

# MEMBERSHIP APPLICATION AND GRADE TRANSFER FORM



Chartered Quality Institute

Please read the guidance at the back before completing this form and complete the appropriate checklist before sending us your completed application.

Please complete the form in **BLOCK CAPITALS** using a **BLACK PEN**. If we cannot read any sections of the form it may be returned, which will delay the application process.

## Part A Personal details

### Personal details (please complete in full)

Title (Mr Mrs Ms Dr)	Honours
First names	Nationality
Surname	Date of birth
Name required on membership certificate	

### Your contact details

#### Home address

Street
Town
County
Postcode
Country
Tel
Email

#### Work address

Company name	
Street	
Town	
County	Postcode
Country	
Work Tel	
Work Email	

Preferred correspondence address  Home  Work

### Which grade are you applying for?

- Associate (ACQI)  
 Practitioner (PCQI)  
 Chartered Member (MCQI CQP):  Qualification route, or  Experiential route  
 Chartered Fellow (FCQI CQP)

### Are you applying through a special route?

- MOD Quality Practitioner route  Military route  IRCA Lead Auditor route

### Are you a member of the CQI applying for a transfer?

Present grade	Membership number	Date awarded
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### How did you hear about us?

- Magazine  Website  Newspaper  
 Employer  Word of mouth  Conference  
 College/Education Centre  Advertising  
 Other. Please specify:

### Why are you applying for CQI membership?

- Professional recognition in industry  
 CQI qualifications study  
 Professional development  
 Other. Please specify:

## Your area of work and interest

Please indicate your main industry area(s) of work

- |                                                                                |                                                                                                             |                                                                               |
|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> 1 Agriculture and fishing                             | <input type="checkbox"/> 16 Concrete, cement, lime, plaster etc.                                            | <input type="checkbox"/> household goods                                      |
| <input type="checkbox"/> 2 Mining and quarrying                                | <input type="checkbox"/> 17 Basic metals and fabricated metal products                                      | <input type="checkbox"/> 30 Hotels and restaurants                            |
| <input type="checkbox"/> 3 Food products, beverages and tobacco                | <input type="checkbox"/> 18 Machinery and equipment                                                         | <input type="checkbox"/> 31 Transport, storage and communication              |
| <input type="checkbox"/> 4 Textiles and textile products                       | <input type="checkbox"/> 19 Electrical and optical equipment                                                | <input type="checkbox"/> 32 Financial intermediation; real estate and renting |
| <input type="checkbox"/> 5 Leather and leather products                        | <input type="checkbox"/> 20 Shipbuilding                                                                    | <input type="checkbox"/> 33 Information technology                            |
| <input type="checkbox"/> 6 Wood and wood products                              | <input type="checkbox"/> 21 Aerospace                                                                       | <input type="checkbox"/> 34 Engineering services                              |
| <input type="checkbox"/> 7 Pulp, paper and paper products                      | <input type="checkbox"/> 22 Other transport equipment                                                       | <input type="checkbox"/> 35 Other services                                    |
| <input type="checkbox"/> 8 Publishing organizations                            | <input type="checkbox"/> 23 Manufacturing not elsewhere classified                                          | <input type="checkbox"/> 36 Public administration                             |
| <input type="checkbox"/> 9 Printing organizations                              | <input type="checkbox"/> 24 Recycling                                                                       | <input type="checkbox"/> 37 Education                                         |
| <input type="checkbox"/> 10 Manufacture of coke and refined petroleum products | <input type="checkbox"/> 25 Electricity supply                                                              | <input type="checkbox"/> 38 Health and social work                            |
| <input type="checkbox"/> 11 Nuclear industry                                   | <input type="checkbox"/> 26 Gas supply                                                                      | <input type="checkbox"/> 39 Other social services                             |
| <input type="checkbox"/> 12 Chemicals, chemical products and fibres            | <input type="checkbox"/> 27 Water supply                                                                    | <input type="checkbox"/> 40 Defence industry                                  |
| <input type="checkbox"/> 13 Pharmaceuticals                                    | <input type="checkbox"/> 28 Construction                                                                    | <input type="checkbox"/> 99 Consultant                                        |
| <input type="checkbox"/> 14 Rubber and plastic products                        | <input type="checkbox"/> 29 Wholesale and retail trade; repair of motor vehicles, motorcycles, personal and |                                                                               |

