**Accreditation Application Form**

**Personal Information**

**Application:** Accreditation

**Forename(s):**

**Surname:**

**Email Address:**

**Membership No:**

**CPD**

The requirement for Accredited membership of the AUA is a minimum 30 hours of professional development activities over the course of the previous two years. CPD can take many forms, and doesn’t have to be a credited training course. Examples of CPD include: attending an event; attending an in-house training course; reading an article or guide that had an impact on your work; having a conversation with a colleague that had an impact on your work or theirs; delivering a session at a conference; writing an article, guide, blog or newsletter; job shadowing; mentoring a colleague, formally or informally; helping/training a colleague; participating in meetings, groups and committees; completing evaluations or reflective reviews of your own or others performance and development. Please *insert* extra rows in necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Time | Activity | Description | Hours |
| Eg 28/09/2017 | 12:00 – 14:00 | Xxxxx | Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx | 2:00 |
|  |  |  |  |  |

**Professional Reflection**

To become an accredited member you’ll need to submit a statement (750 – 1,000 words) demonstrating how your CPD relates to relates to at least three of the nine professional behaviours of the AUA CPD Framework, and how you have used and benefited from this.

Information on our CPD Framework can be found at <https://aua.ac.uk/cpd-framework/>

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### Professional Knowledge and Capability

Professional knowledge and capability asks you to demonstrate that you have an understanding of underlying principles and theories related to your area of work or study, and the ability to present, evaluate and interpret information. Although this may sound complicated, you will use these skills in most of your everyday work and demonstrating them can take many simple forms. A qualification at FHEQ level 4, SQF level 7, NFQ level 6 or equivalent will demonstrate these abilities. For example, a Certificate of Higher Education is FHEQ level 4 and an undergraduate degree is FHEQ level 6. If you do not have a qualification at level 4 or above then you can submit evidence to demonstrate these abilities, such as a piece of work produced within your job role, or a statement of examples which reflect the requirements.

**Select which ONE method you will evidence this by:**

* **Qualification at level 4 or above**
* **A piece of work** **produced within your job role**
* **A statement of examples**

Attach your supporting files (a copy of your qualification certificate or piece of work) to this document and put a description in the box below. If your evidence is ‘a statement of examples’ enter it in the box below.

|  |
| --- |
| Description of supporting document OR Statement of examples: |

### References

Please **provide one complete reference** with your application. Please also provide the name, email and company of your referee below.

Your referee will need to have relevant knowledge and should be able to verify that you have undertaken, used and benefited from the CPD in your application. Your referee could be someone like a line manager, mentor or close colleague.

Guidance for your referee can be found here - [aua.ac.uk/Being-a-referee-for-an-Accredited-Member](https://aua.ac.uk/wp-content/uploads/sites/37/2020/07/Being-a-referee-for-an-Accredited-Member.pdf)

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| **Referee details** | |  |
| **Name:** |  |  |
| **Email:** |  |  |
| **Organisation:** |  |  |
| **Relationship:** |  |  |