



## Membership Application

### Information and Guidance Notes for Applicants

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**The Association of Educational Psychologists is the only professional association and trade union that specifically represents educational psychologists (EPs) and assistant educational psychologists who are working in England, Wales, Northern Ireland and Scotland.**

#### Who can join?

Full membership is open to EPs currently registered with the Health and Care Professions Council (HCPC) who are practising in the UK or certain other territories (e.g. the Channel Islands). Membership at reduced rates is also available to qualified EPs practising outside these geographical regions or who are no longer working as EPs, and also to trainee EPs and those employed as assistant EPs. Admission into membership is in all cases subject to the approval of the AEP's National Executive Committee. Membership requirements for all categories are summarised on Page 2 and membership benefits on Page 3. Current subscription rates are given the end of this document.

#### What the AEP does

The AEP represents EPs and assistant EPs directly on the Soulbury Committee, which negotiates salary and conditions of service for educational psychologists employed by Local Authorities in England and Wales (the Soulbury Committee report also influences the terms and conditions of service and pay in Northern Ireland and in many private EP services).

The AEP works with many different national organisations, charities and voluntary bodies to promote the interests of EPs and children and young people. We have developed constructive relationships with relevant government departments and engage regularly with MPs, AMs and MLAs across the UK nations, particularly around the initial training and supply of EPs and the education and wellbeing of all CYP, but especially those groups who are disadvantaged. We also currently manage the application process for initial EP training courses in England.

#### Some benefits of AEP membership

Members frequently seek and are provided with advice on many professional and employment issues from the AEP. Most EP services elect a local representative (trainee EPs are encouraged to elect local representatives for their courses); they will often take the lead in local consultations regarding EP services and any proposals to change provision for CYP. They will also provide initial advice for individual AEP members in their workplace or training course. The AEP offers a development programme to support the role of local representatives.

More specialist advice and support, including legal representation if appropriate, may also be provided to members on matters connected with their employment or their 'professional life' - e.g. in their employer's disciplinary procedures, in the Employment Tribunal or in HCPC proceedings. Further details of these services and the terms under which they may be provided can be found on the AEP website or by contacting the AEP office.

The AEP provides members with a wide range of information, including recruitment advertisements and news on political, professional and employment issues, through regular emails, newsletters and the AEP website. Members receive free of charge a printed version of the internationally acclaimed, peer reviewed AEP journal "*Educational Psychology in Practice*" (EPIP) four times a year. Electronic access to editions of EPIP dating back to 1985, together many other relevant journals via EBSCO, is also available through the Members section of the AEP website.

Further benefits to members include the possibility of attending the Annual Conference or other professional development events organised by the AEP and its local branches, often free of charge or at a nominal cost. Additional training is available to all AEP local representatives at no cost.

### Opportunities for involvement

Eligible members wishing to take a more active role in the running and organisation of the AEP can stand for election to its National Executive Committee (NEC), which oversees the overall direction of the AEP's strategy and policy. There are seats on the NEC reserved exclusively for a trainee EP and a recently qualified EP, to encourage new members to the profession to become involved at this level.

In some regions members have organised local Branches that provide an opportunity to meet members from across the region to share practice and information, and generally socialise. Help in running a branch is always welcome.

The AEP is affiliated to the TUC; it regularly submits motions and sends delegates to the TUC annual Congress. Interested members can apply to attend as Observers and may have the opportunity to attend other TUC events.

### Membership Eligibility Requirements

The AEP currently offers membership in one of five categories: **Full, Affiliate, Trainee, Retired** and **Assistant**. Each membership category has specific eligibility criteria and associated benefits and membership fees. You can only be admitted into membership in a category that is appropriate to your current qualifications and work circumstances. If you are unsure about which membership category to apply for, please contact the AEP office for further advice before submitting an application.

Criteria for each category of membership are set out below, based on the Constitution of the AEP (Section F) and rulings of the National Executive Committee. You may have to transfer into a different membership category and pay the appropriate membership fee if those circumstances change after your admission.

#### Full Membership

Full membership is open to EPs registered with the Health and Care Professions Council (HCPC) of the UK, who are practising as employed or self-employed educational psychologists based in the UK, the Isle of Man, Jersey, Guernsey or Gibraltar, or who are employed by Service Children's Education. They must have qualified following successful completion of a course of professional training in educational psychology approved by the HCPC. If the qualifications to practise as an EP were gained wholly or partly outside the UK, the NEC must be satisfied that these are equivalent to the relevant UK qualifications. Tutors to recognised courses of post-graduate training for educational psychologists in the UK who meet these entry requirements may also be eligible for full membership.

