

ASSOCIATION OF EDUCATIONAL PSYCHOLOGISTS

MEMBERSHIP APPLICATION

GUIDANCE AND EXPLANATORY NOTES

The Association of Educational Psychologists is the only professional association for educational psychologists who are employed in England, Wales, Northern Ireland and Scotland.

In matters of dispute under all relevant legislation, this is the professional association which acts for educational psychologists. The Association represents educational psychologists directly on the Soulbury Committee, which negotiates salary and conditions of service for educational psychologists employed by Local Authorities in England and Wales. Since 1973 the Association has adopted a comprehensive Code of Professional Practice.

The Association is represented in many national organisations, charities via National Executive Committee members or ordinary members of the Association who have been invited to join their committees or governing bodies. The Association maintains contact with the Department for Education (DfE) on various issues. For example, the training, supply and demand for educational Psychologists. The Association is also invited to submit the views of educational psychologists to House of Commons Committees and to Departmental Working Parties.

Members who require legal advice and support on matters connected with their employment or their 'professional life' - e.g. in disciplinary procedures or Industrial Tribunals - can obtain this through the Association. In many cases, such advice and support will be via one of the Regional Representatives or the General Secretary. Where appropriate, the Association may instruct solicitors to provide further advice or to act on behalf of a member directly.

All members can access the members' only section on the website, which includes recruitment advertisements and other interesting courses and conferences and circulars on professional and employment issues. Local Authority Representatives are often provided with supplementary information on major issues of local or national concern on their own website section.

Members receive the Journal of the Association "Educational Psychology in Practice" four times a year, free of charge. This publishes papers primarily for information and in addition articles intended to provoke discussion on topics of professional interest. Short courses are arranged annually. They have been concerned with such topics as "Children's Services – Serving Children?", " Getting it Right for Every Child " and "Outcome Based Psychology". The Association is an affiliate organisation of the TUC and the benefits and services of TUC affiliation are available to AEP members.

Please read these notes before completing the form

1	<p>Category of Membership - Please tick the box indicating membership category applied for.</p> <p>Full Membership - This category of membership is open only to fully qualified and currently practising Educational Psychologists who are registered with the Health Professions Council (HCPC).</p> <p>Trainee Membership - Trainee membership is available to students who are following an approved course of post-graduate professional training in educational psychology.</p> <p>Affiliate Membership - This category of membership is for those who are qualified educational psychologists who are not currently practising or who are working outside the geographical regions covered by the Association.</p> <p>Retired Membership - Former full members of the Association who have retired from the profession are eligible to this category of membership.</p>
2	<p>Payment Method - Please tick the box indicating your method of payment.</p> <p>Cheque amount – initial subscriptions are calculated on a pro rata basis and you can find the appropriate amount due on page 3.</p> <p>Direct debit – a mandate should be completed and returned with your application. You will be notified in advance of your direct debit payments being collected.</p>
3	<p>Personal Details - This information is used to send you any mailings and Journal. It is also important that we have this information for any ballot papers.</p>
4	<p>Qualifications - These qualifications are a requirement to practise or train as an educational psychologist.</p>
5	<p>Training as an Educational Psychologist - Depending upon whether you have completed your training or you are currently on a training course, please indicate which University you attended or are attending, the dates you attended or the dates you are attending and the date of confirmation of your award or expected confirmation of your award.</p> <p>Approved Training Courses: Birmingham, Bristol, Cardiff, Dundee, University of East London, Exeter, Institute of Education, Manchester, Newcastle, Nottingham, Sheffield, Southampton, Tavistock, University College London, University of Strathclyde, Belfast</p> <p>If your training was not undertaken at an approved training course then you must include as much information about your qualification and a copy of your certificate. Failure to do so could result in a delay of your application being considered by the NEC while further information is sought.</p>
6	<p>Employment Details - This information is essential to ensure you are included in any circulations that are relevant to you as an employee of a particular local authority such as balloting of members etc.</p> <p>Trainee members should also include which employer they are placed with.</p>
7	<p>Registration with the Health and Care Professions Council (HCPC) - All educational psychologists are required to be registered with the HCPC in order to practice. This is also a requirement of membership of the Association unless you are currently on an approved training course.</p>
8	<p>Other information</p> <p>It is helpful if you can indicate if you have previously been a member of the Association.</p> <p>The Association is also required to seek acceptance from other trade unions where a member is or has been a member of their organisation within the last 6 months.</p> <p>You MUST indicate which email address you would like your Association correspondence to be sent to.</p>
9	<p>Declaration</p> <p>Please sign to confirm the information supplied is accurate.</p>

The numbered points correspond to those on the application form.

2016 Annual Subscription Rates

Full	£276	1 month is £23.00
Affiliate	£147	1 month is £12.25
Trainee	£48	1 month is £4.00
Retired	£42	1 month is £3.50

Pro Rata Subscription Rates

The date your application will be submitted to the NEC for consideration	Date your application must be received by the office	Full	Affiliate	Trainee**	Retired
January 13 th & 14 th	30 th December 2016	£253.00	£134.75	£44.00	£38.50
March 10 ^h & 11 th	24 th February 2017	£230.00	£122.50	£40.00	£35.00
May 12 th & 13 th	27 th April 2017	£184.00	£98.00	£32.00	£28.00
July 7 th & 8 th	23 rd June 2017	£138.00	£73.50	£24.00	£21.00
September 22 nd & 23 rd	8 th September 2017	£69.00	£36.75	£12.00	£10.50
November 15 th	1 st November 2017	£46.00	£24.50	£8.00	£7.00
December 15 th & 16 th	1 st December 2017	2018 fee*	2018 fee*	2018 fee*	2018 fee*

* To be confirmed

** **PLEASE NOTE** If you are a trainee joining in September, October or November of the 1st year of your training course you can pay the annual fee of £48 that year and this will be deemed as payment for the following year. This is only a concession for 1st year trainees. 2nd and 3rd year trainees pay the pro rata rate above.