Please indicate which topic area(s) are you interested in

- |                                                          |                                                       |                                                      |
|----------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Audit and assessment            | <input type="checkbox"/> Management techniques        | <input type="checkbox"/> Statistical process control |
| <input type="checkbox"/> Corporate social responsibility | <input type="checkbox"/> Performance management       | <input type="checkbox"/> Supplier management         |
| <input type="checkbox"/> Corporate strategy              | <input type="checkbox"/> Process management           | <input type="checkbox"/> Total quality management    |
| <input type="checkbox"/> Environmental management        | <input type="checkbox"/> Quality awards               | <input type="checkbox"/> Six sigma                   |
| <input type="checkbox"/> Excellence                      | <input type="checkbox"/> Quality gurus                | <input type="checkbox"/> Continual improvement       |
| <input type="checkbox"/> Health and safety management    | <input type="checkbox"/> Quality tools and techniques | <input type="checkbox"/> Ethical management          |
| <input type="checkbox"/> History of quality              | <input type="checkbox"/> Risk management              | <input type="checkbox"/> Human factors               |
| <input type="checkbox"/> ISO 9001                        | <input type="checkbox"/> Stakeholder relationship     | <input type="checkbox"/> Integrated management       |
| <input type="checkbox"/> Legislation                     | <input type="checkbox"/> Standards                    | <input type="checkbox"/> Other, please specify.....  |

## Part B Declaration

### Section B1:

#### Declaration by applicant

**i) All applicants:** I apply to become a member of the CQI. I agree that in the event of my election to membership at any CQI grade, I will be governed by the CQI Charter and code of conduct\*, and I will advance the objectives of the CQI to the best of my abilities for such time as I remain a member. I certify that the statements contained in this form are correct to the best of my knowledge and belief at this time.

**ii) All applicants to Chartered Member (MCQI CQP) and Chartered Fellow (FCQI CQP) grades:** I commit to meeting the requirements for continuing professional development (CPD) as defined by the CQI\*. I understand and accept that should I fail to provide evidence of CPD that meets the CQI's requirements, the CQI reserves the right to transfer my membership to the equivalent non-chartered grade.

\* Refer to [www.thecqi.org](http://www.thecqi.org) for further details of these documents

### Section B2:

#### Declaration by referee

**(Application and transfer to Practitioner, Member and Fellow grades only) Referee:** I, the undersigned, have known the applicant for  years and I believe that the applicant is a worthy candidate for consideration for membership of the CQI. I have read and verified the evidence submitted by the applicant and confirm that it is correct to the best of my knowledge and belief.

Signature of referee

Referee's name (block capitals)

Professional qualifications

Signature of applicant

Date

From time to time the CQI may wish to send you details of additional CQI services or products that it considers may be of interest to you. Please tick this box if you wish to receive such information

From time to time the CQI may wish to send you details through a third party of additional services or products that it considers may be of interest to you. Please tick this box if you wish to receive such information

The CQI's e-newsletters contain a wide range of articles that can enhance your career and help with your professional development. Please tick this box if you **do not** wish to receive them

Email

Tel

CQI membership number

Business address

Postcode

Fax

## Part C Payment

Please see the separate sheet for details of fees and subscriptions, or refer to the CQI website at [www.thecqi.org](http://www.thecqi.org) for current rates. The normal payment method for UK members is by direct debit as this helps to keep the CQI's administrative charges to a minimum. All payments made by direct debit are covered by the direct debit guarantee.

### Section C1: Payment by direct debit

#### Instruction to your bank or building society to pay direct debit



##### 1. Name and full postal address of your bank or building society branch

To the manager

Bank / building society

Postcode

##### 2. Name(s) of account holder(s)

##### 3. Branch sort code (from the top right hand corner of your cheque)

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##### 4. Bank or building society account number

##### 5. CQI Membership / Registration number (Office use only)

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**6. Instruction to your bank or building society.** Please pay the Chartered Quality Institute direct debits from the account detailed on this instruction subject to the safeguards assured by the direct debit guarantee.

Signature

Date

### Section C2: Only applicable if unable to pay by direct debit

#### Fees can be paid by:

Please tick as appropriate  Visa  Mastercard  Delta  AMEX  Debit

Amount (pounds sterling)

£

Card number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Card valid from

--	--

Expiry date

--	--

Security number\*

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Issue number (if applicable)

(\*) For AMEX this is the four-digit number on the top right-hand corner on the front of the card. For all other cards this is the last three digits on the reverse of the card on the signature strip. **Please note that we are unable to process credit card payments if the security number has not been included.**

Cardholder name (as shown on card)

Address (or where registered, including house number or name)

Postcode

Signature

Date

Authorisation code  
(Office use only)

