



*Championing better  
work and working lives*

## Award registration form

Please tick the award you are registering for:

### **Foundation**

Award in HR Essentials

Award in L&D

### **Intermediate**

Award in HR

Award in L&D

### **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](mailto: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 2017-18, 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 – Registration 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 = €1.20. If you pay by credit/debit card, your card provider will use their own exchange rate.

## Section 6 – About you

Please take a moment to tell us what's important to you by completing the questionnaire below.

### Your details

If you work from home tick this box

Name .....

### 1 Your role – please tell us which of the following best describes your role (choose one)

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

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

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

### 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)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> 1 UK and Ireland             | <input type="checkbox"/> 4 Middle East   | <input type="checkbox"/> 7 Latin America   |
| <input type="checkbox"/> 2 Western Europe             | <input type="checkbox"/> 5 Africa        | <input type="checkbox"/> 8 Asia-Pacific    |
| <input type="checkbox"/> 3 Central and Eastern Europe | <input type="checkbox"/> 6 North America | <input type="checkbox"/> 9 South East Asia |

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

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

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

- |                                  |                                    |                                    |  |  |
|----------------------------------|------------------------------------|------------------------------------|--|--|
| <input type="checkbox"/> 1 1-9   | <input type="checkbox"/> 3 50-99   | <input type="checkbox"/> 5 250-499 | <input type="checkbox"/> 7 1,000-4,999 | <input type="checkbox"/> 9 10,000-19,999 |
| <input type="checkbox"/> 2 10-49 | <input type="checkbox"/> 4 100-249 | <input type="checkbox"/> 6 500-999 | <input type="checkbox"/> 8 5,000-9,999 | <input type="checkbox"/> 10 20,000+      |

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

- |                                  |                                    |                                    |  |  |
|----------------------------------|------------------------------------|------------------------------------|--|--|
| <input type="checkbox"/> 1 1-9   | <input type="checkbox"/> 3 50-99   | <input type="checkbox"/> 5 250-499 | <input type="checkbox"/> 7 1,000-4,999 | <input type="checkbox"/> 9 10,000-19,999 |
| <input type="checkbox"/> 2 10-49 | <input type="checkbox"/> 4 100-249 | <input type="checkbox"/> 6 500-999 | <input type="checkbox"/> 8 5,000-9,999 | <input type="checkbox"/> 10 20,000+      |

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

- |                                |                                  |                                  |                                    |
|--------------------------------|----------------------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> 1 1-2 | <input type="checkbox"/> 3 6-9   | <input type="checkbox"/> 5 20-49 | <input type="checkbox"/> 7 100-499 |
| <input type="checkbox"/> 2 3-5 | <input type="checkbox"/> 4 10-19 | <input type="checkbox"/> 6 50-99 | <input type="checkbox"/> 8 500+    |

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

- |                                      |                                      |  |                                      |
|--------------------------------------|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> 1 1-3 years | <input type="checkbox"/> 2 4-9 years | <input type="checkbox"/> 3 10-19 years | <input type="checkbox"/> 4 20+ years |
|--------------------------------------|--------------------------------------|--|--------------------------------------|

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

- |                                      |                                      |  |                                      |
|--------------------------------------|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> 1 1-3 years | <input type="checkbox"/> 2 4-9 years | <input type="checkbox"/> 3 10-19 years | <input type="checkbox"/> 4 20+ years |
|--------------------------------------|--------------------------------------|--|--------------------------------------|

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

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

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

- |                                |                               |  |
|--------------------------------|-------------------------------|--|
| <input type="checkbox"/> 1 Yes | <input type="checkbox"/> 2 No | <input type="checkbox"/> 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)**

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> 1 In-house training/development programmes | <input type="checkbox"/> 4 Development of HR capability | <input type="checkbox"/> 6 Online HR/employment law information services | <input type="checkbox"/> 8 HR software systems                                 |
| <input type="checkbox"/> 2 Courses (open)/conferences               | <input type="checkbox"/> 5 HR consultancy services      | <input type="checkbox"/> 7 Recruitment advertising/services              | <input type="checkbox"/> 9 Qualification-based programmes for HR/L&D employees |
| <input type="checkbox"/> 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



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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](http://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