

Award registration form

Please tick the award you are registering for:

Foundation

☐ Award in HR Essentials

☐ Award in L&D Essentials

Intermediate

☐ Award in HR

Advanced

☐ Award in HR

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. If your form is not completed correctly, this may delay your application.

Provided we have all the details we need, we'll send your registration number within ten working days of receiving your form. If you haven't received these details after ten working days, please call us on **020 8612 6208**.

Existing CIPD members

If you're already a member, you'll still need to complete this form so that we can update your records. If you've paid your subscription fee for 2016–17, you don't need to pay any registration fees.

Section 1 – Your contact details

Current CIPD membership number (if applicable)..... Grade

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other (specify).....

.....

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.

Male ☐ Female ☐

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, not both.

Home details

Address

.....

.....

.....

Town

County Postcode.....

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.

Twitter handle

LinkedIn profile

My preferred daytime telephone number is:

Home ☐ Work ☐

Work details

Job title

Organisation

Address.....

.....

Town

County Postcode.....

Country

Email

Tel

Section 2

Please complete this section by noting the unit(s) you are registering for:

Unit(s) title:
.....
.....

Section 3

To be completed at your centre

Name of programme manager/tutor

Name of centre

Programme title

Programme start date Programme finish date

Method of study

Full-time ☐ Part-time ☐ Other (CIPD Flexible Learning, supported distance learning etc) ☐

Student's Unique Learner Number (ULN) (if applicable)

Centre Learning Provider Number (UKPRN) (if applicable)

I have checked section 2 and confirm this candidate is enrolled with us for the programme stated above.

Programme manager's/tutor's signature Date

Section 4

Candidate declaration

I confirm that the above statements and information are correct to the best of my knowledge.

Signature Date

Section 5

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**.

Signature Date

Your application will be delayed if we don't receive all the required information. Please also ensure you complete sections 6 and 7, otherwise we can't process your application.

Section 6 – Membership fees

Registration fee

To register for your award you'll need to pay a registration fee of £30. You can pay by credit/debit card or cheque.

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

Registration fee £30

Please indicate your preferred payment method

☐ Please find enclosed a cheque for £30

☐ 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

For office use only

Registration number

All amounts are shown in pounds sterling. If you prefer, you can make a payment by cheque in Euros using an exchange rate of £1 = €1.30. If you pay by credit/debit card, your card provider will use their own exchange rate.

Section 7 – About you

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)

- | | | |
|---|--|--|
| ☐ 1 I work for an organisation in an HR role | ☐ 4 I work for an organisation in a role in another HR specialism | ☐ 7 I work for an HR/L&D consultancy |
| ☐ 2 I work for an organisation in an L&D role | ☐ 5 I don't work in HR but have responsibility for it | ☐ 8 I work for a management consultancy |
| ☐ 3 I work for an organisation in an HR and L&D role | ☐ 6 I am a self-employed independent consultant | ☐ 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)

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

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

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)

- | | | |
|---|--|--|
| ☐ 1 UK and Ireland | ☐ 4 Middle East | ☐ 7 Latin America |
| ☐ 2 Western Europe | ☐ 5 Africa | ☐ 8 Asia-Pacific |
| ☐ 3 Central and Eastern Europe | ☐ 6 North America | ☐ 9 South East Asia |

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

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

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

- | | | | | |
|----------------------------------|------------------------------------|------------------------------------|--|--|
| ☐ 1 1-9 | ☐ 3 50-99 | ☐ 5 250-499 | ☐ 7 1,000-4,999 | ☐ 9 10,000-19,999 |
| ☐ 2 10-49 | ☐ 4 100-249 | ☐ 6 500-999 | ☐ 8 5,000-9,999 | ☐ 10 20,000+ |

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

- | | | | | |
|----------------------------------|------------------------------------|------------------------------------|--|--|
| ☐ 1 1-9 | ☐ 3 50-99 | ☐ 5 250-499 | ☐ 7 1,000-4,999 | ☐ 9 10,000-19,999 |
| ☐ 2 10-49 | ☐ 4 100-249 | ☐ 6 500-999 | ☐ 8 5,000-9,999 | ☐ 10 20,000+ |

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

- | | | | |
|--------------------------------|----------------------------------|----------------------------------|------------------------------------|
| ☐ 1 1-2 | ☐ 3 6-9 | ☐ 5 20-49 | ☐ 7 100-499 |
| ☐ 2 3-5 | ☐ 4 10-19 | ☐ 6 50-99 | ☐ 8 500+ |

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

- | | | | |
|--------------------------------------|--------------------------------------|--|--------------------------------------|
| ☐ 1 1-3 years | ☐ 2 4-9 years | ☐ 3 10-19 years | ☐ 4 20+ years |
|--------------------------------------|--------------------------------------|--|--------------------------------------|

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

- | | | | |
|--------------------------------------|--------------------------------------|--|--------------------------------------|
| ☐ 1 1-3 years | ☐ 2 4-9 years | ☐ 3 10-19 years | ☐ 4 20+ years |
|--------------------------------------|--------------------------------------|--|--------------------------------------|

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

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

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

- | | | |
|--------------------------------|-------------------------------|--|
| ☐ 1 Yes | ☐ 2 No | ☐ 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)

- | | | | |
|---|---|--|--|
| ☐ 1 In-house training/development programmes | ☐ 4 Development of HR capability | ☐ 6 Online HR/employment law information services | ☐ 8 HR software systems |
| ☐ 2 Courses (open)/conferences | ☐ 5 HR consultancy services | ☐ 7 Recruitment advertising/services | ☐ 9 Qualification-based programmes for HR/L&D employees |
| ☐ 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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For your security and peace of mind, we will not supply your details to any organisations for marketing purposes. By submitting your membership questionnaire you agree that the CIPD and its subsidiaries may use your details as explained in this questionnaire. Your participation helps us to understand the characteristics of our membership and develop services that meet your personal and professional needs. Please refer to our privacy policy cipd.co.uk/absite/privacy or call **+44 (0)20 8612 6208** for more details, including how to let us know, if for any reason, you do not want to receive marketing communications from us.

May 2015