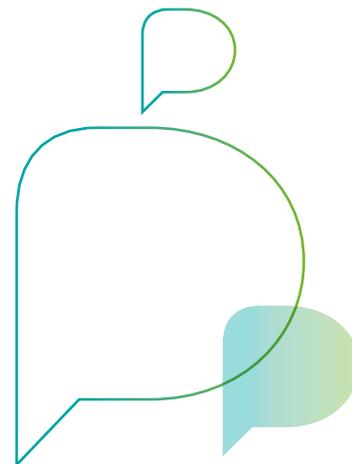
Advanced – Level 7*

This qualification is for you if you're an experienced people professional, looking to advance to a strategic level, and aspire to become a Chartered Member.

*CIPD's level 3 qualification is Regulated Qualifications Framework (RQF) Level 3 in England and Northern Ireland. Credit and Qualifications Framework (CQFW) Level 3 in Wales. Comparable to Level 5 in Ireland, Level 6 in Scotland, Level 4 European Qualifications Framework (EQF).

*CIPD's level 5 qualifications are Regulated Qualifications Framework (RQF) Level 5 in England and Northern Ireland. Credit and Qualifications Framework (CQFW) Level 5 in Wales. Comparable to Level 7 in Ireland, Level 9 in Scotland, Level 5 European Qualifications Framework (EQF).

*CIPD's level 7 qualifications are comparable to Regulated Qualifications Framework (RQF) Level 7 in England and Northern Ireland. Credit and Qualifications Framework (CQFW) Level 7 in Wales. Comparable to Level 9 in Ireland, Level 11 in Scotland, Level 7 European Qualifications Framework (EQF).



Your study options

When you've decided on the right qualification for you, the next step is to choose how you'd like to study. CIPD Study Centres offer flexible programmes to suit your timescales, budget and home or work commitments. You can study part-time (2–20 hours per week) or full-time (21+hours per week), and choose one of the following study options:

Online

All tuition, content and resources are delivered online. This can either be live, or on-demand, with self-serve course content and resources

Face to face

All tuition, content and resources are taught and provided to you in person, often in a classroom style setting

Blended

A mix of face to face tuition, with additional online interactions, content and resources

Tailored programmes are also available for experienced people professionals. They combine evidence of your own relevant workplace practice, with tailored learning and assessment content.

Apprenticeship

You can also achieve a CIPD Associate level qualification through the Level 5 apprenticeship for HR Consultant/Partner. Find out more at:

cipd.co.uk/learn/apprenticeship-standards

Want to talk through your study options? Call us today **+44 (0)20 8612 6202**.

CIPD membership

When you successfully complete a CIPD qualification, you'll become either a Foundation or Associate Member, meaning you can use the designation Foundation CIPD or Associate CIPD after your name. If you complete the Advanced Diploma, you can apply to upgrade to Chartered Member or Chartered Fellow (depending on your experience), see page 10 for more details.

'Completing my CIPD qualification and achieving membership has been integral to my career success.'

Rebecca Watts Chartered MCIPD
Group OD & Learning Partner

Advancing to Chartered after study

Upgrading your membership to Chartered Member or Chartered Fellow

When you successfully complete a **CIPD Advanced Diploma** and have gained a minimum of one year's experience in the people profession, you might be able to upgrade your membership to Chartered Member or Chartered Fellow. Upgrading your membership will ensure your capability, knowledge and impact in the workplace are reflected by your CIPD membership grade.

A Chartered grade of membership will:

- raise your profile further
- open doors to new opportunities
- connect you with the best in the people profession
- allow you to shape the future of the profession.

You can also use the designation **Chartered MCIPD** or **Chartered FCIPD** after your name.

Am I ready to upgrade?

Find out if you're ready to upgrade, based on your current level of experience. It's free, flexible and quick with our online Pre-Assessment Tool. Get started at cipd.co.uk/upgrade-tool



'I've worked in Human Resources for over 25 years and this was an accessible way for me to validate the knowledge and experience I've gained over the years.'

Maxine Dempster Chartered MCIPD
Head of Human Resources

How to upgrade your membership

Upgrading is straightforward, rewarding and can take as little as 60 minutes.

Our telephone assessment is a flexible, time-efficient discussion to fit around your schedule. Your results will be available within 10 working days.

If you're upgrading to Chartered Member, we also offer form-based assessment in case you prefer to put your thoughts on paper. Your results will be available in 6-8 weeks.

We offer candidate guidance, which includes hints and tips helping you to prepare for your upgrading assessment.

'On reflection, I wish that I had upgraded earlier.'

The process was seamless and it feels good to be a Chartered Fellow of the CIPD.'

Simon Brown Chartered FCIPD
HR Director



A direct route to CIPD membership

Experience Assessment

Developed with busy professionals in mind, Experience Assessment is a direct route into CIPD membership. A straightforward way to get recognition for your achievements without the need to study a qualification. It allows you to reflect on your career, skills and knowledge, and highlights areas for development to meet your long-term career aspirations.

Within as little as **four months** you could be a member.

