
Fully Qualified Member Extended Leave Policy - Subscription Relief

Version: 2.0 Timing: Effective from 1st June 2020 External communication from: 1st June 2020

Policy

Fully Qualified (FQ) CIPS members (MCIPS/FCIPS and Chartered members) may be eligible for a partial relief of their membership subscription fees due to personal circumstances impacting their ability to work.

Fully Qualified Members who are not in active employment (including freelance work, contracting, consulting, self-employment, part or full time etc.) and who are unable to maintain their membership can receive:

- 100% membership subscription relief for a maximum of 12 months.
- If following the 12 month period the member is still not in active employment and meets the policy criteria, they may be able to receive a 50% relief on their membership subscription for up to 24 additional months.

If a FQ member is requesting the Extended Leave subscription fees relief, they must provide evidence¹ that they are unemployed and do not have income from any employment - in one of the following categories:

- are experiencing long-term unemployment (12+ months);
- are a full-time carer for a direct dependent and have not been able to work and not in employment (12+ months);
- are suffering a prolonged illness preventing them from seeking/being in employment (12+ months)

If a FQ member has ceased working prior to their renewal date and their membership has lapsed and they have also been out of work for 12 months or more, they are eligible to apply. If a FQ member has lapsed prior to being unable to work, they will not be eligible to apply.

It is essential to submit the appropriate evidence with the application otherwise the application may be rejected. Members may request a second review of a rejected application if they are able to provide new/additional evidence which may change the outcome.

Whilst a FQ member is receiving full or partial relief from their membership fees, they will continue to be listed in the CIPS Professional Register and will be able to access all member benefits including the Supply Management digital magazine. Members will not receive a printed Supply Management magazine whilst they are paying reduced fees. Members will need to continue to abide by the CIPS Code of Conduct and to maintain their continuous professional development (CPD).

Fully Qualified members must return to paying the full membership fee from the month they return to employment, and/or after a maximum of 36 months of receiving the extended leave membership fee relief.

Note: No further waiver or discount from membership fees is to be applied during this period. Once the application has been approved, the relief can only be applied for again at the earliest the following membership year. The relief cannot be backdated, applied half-way through a membership year, or applied as a refund request.

¹ CIPS recognises types of evidence will vary country to country. Please see FAQ 3 for further guidance.

Whilst we will make every effort to keep changes to a minimum, CIPS reserves the right to make amendments to this policy at any time.

CIPS is registered under the provisions of the UK Data Protection Act 2018 and keeps any personal data concerning our members in confidence. A full description of the CIPS Code of Practice for Data Protection can be found on the CIPS website www.cips.org.

Voluntary/Honorary unpaid work

CIPS encourage all members to use their skills in volunteering e.g. make a contribution to the local community, charity, or to help relatives or friends voluntarily. Such activities will not affect the extended leave discount providing the member does not accept any income, fee or other 'significant benefit' (e.g. *gifts +£50 or equivalent*).

Frequently Asked Questions (FAQs)

1. Am I eligible to apply for relief under this policy?

Fully qualified CIPS members (MCIPS/FCIPS and Chartered members) may be eligible for membership subscription relief through this policy if they are unemployed, do not have any income from employment and are in one or more of the following categories:

- you are experiencing long-term unemployment (12+ months);
- you are a full-time carer for a direct dependent and have not been able to work and not in employment (12+ months);
- you are suffering a prolonged illness preventing them from seeking/being in employment (12+ months)

2. How do I apply?

Please [click here](#) to submit your application online. You will need to include documentation to evidence your application and long term unemployment.

Please scan and have your evidence ready to upload with your application.

3. What type of evidence can be submitted as proof of long-term employment?

In order to ensure a robust, consistent and fair process, applications must include official documentation to evidence long term unemployment status. CIPS appreciates the type of evidence submitted will vary from country to country. We require you to provide official documentation according to which circumstance or category you fall in to. The supporting documentation must also evidence and cover the relevant timeframe (e.g. a minimum of 12+ months).

Examples of evidence you may want to provide includes, but is not limited to:

- Evidence of your last employment including the date which you finished and additional evidence that you have not undertaken employment in the following 12+ months.
- Government documentation on your unemployment status e.g. a P45, PAYG summary, etc.
- Full-time carer for a direct dependent and not able to work: Evidence of carer registration and claimed benefits
- Long-term unemployment: Tax form showing the date your employment ended, evidence of job search and/or jobseeker's government allowance/benefit covering the 12+ month period
- Prolonged illness: Medical reports, documentation from medical practitioner and/or registered occupational health worker
- Bank statement(s) confirming proof of social benefits received

4. How long does the application process take?

We will endeavour to process your application and provide initial feedback within 5 working days. We will aim to provide you with the final outcome of the application within 20 working days from the point in which we have confirmed your application and supporting documentation is complete and with the relevant evidence.

