



Fellow Membership Application

Recognising significant contributions to the L & D profession

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 L & D or a related discipline.

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 L & D or a related discipline.

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 the following requirements are met:

- | | |
|----------------------------------|--|
| Associate Fellow (AFAITD) | <ul style="list-style-type: none">• 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) | <ul style="list-style-type: none">• Demonstration of significant contribution to the Learning and Development profession,• at least ten 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 Name					
Your Position					
Work Phone			Mobile Phone		
Your Email					
Your Postal address					
State			Postcode		

Are you a current AITD member? Yes No*

Member Number (if known) _____

I am applying 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

Please **attach a current resume** which documents your learning and development career to this application form.

Insert link to your LinkedIn Profile (if available)	
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Qualifications required to become an AITD Associate Fellow or Fellow are detailed below, please ensure you complete the Qualification Section on page 3 and **attach copies of your qualifications to your application form.**

Associate Fellows must have recognised undergraduate qualifications in Learning and Development or a related discipline. The minimum requirement is a degree (AQF Level 7).

Fellows must have recognised postgraduate 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
- 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 may 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

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

Qualification in Learning & Development (e.g. Masters of Adult Education)	Issuing Institution (e.g. University of Technology, Sydney)	Year completed (e.g. 2005)

Add rows as necessary

Where a qualification is not easily identifiable 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.

Qualification in a related discipline (e.g. Master of Business Administration)	Details of relevant units/courses undertaken (e.g. organisational development)	Year completed (e.g. 2005)

Add rows as necessary

Part Three: Career achievements and contribution

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, committee/board 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?
(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: References

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 Membership 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. *

Your Name	
Your Signature	
Date	

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

What happens now?

Please send your completed application to AITD by email membership@aitd.com.au, or **by post** Australian Institute of Training and Development
Suite 111, 410 Elizabeth Street
Surrey Hills NSW 2010

AITD will send you a confirmation of receipt of your application. 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.

Privacy Statement

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

Reference One Details

Title		First name		Last name	
Company Name					
Your Position					
Your Email					
Your Phone No.					

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 Two Details

Title		First name		Last name	
Company Name					
Your Position					
Your Email					
Your Phone No.					

Reference Questions
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