#### Affiliate Membership

Affiliate membership is open to those who meet the qualification and statutory HCPC registration criteria for Full membership but who are not currently practising as EPs (e.g. they are employed in a different role), or else are practising as EPs only outside the geographical regions applicable to the Full membership category.

#### Trainee Membership

Trainees currently following a course of initial post-graduate training in educational psychology, accredited by the HCPC, may be considered for membership in this category for the duration of their course.

#### Retired Membership

Retired membership is available to Full and Affiliate members who have retired from the profession.

#### Assistant Membership

This category of membership is designed for individuals employed as 'Assistant Educational Psychologist' who intend to undertake training to qualify as practitioner EPs. Applicants should:

- (a) Be employed in an appropriate workplace setting managed and/or supervised by a qualified EP registered with the HCPC.
- (b) Be paid on the Soulbury Scale for Assistant Educational Psychologists or equivalent.
- (c) Possesses an honours degree in psychology or an equivalent qualification conferring eligibility for the Graduate Basis for Chartered Membership (GBC) of the British Psychological Society (BPS).

The Soulbury Committee states that: *“It is the aim that no officer should remain on the Assistant Educational Psychologists’ scale for more than 4 years”*. This is also the AEP’s aim and policy; therefore, other than in exceptional circumstances, membership in the Assistant category will be permitted for a **maximum of four years**.

### Summary of benefits

Entitlement to benefits, eligibility for office within the AEP etc. depend on the category of membership. This table summarises the main benefits available in the various membership categories.

Benefit	Category of Membership				
	Full	Affiliate	Trainee	Retired	Assistant
EPIP Journal & electronic access to journals	✓	✓	✓	✓	✓
Regular mailings and emails	✓	✓	✓	✓	✓
AEP Members website	✓	✓	✓	✓	✓
Vacancy alerts	✓	✓	✓	✓	✓
Notice of courses and events	✓	✓	✓	✓	✓
Legal support	✓	✓*	✓	✓*	✓
Employment advice	✓	✗	✓	✗	✓
Professional practice advice	✓	✗	✓	✗	✓
Union support	✓	✓*	✓	✓*	✓
CPD events / Annual Conference	✓	✓	✓	✓	✓
Stand for National Executive Committee	✓	✗	✓	✗	✗
Stand for the Editorial Board	✓	✓	✗	✗	✗
Voting in NEC and other AEP elections	✓	✗	✓	✗	✓
Attendance at Annual General Meeting	✓	✓	✓	✓	✓
Speaking at AGM	✓	✓	✓	✓	✓
Voting at AGM	✓	✗	✓	✗	✓
Propose & second AGM motions	✓	✗	✓	✗	✓
Branch Membership	✓	✓	✓	✓	✓
Stand for Branch office	✓	✗	✓	✓	✓
Membership fee discount on maternity leave	✓	✗	✓	✗	✓

\*‘Union’ and ‘Legal’ support would be limited to issues with the member’s last relevant employment or with seeking new employment as an EP, subject to the normal ‘waiting period’ and the discretion of the NEC.

Please note that the above table is not definitive; entitlement to benefits is subject to the Constitution and Regulations of the AEP and/or the discretion of the NEC. In particular, please be aware that new and re-admitted members will normally only become eligible for legal assistance after a **‘waiting period’ of 90 days** following admission. The **date of admission** will be the date of the NEC meeting that voted to admit (or re-admit) the applicant into membership.

Applicants should ensure that they apply for membership in the correct category, and that they inform the AEP office immediately of any subsequent change in their circumstances affecting their membership category. Where a member is admitted on the basis of inaccurate or incomplete information, or subsequently fails to notify the AEP of a relevant change in circumstances, the AEP reserves the right to change a member’s membership category and charge the appropriate subscription, including any arrears. The AEP may also suspend or withdraw certain membership benefits, or take such other action as appears appropriate in the circumstances.

### Information updated in June 2018

# AEP PRIVACY POLICY

The AEP is a membership organisation providing services to its members as a professional association and trade union. We are committed to protecting your privacy in accordance with the law. This Privacy Policy explains what information we collect and how we will use it.

