

## Membership for Apprentices

### CIPD Membership

As an Apprentice on one of the HR, L&D or People standards, you will be eligible to come into CIPD membership. You can apply for CIPD student membership at any stage of your journey. Once you successfully complete your EPA, you will be eligible for a professional grade of membership. The grade of professional membership you will be eligible for will depend on the standard you've completed.

#### Associate Member

- L3 HR Support
- L5 HR Consultant Partner
- L5 People Professional
- L3 L&D Practitioner
- L5 L&D Consultant Business Partner

#### Chartered Member

- L7 Senior People Professional

### Why choose CIPD for Membership?

CIPD membership is an emblem of expertise and cutting-edge skills - providing instant recognition amongst people professionals and employers.

CIPD membership grades reflect your level of capability, knowledge and impact in the workplace. Your member grade shows colleagues, clients and potential employers what you can offer as a people professional.

You can also have access to practical advice, explore evidence and gain insights from a wide range of CIPD resources such as podcasts, factsheets, guides and reports that can assist you in your day-to-day job role and on programme training.

### What are the benefits of membership?

CIPD membership gives you tools to nurture your professional growth, along with all the support you need to shape your own future with confidence. We'll help you achieve your goals, accelerate your professional development and stay up to date with the latest learning. Some of the key highlights are joining a thriving community, supporting your growth, saving you money and developing your career.

For further information on [benefits of membership](#) please visit the CIPD website.

### Membership fees

CIPD membership runs from July to June each year. At different points in the year you can purchase 6, 12, 15 or 18 month initial membership. The [latest fees can be found here](#).

## How to Join

### Self-funding - Student membership

If you are self-funding you can join at any time during your on-programme training or on completion by using the [student registration online](#).

If you become a member during your on-programme training, you can add your CIPD membership number onto the SmartEPA platform so we can automatically upgrade you when you complete.

1. Login to SmartEPA
2. Go to tab called 'Other'
3. Add the membership number in the field called 'CIPD membership number'

By doing this, when you successfully pass your EPA, we will automatically upgrade your membership.

If you have already successfully passed your EPA and been certificated, you can still be upgraded. You just need to email [MyEPA@cipd.co.uk](mailto:MyEPA@cipd.co.uk) with your CIPD membership number.

For further information on payment options, or processes please contact [MyEPA@cipd.co.uk](mailto:MyEPA@cipd.co.uk)

### Self-funding - Application form

Alternatively if you do not want to join online you can complete the [application form](#) and send this to [Memadmin@cipd.co.uk](mailto:Memadmin@cipd.co.uk).

### Funding as an Employer or Training provider

As an Employer or training provider, you may want to bring a group of apprentices into student membership. To do this please email [MyEPA@cipd.co.uk](mailto:MyEPA@cipd.co.uk) for the bulk membership spreadsheet template. Please complete the template and email this securely to [memadmin@cipd.co.uk](mailto:memadmin@cipd.co.uk) we will then issue an invoice for the total cost of membership to be paid and bring all the apprentices in the group into membership. If you are doing this when a cohort starts, it is likely you will need to renew the memberships at least once during their time on programme. Please contact [MyEPA@cipd.co.uk](mailto:MyEPA@cipd.co.uk) or [memadmin@cipd.co.uk](mailto:memadmin@cipd.co.uk) in May to renew the membership for your apprentices for the following year.

### Membership for Apprentices who have used other End Point Assessment Organisations

All apprentices that complete one of the HR, L&D or People standards can apply for CIPD membership. If you've completed your End Point Assessment with an alternate End Point Assessment Organisation (EPAO) we will ask you to complete a different application form. You can get this form by emailing [MyEPA@cipd.co.uk](mailto:MyEPA@cipd.co.uk). Please let them know which apprenticeship you have completed and who your EPAO was so they can provide the right membership application form.

We will need to verify your apprenticeship completion with your EPAO. We will also ask you to complete a small assessment focusing on what you do in your work and the impact this has had in your organisation within the last 5 years.

For the level 3 and level 5 standards this will be a short written assessment completed with your membership application form. It will come at no additional cost.

For the Level 7 standard, apprentices will be made eligible to complete the upgrade assessment. This can be completed in a written format or as a short discussion with a CIPD Assessor. Further details of the [process and costs for the upgrade assessment can be found here](#).