

## AITD FELLOW/ ASSOCIATE FELLOW APPLICATION FORM 2024

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.

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

The Application Form comprises four (4) sections:

1. Criteria
2. Your personal details, Resume, and Qualifications
3. Your response to Criteria
4. Your Declaration

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### PART 1 | CRITERIA

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

#### ASSOCIATE FELLOW (AFAITD)

- Demonstration of significant contribution to the Learning and Development profession,
- At least five (5) years in Training, Learning and Development, or Organisational Development, and
- Recognised undergraduate qualifications in Learning and Development or a related discipline; the minimum requirement is a degree (AQF Level 7) or the equivalent professional experience.

#### FELLOW (FAITD)

- Demonstration of significant contribution to the Learning and Development profession,
- At least ten (10) years in Training, Learning and Development, or Organisational Development, and
- Recognised post-graduate qualifications in Learning and Development or a related discipline, the minimum requirement is either:
  - a postgraduate qualification (AQF Level 9/10) in a related discipline or the equivalent professional experience; or
  - an undergraduate degree (AQF Level 7) in a related discipline and a postgraduate qualification (AQF Level 8) in a related discipline or the equivalent professional experience.

Related disciplines are broad and may include 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 L&D is evident.

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## PART 2 | YOUR PERSONAL DETAILS, RESUME & QUALIFICATIONS

Family name		
Given names		
Previous names <i>If none, leave blank</i>		
Company Name		
Your Position		
Postal address		
Email address		
Phone number/s	Home	
	Business	
	Mobile	
LinkedIn Profile		

**Are you a current AITD Member?**  Yes  No

If Yes, what is your Member Number? \_\_\_\_\_

Note: If you are not a current member of AITD, a \$35 Joining Fee applies

**Membership Type you are applying for:**  Associate Fellow  Fellow

**What is the length of your career in learning and development?** \_\_\_\_\_ years

 **Please attach a current Resume** that documents your L&D career.

<b>Qualification in Learning &amp; Development</b> (eg Masters of Adult Education)	<b>Issuing Institution</b> (eg University of Technology, Sydney)	<b>Year completed</b> (eg 2005)

Where a qualification is not easily identified as learning and development, 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.

<b>Qualification in Learning &amp; Development</b> (eg Masters of Business Administration)	<b>Details of relevant units/ courses undertaken</b> (eg organisational development)	<b>Year completed</b> (eg 2005)

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### PART 3 | YOUR RESPONSE TO CRITERIA

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

Where this application refers to equivalent corporate experience to post/undergraduate qualifications, the applicant will need to articulate the equivalence for AITD Board consideration.

**Please state your experience that might be considered as equivalent to undergraduate or postgraduate qualification:** (maximum 500 words)

AITD is seeking information about how you have contributed to the L & D profession above and beyond your employment role.

Evidence can include, but is not limited to, board/committee work, written work (papers, articles, blogs), presentations (conference/webinar/event), awards or commendations, volunteering (unpaid work), advocacy or representation for L&D.

Your contribution can be within Industry, professional, national and international bodies that contribute to the professional development of other L&D professionals, the application of L&D skills in community organisations, mentoring, and other related activities.

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

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

📎 Please **attach** any additional information to support your application, for example awards, commendations, presentations, written work, information about board/committee involvement, voluntary work, and/or testimonials.

### References

Two references are required for all applications.

The form for your Referees to complete is provided in an appendix to this form.

## PART 4 | YOUR DECLARATION

I declare that the information provided in this 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](http://www.aitd.com.au)

Name	
Signed	
Date	

**Please send your completed application** to AITD by email [membership@aitd.com.au](mailto:membership@aitd.com.au). A confirmation email will be sent to the email address you list on this form to notify you that your application has been received.

The application will be assessed to determine whether the criteria have been met. You will receive notification in writing of the outcome of your application.

If successful:

- You will be provided with the AITD Fellow or AITD Associate Fellow member logo.
- You will be provided with a Certificate specifying your member status.
- You will also be permitted to use the relevant post-nominals (FAITD or AFAITD).
- You will also be invited to provide a brief biographical statement and photograph for publication on AITD's website.
- You will be advised of any special Fellow/Associate Fellow events or activities that occur throughout the year.

If unsuccessful, you will be provided with feedback about your application. The decision of the AITD Board with respect to equivalent professional experience is final.

### Privacy Statement

Please read our Privacy Statement which is located on our website.

**APPENDIX A | REFERENCES**

**REFERENCE 1** (Two references are required, and the following information must be provided)

Family name	
Given names	
Company Name	
Your Position	
Email address	
Phone number	

**Questions**

1. How do you know the applicant? (capacity/timeframe)
2. How has the applicant contributed to the L&D profession?

3. What do you believe are the applicant's most significant professional achievements?

4. Fellows and Associate Fellows are the highest tiers in the AITD membership pathway, reserved for individuals at the top of the learning and development profession. Would you have any reservations about recommending the applicant for fellowship?

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

Name	
Signed	
Date	



**REFERENCE 2** (Two references are required, and the following information must be provided)

Family name	
Given names	
Company Name	
Your Position	
Email address	
Phone number	

### Questions

5. How do you know the applicant? (capacity/timeframe)
6. How has the applicant contributed to the L&D profession?

7. What do you believe are the applicant's most significant professional achievements?

8. Fellows and Associate Fellows are the highest tiers in the AITD membership pathway, reserved for individuals at the top of the learning and development profession. Would you have any reservations about recommending the applicant for fellowship?

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Signed	
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