£

## Guidance

- Applicants for **Practitioner (PCQI)**, **Chartered Member (MCQI CQP)** and **Chartered Fellow (FCQI CQP)** must:
  - Obtain the signature of your referee on part B2 of this form. Your referee should have known you for a minimum of two years, know you well enough to be able to endorse your CV and other submitted documents and preferably be a member of the CQI or a similar professional body.
  - Submit a full CV that has been **VERIFIED AND SIGNED BY YOUR REFEREE**
  - Supply photocopies of any education and qualification certificates supporting your application: these must be **VERIFIED AND SIGNED BY YOUR REFEREE** as true copies of the original documents.
- Applicants for **Practitioner (PCQI)** must, in addition to 1:
  - Submit a completed Practitioner Portfolio Form (available at [www.theqcqi.org](http://www.theqcqi.org)) that demonstrates your competence and has been **VERIFIED AND SIGNED BY YOUR REFEREE**.
- Applicants for **Chartered Member (MCQI CQP)** must in addition to 1:
  - Indicate if you are applying for membership using the **qualification route** or the **experiential route** by ticking the appropriate box: new and upgrade applications for Chartered Fellow (FCQI) grade can only be made via the experiential route.
- If you are applying through the experiential route you must, in addition to this form, also submit a completed Experiential Route Portfolio Form (available at [www.theqcqi.org](http://www.theqcqi.org)) that demonstrates your competence and has been **VERIFIED AND SIGNED BY YOUR REFEREE**.
- Applicants for **Chartered Fellow (FCQI CQP)** grade must, in addition to 1:
  - Demonstrate the competences for the Member grade (either through the qualification or experiential route) and
  - Demonstrate the **additional competences for Fellow** by completing the Fellow part of the Experiential Portfolio Form (available at [www.theqcqi.org](http://www.theqcqi.org)) that demonstrates your competence and has been **VERIFIED AND SIGNED BY YOUR REFEREE**.
- Members who wish to transfer to a **chartered grade** (from Member and Fellow only) must sign the declaration part of this form indicating that you agree to **undertake the required CPD** and return it to the CQI.
- Please ensure you have checked your application before you submit it to us. Incomplete applications may result in a delay in processing your application.**

## Application form checklists

### Summary requirements

#### Associate (ACQI)

Must have an active interest in quality

#### Practitioner (PCQI)

##### Learning

Demonstrate your acquisition of knowledge in at least one aspect of quality through successful completion of at least one unit of a CQI qualification (CQI Level 3 or Level 5), or successful completion of an IRCA Certified Lead Auditor course. Alternatively, through equivalent qualifications/ training/ evidenced on-the-job learning.

##### Experience

Demonstrate a minimum of two years' work experience, and successful application of knowledge through submission of a Practitioner Portfolio Form.

#### Chartered Member (MCQI CQP)

##### Experience

At least five years' quality or systems management experience, two of which must be in a managerial or supervisory capacity of people or processes.

##### Competence

Demonstrate your achievement of competence against the CQI's Body of Quality Knowledge, available online at [www.theqcqi.org](http://www.theqcqi.org), through either:

##### The qualification route:

- The CQI Diploma in Quality, or
- An acceptable degree in quality, or
- An NVQ 4 or 5 in quality, or
- A degree/high level qualification in a non-quality subject and the CQI Training Certificate in Quality Management Practices, or the following modules of the CQI Diploma in Quality: D1 Principles of Quality and Data Analysis and D2 Quality Management (or equivalents).

##### The experiential route:

Submission of a completed portfolio and supporting evidence of your competence.

##### CPD

Applicants for the Chartered Member grade must agree to complete the required continuing professional development.

#### Chartered Fellow (FCQI CQP)

##### Experience

Be in or have recently held a senior managerial position and have at least five years' experience as a practising quality professional, two of which must be in a managerial or supervisory capacity or, if self-employed, be working at a senior level.

##### Competence

As for member, plus you must demonstrate that you meet the additional competences described in the CQI's Body of Quality Knowledge for the Fellow grade through submission of a completed portfolio and supporting evidence.

##### Eminence

Have made a personal contribution to furthering the quality profession by at least one of the following:

- Expertise in a particular field
- Exceptional service to the CQI.

##### CPD

Applicants for the Chartered Fellow grade must agree to complete the required continuing professional development.

### Application checklist

- Signed application form (part B1)
- Application fee<sup>1</sup>

- Signed application form (parts B1 and B2)
- Verified CV demonstrating the two years' experience requirement
- Application fee<sup>1</sup>
- Copies of relevant certificates/evidence
- Verified Practitioner Portfolio Form

- Signed application form (parts B1 and B2)
- Verified CV demonstrating the five years' experience requirement
- Application fee<sup>1</sup>

- For the qualification route
- Copies of relevant certificates
- English version of degree syllabus, if applicable

- For the experiential route
- Verified experiential route portfolio

- Signed application form (parts B1 and B2)
- Verified CV
- Copies of relevant certificates
- Verified experiential route portfolio
- Evidence of senior management responsibility (eg organization chart or job specification)
- Evidence of eminence
- Application fee<sup>1</sup>

<sup>1</sup>All applicants are required to submit their application fee with their application form. Failure to supply the application fee may result in the application not being processed.

## Returning this form

Please return this form with your payment and portfolio of evidence (if applicable) to: CQI Membership, The Chartered Quality Institute, 2nd Floor North, Chancery Exchange, 10 Furnival Street, London EC4A 1AB  
T: +44 (0)20 7245 6866 F: +44 (0)20 7245 6788 E: [membership@theqcqi.org](mailto:membership@theqcqi.org) [www.theqcqi.org](http://www.theqcqi.org)