## Data Controller

Any personal data you provide to us is controlled by the AEP. We are registered as a data controller with the Information Commissioner's Office under reference Z5146621.

## Data Protection Enquiries

Any queries regarding the AEP's data protection and privacy policies should be directed to the Data Protection Officer at The Association of Educational Psychologists, Unit 4, The Riverside Centre, Frankland Lane, Durham, DH1 5TA or by email to [dpo@aep.org.uk](mailto:dpo@aep.org.uk)

## Collection of personal data

The AEP collects and maintains personal information such as names, addresses, phone numbers and email addresses together with any other information contained in or relating to any communications that you send to us or send through our website in line with its legitimate interests and so that it can carry out its functions as a trade union and professional association, provide membership and related services and comply with certain statutory obligations.

The AEP treats all personal information with the utmost confidentiality and with appropriate levels of security. By joining the AEP and/or registering for related services you agree to our processing your personal information, including sensitive personal information, such as trade union membership, for the purposes outlined below.

## Use of Personal data

The personal data will be used for a range of union and professional association activities relating to the running of the AEP and the services it delivers. These include the maintenance of membership and other records, to comply with statutory duties as a trade union, for other trade union or professional association purposes or objects, including those set out in the Members' Handbook, monitoring for equal opportunity purposes, provision of support and advice and representation in relation personal case work including employment disputes and professional misconduct allegations, provision of legal advice, support and representation, promoting what we do and relevant campaigns, supporting and managing our employees, the supply of the AEP's Journal, conducting ballots and elections, to administer branch and other meetings, injury claims, clearing house duties for English universities, registration for and attendance on AEP courses, other services/benefits and to tell you about events and offers.

Where members have indicated that they do not wish to receive communications by email, SMS and phone the AEP will revert to physical post as a means of discharging our statutory duties as above.

If you wish to opt out of receiving emails about 3rd party services including recruitment adverts, events and general advertisements please email the Data Protection Officer at [dpo@aep.org.uk](mailto:dpo@aep.org.uk)

We will only keep your information (updated as appropriate) for as long as you have a relationship with us and where there is a legitimate reason to do so. We will keep your information throughout the period of membership / time as a registered website user and for such reasonable period (and to the extent necessary) after membership / website registration has expired as may be needed to enable the member / registered website user to access any post-membership / registration benefits. We will also retain documents (including electronic documents) containing personal data where there is a legitimate reason to do so.

## Sharing of Information

We may disclose some of your personal data in so far as is reasonable and necessary for the purposes set out in this privacy policy to our employees, officers and officials, workplace representatives and others including agents, case workers, solicitors and barristers who may be advising or supporting your case, contractors and other service providers who are associated with or instructed by the AEP.

Where AEP uses the services of these organisations, they are contractually obliged to process your data on behalf of the union as data processor and in a secure and confidential manner.

The AEP will not disclose any of your personally identifiable information to any third party unless they are processing data on the union's behalf, we have your permission, or under special circumstances, such as when we believe in good faith that the law requires it.

All our website financial transactions are handled through our payment services provider, Sage Pay. You can review the provider's privacy policy at <http://www.sagepay.co.uk/policies/privacy-policy>. We will share information with our payment services provider only to the extent necessary for the purposes of processing payments you make via our website, refunding such payments and dealing with complaints and queries relating to such payments and refunds.

### Changes to this Policy

Please note that this Privacy Policy may be amended from time to time – we will bring any significant changes to your attention through the website.

### Updating your details for statutory voting purposes

You are responsible for managing your personal information and keeping it up to date on the website. Periodically we will ask AEP members to check their details for any changes and to confirm that their details are up to date. This enables us to maintain accurate records and so provide effective, relevant services and support and to comply with our legal and data protection obligations as a professional association and trade union. The AEP treats your home address as your ballot address for all legal purposes. You can, however, nominate another address such as your workplace. The law requires that this be done in writing. So if you want to nominate your workplace, or another address, please do so, in writing, to the AEP Membership Records department, [enquiries@aep.org.uk](mailto:enquiries@aep.org.uk).

### Your Legal Rights

You can update incomplete or incorrect personal information. You have the right to object to, or restrict, the processing of your personal information as well as request access to the information we hold on you. Requests should be made in writing to the union's Data Protection Officer, Clare Corless at [clare@aep.org.uk](mailto:clare@aep.org.uk) or [dpo@aep.org.uk](mailto:dpo@aep.org.uk)

### AEP Website

To ensure the AEP provides accurate support and services the AEP will hold personal data about its members and registered users of its website (please also refer to the AEP Cookies Policy, available on the AEP website).