- Join a group of like-minded peers who have worked as hard as you to be recognised.
- Take the next step in your career by demonstrating that your abilities and knowledge measure up.
- Get recognised for the work you've already done and achieve a professional designation.

Depending on your level of experience you can achieve CIPD membership as an **Associate Member, Chartered Member** or **Chartered Fellow** and use the designation after your name (Assoc CIPD, Chartered MCIPD or Chartered FCIPD).



Experience Assessment for organisations

Experience Assessment for organisations allows you to benchmark your people teams against the industry standard and reward their achievements with CIPD membership.

Experience Assessment will enable your organisation to:

- benchmark the HR and L&D capability within your team against the CIPD Profession Map, which reflects the industry standard
- create targeted development plans across your people functions
- provide a highly rewarding development experience
- professionalise your people function by affiliation with the CIPD.

We'll work with you to tailor our approach to meet your team's specific needs.

'Overall, Experience Assessment was a fantastic experience and I would highly recommend it to anyone. It has given me a renewed focus on CPD and I am working my way through the feedback to improve going forward.'

Julia Siepmann Chartered MCIPD
Area HR Lead

The five stages of Experience Assessment

Experience Assessment is both challenging and rewarding, and is designed to fit around your full-time work commitments. At its core is a five-step process:

Step 1 – Complete Pre-Assessment

Our online Pre-Assessment has been designed to help you decide whether Experience Assessment is the right route for you and which membership grade to apply for.

It takes around 10 minutes to complete and gives you an immediate result. Take the Pre-Assessment at cipd.co.uk/ea-tool

Step 2 – Registration

Next you'll need to register and pay for your complete Experience Assessment, including your CIPD membership which will give you access to a range of materials, online research and communities that'll help and support you throughout your online assessment.

Step 3 – Online assessment

Your online assessment will take about 5–10 days of your time over an eight-week period. It comprises three elements: knowledge and impact report, behaviour report and information on your professional development.

Step 4 – Professional Discussion

Approximately 3–4 weeks after you've completed your online submissions, you'll have your Professional Discussion – a 2–3 hour online interview with an experienced CIPD assessor to explore your evidence in more detail.

Step 5 – Outcome

You'll receive the outcome of your assessment, together with a report to support your continuing professional development within six weeks of your Professional Discussion.



Your exclusive member benefits



Whether you're starting out or looking to progress in your career, CIPD membership will support and inspire you every step of the way. Make the most of your exclusive member benefits to help you create impact with your work and build your professional reputation every day.

Supporting you in your role



Knowledge hub – explore research updates, policies, factsheets, podcasts and blogs, plus over 200 business and HR/L&D business publications and journals.



Helplines – receive support through specialist telephone helplines, providing free confidential legal guidance from trained advisers.



Employment law – access a wealth of resources to help you address employment law questions and keep up to date with the latest legislation.



Wellbeing support – access a 24/7 confidential helpline, plus online hub and mobile app, to get support on mental health and wellbeing, as well as debt and financial difficulties.



Industry magazines – as a member, you'll receive printed copies of our award-winning magazine – *People Management*. Chartered Fellows enjoy the exclusive *Work* magazine.

Developing your career



Professional credibility – CIPD membership helps you raise your profile and demonstrate your expertise.



Career hub – advice and information tailored to your career stage and membership level to support you throughout your career.



CIPD Learning Hub – available 24/7, our online platform gives you access to cutting edge learning and tools to enable you to have a greater impact professionally.



CPD – with our Self-Assessment Tool, you can identify skill gaps and get tailored recommendations for your career development.



Growing your network



Online communities – exclusive communities where you can learn, debate and connect with like-minded professionals anytime, anyplace.



Local branch network – 59 branches across the UK and Ireland offering networking and learning opportunities in your local area.



Events and conferences – connect and learn from others at our renowned conferences, available at a 10% discount rate for CIPD members.



Volunteering – use your experience as a people professional to make an impact by volunteering for one of the exciting programmes supported by the CIPD.

Saving you money



Discounts and rewards – save on training courses and events, books, HR-inform and *People Management* advertising.



Professional indemnity insurance – access competitive premiums and wider protection, alongside value added optional cover, through our chosen partner.



Financial assistance – we're able to offer a reduced membership fee to members in specific circumstances such as career breaks and provide a back-to-work programme.

'If there's anything I need to find out about HR, I know that I'll be able to find it through the CIPD quickly and easily.'

Adam Connell Assoc CIPD
HR Partner



Follow **@CIPD** and **@CIPDstudents**



Like our page **facebook.com/cipduk**



Join **linkedin.com/company/cipd**



Follow us **@CIPDuk**



CIPD

Chartered Institute of Personnel and Development
151 The Broadway London SW19 1JQ United Kingdom
T +44 (0)20 8612 6200 **F** +44 (0)20 8612 6201
E cipd@cipd.co.uk **W** cipd.co.uk

Incorporated by Royal Charter
Registered as a charity in England and Wales (1079797)
and Scotland (SC045154)

Issued: October 2021 Reference: 7929 © CIPD 2021