



About the AITD Fellow Professional Membership Program

AITD’s membership pathway aims to recognise the knowledge, skills, experience and achievements of the training, learning and development and organisational development professions. Fellows and Associate Fellows are the highest tiers in the AITD membership pathway.

AITD Associate Fellows (AFAITD) are training, learning and development, or organisational development professionals with relevant undergraduate qualifications and at least 5 years of experience in the profession.

AITD Fellows (FAITD) are training, learning and development, or organisational development professionals working at a senior level. FAITD members must possess a relevant postgraduate qualification and at least 10 years of experience in the profession.

To apply for fellow or associate fellow membership, applicants must complete this application form and submit it with payment to AITD. Once the application has been assessed, the applicant will be advised of the decision.

Criteria

A person may be appointed as a fellow/associate fellow provided all of the following requirements are met:

Associate Fellow (AFAITD)

- Demonstration of significant contribution to the Learning and Development profession;
- At least 5 years in Training, Learning and Development, or Organisational Development; and
- Undergraduate qualifications in Learning and Development or a related discipline.*

Fellow (FAITD)

- Demonstration of significant contribution to the Learning and Development Profession;
- At least 10 years in Training, Learning and Development, or Organisational Development; and
- Post-graduate qualifications in Learning and Development or a related discipline.*

*See page two for further information about qualifications

Part one: Personal details

Title		First name		Last name	
Company/Organisation Name					
Position/Job Title					
Work Phone		Mobile Phone			
Email					
Postal address					
State		Postcode			

Are you a current AITD member? Yes No*
Member Number (if known) _____

If Application for: Associate Fellow Fellow

**Note: If you are not a current financial member of AITD, a \$35 joining fee applies*

Part two: Resume and Qualifications

Resume

Please **attach a current resume** which documents your career in learning and development.

Insert link to your LinkedIn Profile (if available)	
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Qualifications

Please describe your qualifications below and **attach copies of your qualifications**.

- **Associate Fellows** must have recognised undergraduate qualifications in Learning and Development or a related discipline. The minimum requirement would be a degree (AQF Level 7).
- **Fellows** must have recognised postgraduate qualifications in Learning and Development or a related discipline. The minimum requirement would be *either*:
 - A postgraduate qualification (AQF Level 9/10) in a related discipline, *or*
 - An undergraduate degree (AQF Level 7) in a related discipline **and** a postgraduate qualification (AQF Level 8) in a related discipline.

Related disciplines are broad and include the following:

- Vocational Education and Training;
- Human Resources;
- Organisational Development;
- Talent Development;
- eLearning;
- Education;
- Adult Education; and
- Other emerging qualifications in related disciplines where a link to learning and development is evident.

What is the length of your career in Learning and Development?
___ Years

Qualification <i>(e.g. Masters of Adult Education)</i>	Issuing Institution <i>(e.g. University of Technology, Sydney)</i>	Year completed <i>(e.g. 2005)</i>

Add rows as necessary

Where a qualification is not easily identifiable as learning and development or a related discipline, the applicant will need to demonstrate how the qualification meets the requirements. The minimum expectation to demonstrate equivalency would be a sub-major in learning and development or a related discipline.

Qualification <i>(e.g. Master of Business Administration)</i>	Details of relevant units/courses undertaken <i>(e.g. organisational development)</i>	Year completed <i>(e.g. 2005)</i>

Part three: Response to Criteria

In describing your contributions, AITD is seeking information about how you have contributed to the profession broadly, above and beyond your employed role. Evidence can include, but is not limited to, committee/board work, written work (papers, articles, blogs), presentations (conference/webinar/event), awards or commendations, advocacy/representation for L&D within industry/professional/national/international bodies, contribution to the professional development of other L&D professionals, application of L&D skills in community organisations, mentoring, and other activities.

**Briefly describe your career in Training, Learning and Development, and/or Organisational Development
(Max 500 words)**

**What do you believe are your major professional achievements to date?
(Max 500 words)**

**How have you contributed to the learning of individuals and organisations?
(Max 500 words)**

Please attach any additional information to support your application

For example:

- Awards/Commendations
- Presentations
- Written work (e.g blogs, social media, articles, books)
- Information about Board/Committee work or other service
- Information about voluntary work or other service
- Testimonials

Part four: Two references are required for all applications. The forms for your referees to complete are at the end of this application form.

Part five: Declaration

I declare that the information provided in the *AITD Fellow Application Form* and related attachments is true, accurate and complete to the best of my knowledge.

I understand that all AITD members are bound by the AITD Constitution and By-Laws and that submission of this application form and annual membership fee constitutes my acceptance of the terms and conditions of membership of AITD.*

*Full terms and conditions of membership are available at www.aitd.com.au

Name	
Signature	
Date	

What happens now?

1. Please send your completed application to AITD:
Email: membership@aitd.com.au **Fax:** 02 9211 8784 **Post:** AITD Suite 111, 410 Elizabeth St, SURRY HILLS, NSW 2010
2. AITD will send you a confirmation of receipt of application.
3. Your application will be assessed to determine whether the criteria have been met.
4. You will receive notification in writing of the outcome of your application.
 - a. If successful:
 - i. You will be provided with the AITD Fellow or AITD Associate Fellow member logo.
 - ii. You will be provided with a Certificate specifying your member status.
 - iii. You will also be permitted to use the relevant post-nominals (FAITD or AFAITD).
 - iv. You will also be invited to provide a brief biographical statement and photograph for publication in AITD's Training and Development magazine and website.
 - v. You will be advised of any special Fellow/Associate Fellow events or activities that occur throughout the year.
 - b. If unsuccessful, you will be provided with feedback about your application.

Privacy Statement

Any personal data collected from members is used and stored in accordance with AITD's privacy policy. This ensures that private information is kept confidential at all times and only used to deliver services to members (such as the provision of the magazine and details of professional development activities) and to provide information about industry products and services. Please advise our Membership Coordinator if you do not wish to receive information.

Reference #1

Reference details:

Title		First name		Last name	
Company/Organisation Name					
Position/Job Title					
Email					
Phone					

Reference Questions
Q1 – How do you know the applicant? (capacity/timeframe)
Q2 – How has the applicant contributed to the Learning and Development profession?
Q3 – What do you believe are the applicant’s most significant professional achievements?
Q4 – Fellows and Associate Fellows are the highest tiers in the AITD membership pathway, reserved for individuals who are at the top of the learning and development profession. Would you have any reservation in recommending the applicant for fellowship?

I support and recommend the above mentioned applicant for Associate Fellow/Fellow membership of AITD.

Name	
Signature	
Date	

Reference #2

Reference details:

Title		First name		Last name	
Company/Organisation Name					
Position/Job Title					
Email					
Phone					

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