Subscription payments are allowed as an essential professional expense for income tax purposes. Receipts will be issued on request if members wish to claim reimbursement from employers. Payment is by cheque payable to the 'Association of Educational Psychologists' or by direct debit annually or monthly. PLEASE NOTE: Subscription payments are non-refundable.

Please return the completed application form and your payment to:

AEP, 4 The Riverside Centre, Frankland Lane, Durham DH1 5TA.

If you have any queries about the form please telephone 0191-384 9512 or email enquiries@aep.org.uk

I need to draw the following paragraphs from the Constitution and regulations of the Association to your attention.

Paragraph F.5 v) *Upon admission into membership members will be required to observe the rules of the Association and to pay the appropriate subscription by the due date as defined in Appendix 13 of the Regulations.*

Regulations Appendix 13 paragraph 3. Renewal of membership

Except as provided for in paragraphs 2(a) and 2(b), membership shall be renewed annually by payment of the appropriate subscription, in advance, for the membership year commencing on the 1st January each year.

(a) The whole annual subscription may be paid as one amount, or in monthly instalments, as determined by the National Executive Committee. The due date for the single annual payment is the 1st January of the membership year. Monthly instalments are due on the first banking day of each calendar month, with the first instalment being due in January of the membership year.....

(c) Subject to the provisions of Section F 5(iii), former members whose membership has lapsed by reason of non-payment of subscriptions must pay the whole annual subscription if re-admitted within the same membership year. Former members re-admitted in subsequent years will normally be expected to pay any subscriptions outstanding from their previous period of membership.

MEMBERSHIP APPLICATION FORM

1. Category of Membership Required

Full Affiliate Trainee Retired

2. Payment Method (enclosed)

Cheque Amount Direct Debit

3. Personal Details

Title Forename(s) Surname

Home Address

Postcode

Tel Fax Mobile

Email Date of Birth

4. Qualifications

Do you have:

An honours degree in psychology (or equivalent) acceptable to the British Psychological Society as giving the Graduate Basis for Registration (GBR) as a Chartered Psychologist? YES NO

A minimum of one year's full time experience of working with children and young people up to the age of 20? YES NO

5. Training as an Educational Psychologist

University Dates attended/attending

Date of confirmation or expected confirmation of your qualification Was your qualification undertaken at an approved training course? (see list on page 2) YES NO

If No, please include additional information including full details of the content of the course and a copy of your certificate.

6. Employment/Placement Details

Employer

Address

Postcode Tel

Fax Email

7. Registration with the Health and Care Professions Council (HCPC)

Are you registered with the HPC YES NO

If yes, please quote registration number

8. Other information

Have you previously been a member of the AEP? YES NO

Are you currently a member (or have been a member in the last six months) of any other trade union? YES NO

If yes, please give the name of the union concerned

Preferred email address for receipt of Association correspondence

9. Declaration I confirm that the information given in this form is accurate and that I have read the Membership Application Guidance and Explanatory Notes.

Signature Date

For Office Use Only

Checked by:

Submitted to the NEC:

Information for Monitoring Only

Equal Opportunities

The Association monitors applications to help ensure our procedures provide equal opportunities and to encourage into the profession those groups currently under-represented in educational psychology.

The questions on this form are designed to assist in the monitoring. The form is separate from the main body of the application form and relates only to monitoring, not the application. It will be held separately and confidentially and will not be made available to the membership sub-committee.

We would be grateful therefore if you could complete and return it when you return your application form or separately if you prefer.

Category of membership applied for

Male Female Date of Birth

1. I would describe my race or cultural origin as (please tick one box only)

Asian or Asian British:		Mixed:	
Indian	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>
Other Asian background	<input type="checkbox"/>	Other mixed background	<input type="checkbox"/>
Black or Black British:		White:	
Caribbean	<input type="checkbox"/>	British	<input type="checkbox"/>
African	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Other Black background	<input type="checkbox"/>	Other white background	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other background (please specify):	<input type="text"/>

2. Other race or ethnic group (please describe below):

3. My age is:

16-19
 20-29
 30-39
 40-49
 50-59
 60+

4. Would you describe yourself as having a disability?

Yes No

If yes, are you registered disabled?

5. How would you describe your sexuality?

Heterosexual	<input type="checkbox"/>	Gay woman or lesbian	<input type="checkbox"/>
Gay man	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>
I would rather not say	<input type="checkbox"/>		



association of
educational
psychologists



Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

The Association of Educational Psychologists
4 The Riverside Centre
Frankland Lane
Durham
DH1 5TA

Service user number

9	2	0	0	1	6
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Name(s) of account holder(s)

Reference

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Bank/building society account number

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Instruction to your bank or building society

Please pay the Association of Educational Psychologists (AEP) Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the AEP and, if so, details will be passed electronically to my bank/building society.

Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Signature(s)
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

DD12

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit the Association of Educational Psychologists (AEP) will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request the AEP to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by the AEP or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when the AEP asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.