

Our ref: MB/MS

August 2008

To: Principals and SQA Co-ordinators

Action by Recipient	
	Response required
X	Note and pass on
	None — update/information only

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Dear Colleague

HNC/D Human Resource Management (G7TY 15/G7TX 16)
HNC Learning and Development (G7V0 15)

As you are aware, CIPD recognises the above HNC/HND awards as qualifying for Associate Membership of the Institute. The purpose of this letter is to update you on what centres and candidates should do if they wish to opt into Associate Membership recognition with CIPD.

Centres will be required to:

- ◆ Complete a simple registration form so that the centre can be included in CIPD's centres database and receive communications from CIPD. A copy of the updated registration form is attached.
- ◆ Promote CIPD membership to candidates at the start of the HNC and distribute membership forms.
- ◆ Send a member of their HNC team as a paying delegate to CIPD's Centre. Conference held annually during June. For centres already offering CIPD certificate programmes, if a member of the HNC team already attends as a certificate delegate, then there is no requirement to send another member of staff.

Candidates will be required to:

- ◆ Enrol with CIPD as studying Affiliates at the start of their HNC. All candidates will be charged a one-off subsidised admission fee which is set at £40 for 2008/2009 (usually £121). Candidates will also be asked to pay membership subscription in both their first year and thereafter and this is set at £121 for the year 2008/2009. These prices reflect current membership fees and are subject to annual review.

Taking up membership at the start of the HNC enables candidates to take advantage of the financial savings on the admission fee plus the wide range of benefits available by being a member of CIPD, including access to research materials and facilities and general information distributed to members. Candidates who choose not to take up membership but at a future point wish to apply for Associate Membership may do so, but in addition to the annual subscription they will be required to also pay the full admission fee of £121.

Once a centre registers with CIPD, you will be provided with membership forms to give to your candidates.

If you have any queries regarding the above, please contact John Duggan, CIPD's Quality Assurance Officer for Scotland, on 020 8612 6524 or email j.duggan@cipd.co.uk

I have copied this circular to your SQA Co-ordinator for information.

Yours sincerely



pp Mary Black
Qualifications Manager
Business and IT