The AEP takes every precaution to protect our members' information on the AEP website: when personal and sensitive information is submitted via the website it is protected. Such information between the website and our membership & management information system, is encrypted and is protected.

The AEP website contains links to other websites but the **AEP is not responsible** for the content or the privacy policies of such other sites. If you follow links to websites that are not operated or managed by the AEP you should be aware that their operators may collect information from you which may be used in a manner which is inconsistent with this privacy policy.

### Changes in your personal information

If your personal information changes or you find that any of the information that we hold about you is incorrect, please advise us of the required changes as soon as possible:

- by logging into our website and changing it yourself – go to [www.members.aep.org.uk](http://www.members.aep.org.uk)
- by e-mail to [enquiries@aep.org.uk](mailto:enquiries@aep.org.uk) or
- by post to:

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

## Membership Subscription Rates & Payment

The AEP's 'membership year' runs from 1<sup>st</sup> January to 31<sup>st</sup> December. **New members** admitted part-way through a membership year are charged an abated rate, pro-rata, in the year they join. The tables below show the current annual subscription rates, and the abated rates payable by **new members** admitted later in the membership year.

### 2019 Annual Subscriptions

Membership category	Annual Subscription	Monthly Instalment
Full	£282.00	£23.50
Affiliate	£147.00	£12.25
Trainee	£48.00	£4.00
Retired	£42.00	£3.50
Assistant	£180.00	£15.00

#### Maternity and Sick Leave Concessions

Members whose salary has been **reduced** as a result of absence from work on maternity leave, adoption leave, or sick leave of **6 months or more**, may claim a refund of 20% of the subscriptions paid during one membership year. Only one such claim for any single period of absence or leave is allowed.

### Pro-rata Subscription Rates for New Members

Date application to be considered by NEC	Application must reach AEP office by:	Full	Affiliate	Trainee*	Retired	Assistant
January 2018	25 January 2018	£258.50	£134.75	£44.00	£38.50	£165.00
March 2018	8 March 2018	£211.50	£110.25	£36.00	£31.50	£135.00
May 2018	3 May 2018	£188.00	£98.00	£32.00	£28.00	£120.00
July 2018	21 June 2018	£141.00	£73.50	£24.00	£21.00	£90.00
September 2018	13 September 2018	£70.50	£36.75	£12.00	£10.50	£45.00
November 2018	1 November 2018	£47.00	£24.50	£8.00	£7.00	£30.00
December 2018	29 November 2018	£23.50	£12.25	£4.00	£3.50	£15.00

\* **TRAINEES NOTE: Get up to 3 months free membership!** If you join in September, October or November of the **first year** of your course and pay the annual fee (of £48) this will also cover your membership fee for the following year. This concession applies to 1<sup>st</sup> year trainees only. Trainees joining in their 2<sup>nd</sup> or 3<sup>rd</sup> year will pay the pro rata fee due in the year that they join.

Membership fees are allowed as a professional expense for **income tax purposes**. A receipt will be issued on request to members who require one to claim reimbursement of the fee from their employer.

### Payment of Subscriptions

Subscriptions may be paid in **monthly instalments**, by **direct debit**. A direct debit **mandate** must be completed and returned with the application form. Monthly instalments are due and payable on the **first banking day** of each month. Alternatively, the full amount due in the year of joining (as shown in the table above) **can be paid by cheque** made payable to the AEP, which should accompany the completed application form.

Thereafter membership is **renewable annually on the 1st January**, when the **whole annual subscription becomes due**. If the AEP holds a direct debit mandate for the member's subscription payments this will be processed as usual and membership renewed automatically (any change in the subscription payable will be notified in advance). Otherwise the member must pay the full annual subscription by cheque **by the 1st of January** to ensure renewal and continuity of their membership. The annual subscription payable will be **adjusted** if the member changes their category of membership during the year. It will remain payable in full if membership lapses due to non-payment of the correct subscription, or if the member resigns entirely from membership part way through the year.

Former members whose **membership has lapsed** due non-payment of subscriptions must pay the whole annual subscription if re-admitted within the same membership year (the pro-rata rates above for new members do not apply in this case). If re-admitted in a subsequent year they will normally be expected to pay any subscriptions outstanding from their previous period of membership.