

CIPD



CIPD membership application form

CIPD professional membership
application for CIPM Nigeria
members

Please return this form to:
mutualrecognition@cipd.co.uk

Alternatively, you can email your completed form to:
Membership Assessment
Chartered Institute of Personnel and Development
151 The Broadway
London
SW19 1JQ
UK

On 17 September 2024, we signed a mutual recognition agreement with CIPM Nigeria.

This signifies a strategic partnership to globalise and build a borderless HR community. CIPD and CIPM Nigeria share a common vision to develop HR professionals who are future-oriented and possess a global mindset, able to embrace change and diversity to unlock the potential of people and enable businesses to adapt and transform.

Both organisations are committed to enable support the growth and mobility of HR professionals, as well as the sharing of knowledge and collaborations to promote the professional standing of HR.

As part of the CIPD and CIPM Nigeria partnership, HR Professionals can enjoy mutual recognition through the respective bridging assessments.

Please read these notes before completing the form

To help us process your application, please write clearly and use **block capitals** throughout, following any instructions carefully. If your form is not completed correctly, it may delay your application.

Section 1 – Your contact details

CIPM membership numberCIPM Grade.....

Title

First name Last name

We'll use the name you supply on any certificates and correspondence sent by us, so please state the name you'd prefer.

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

By providing your mobile number, you're giving us permission to use it to contact you, via SMS about your membership. We will not use it for direct marketing campaigns.

My preferred daytime phone number is:

home work mobile

Please send all emails and digital content to my:

home email work email

Please send all hardcopy correspondence to my:

home address work address

Data protection

We take your privacy seriously and keep your personal information private and secure. We'll use your data to manage your member account and contact you about benefits and services. For more information, please view our privacy policy at cipd.org/en/privacy-policy/

You can manage your marketing preferences by visiting cipd.org/uk/help/membership/manage-your-details-preferences/

By submitting this form you're confirming you accept our terms and conditions which are at cipd.org/uk/terms-conditions/membership/

Section 2

I can confirm that I am currently a CIPM Nigeria member IHRP certified professional and I currently hold:

- Associate membership.** This maps to Associate membership of the CIPD (Assoc CIPD), subject to assessment.
- Full membership.** This maps to Chartered membership of the CIPD (Chartered MCIPD), subject to assessment.
- Fellowship.** This maps to Chartered Fellow membership of the CIPD (Chartered FCIPD), subject to assessment.

I hereby enclose proof of my CIPM membership and my up-to-date CV for further information.

I understand you will be contacting me to make arrangements for the next stage of assessment. More information on assessment and fees can be found **here**.

I agree to abide by the CIPD's *Code of Conduct and Ethics* available at cipd.org/en/membership/professional-standards/code-of-conduct/

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.org/uk/terms-conditions/membership/ or call **+44 (0)20 8612 6208**.

I understand that the assessment will be carried out in English and I have sufficient literacy skills in order to achieve CIPD accreditation. If English is not your first language, and you have already taken an International English Language Testing System (IELTS) test, a minimum IELTS score of 6.5 is needed for all CIPD programmes. IELTS have over 900 test centres around the world. You can book a test at http://www.ielts.org/test_takers_information.aspx

Signature Date

For your application to be processed, you'll need to enclose the following:

A current copy of your up-to-date CV which includes:

- Employment dates and timeframes
- Your current role including key accountabilities, responsibilities and achievements which demonstrate the scope and scale of the projects you have worked on. If you are a consultant please include information about the roles undertaken/projects covered with clients/organisations you work with.
- Previous roles and organisations you have been employed by, or organisations you work with as a consultant, particularly focusing on the last three years.

Assessment fees are listed on the CIPD website. We will contact you on receipt of your application to take payment for this.

Section 3 – 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, - our membership fees can be found at cipd.org/uk/membership/membership-fees

A payment link will be provided to make payment for Membership, once your form is processed and your assessment completed.

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.

Notes

- 1 Your membership fee is renewable annually on 1 July.
- 2 All amounts are shown in pounds sterling. Please visit our **website** for the current exchange rate. This is subject to change and we would notify you if there are any changes to instalment amounts. 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'd like to pay by UK Direct Debit please follow the instructions below. If you would like to pay by SEPA Direct Debit, please download the mandate from our **website**.

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 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'. 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, the instalments will not necessarily be quarterly in your first year, but will be spread across the membership year. In your second and subsequent membership years we'll 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

- 4 Some benefits and services may not be available to members outside of the UK and Ireland. At our absolute discretion, we may at any time alter, amend, change, modify or withdraw any of the benefits that comprise the membership offering.

Data protection

We take your privacy seriously and keep your personal information private and secure. We'll use your data to manage your member account and contact you about benefits and services. For more information, please view our privacy policy at cipd.org/en/privacy-policy/

You can manage your marketing preferences at cipd.org/uk/help/membership/manage-your-details-preferences/

By submitting this form you're confirming you accept our terms and conditions which can be found at cipd.org/uk/terms-conditions/membership/

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