5. How will I be informed of the outcome from the application?

You will be contacted via email to confirm the outcome of your application and the next steps.

6. When does the membership relief apply from?

The membership subscription fee relief will be applied to the membership year which begins following your approved application.

7. Can I get a partial discount / relief part-way through my membership year?

The relief applies only to the next full membership year.

8. Can I get a refund for a previous period of unemployment?

Refunds are not applicable under this policy and the relief applies to your next full membership year.

9. How long does the membership relief apply for?

The relief applies for a period of up to 12 months from the date of approval, and until such time as you are in employment again, or the 12 month period ends.

After the initial 12 month period, you will need to apply again if you are again/still in long-term unemployment and meet the criteria of the policy.

Please note you must apply a minimum of 6 weeks prior to your membership subscription renewal date.

10. Can I appeal the decision if the application is rejected?

You can request a second review of your application only if you have new supporting evidence which may change the outcome of the application.

11. Are there any changes to my member benefits if I am awarded the membership subscription relief?

You will continue to be able to access your full membership benefits, including being listed in the CIPS Professional Register as an active member. You will retain access to the digital Supply Management magazine, but will not receive the printed copy of the Supply Management magazine whilst you are paying a reduced membership subscription fee. You will be able to attend CIPS events and branch activities; vote in elections and access MyCIPS as normal.

12. Once awarded, is the membership fees relief automatic for 3 years?

No. The 100% membership subscription relief applies for a maximum of 12 months.

If following the 12 month period you are still not in active employment and you continue to meet the criteria of the policy, you may be able to receive a 50% relief on their membership subscription for up to 24 additional months.

Please remember you must apply for the fee relief each year at least 6 weeks prior to your renewal date.

13. I am not employed but I occasionally carry out paid contract or temporary roles. Can I still apply for relief through this policy?

The membership subscription relief is for fully qualified members who are not in any active employment. This includes freelance work, contracting, consulting, self-employment, part or full time work, etc.

14. Am I able to volunteer whilst receiving the fees relief?

Yes, CIPS encourages our membership community to give back to their local community and profession through volunteering. Participating in a voluntary role will not affect the membership subscription relief awards, provided you do not accept any income, fee, or other 'significant benefit' (e.g. gifts +£50 or equivalent).

15. What happens when I return to employment?

As soon as you return to employment (whether full or part time including freelance work, consulting, contracting, self-employment etc.) you must inform CIPS from the month you start your new position. Your membership subscription fee will be reinstated as normal.

Please note, failure to notify CIPS of a change in employment status will be deemed a breach of the policy and could constitute a breach of the CIPS Code of Conduct. In these cases, an investigation could be instigated and you may be referred to the CIPS disciplinary process.

CIPS is committed to ensuring fairness and equity in membership subscriptions for our global membership community. As part of this commitment, CIPS may undertake audits at any time and will request up-to-date evidence of a member's continued long-term unemployment.

16. I have just become unemployed, why can't I apply for this support now?

The skills and competencies that having the MCIPS/FCIPS and Chartered professional designation brings to our members means that the majority are in active continuous employment, and are able to find alternate roles relatively quickly. It is one of the key benefits of the professional designation of CIPS membership, and provides a significant advantage in the job market. This policy seeks to support those fully qualified members that are facing longer term financial pressures through an inability to work over an extended period.

17. Who can I contact if I have questions about my application or the process?

For questions regarding your application or the application process, please contact the CIPS Customer Services team by email – customer.services@cips.org or by telephone on +44 (0) 845 880 1188. (BST opening hours 8.30am – 5.30pm, Monday to Friday)

Frequently Asked Questions (FAQs) - internal use only

18. When will CIPS be releasing this new policy to current members?

The policy, application form, and FAQs will go live on the website from the 01 June 2020.

19. Which members may benefit from this policy?

The policy is applicable for only Fully Qualified members globally - MCIPS/FCIPS and Chartered members not for students or Affiliates - who meet the criteria – incoming enquiries from fully qualified members may also be introduced to the policy via the following:

- The member may request financial assistance (e.g. bursary) due to hardship / unemployment
- The member may request to resign their membership due to hardship / unemployment
- The member may disclose financial hardship in their feedback survey after they resign
- The member may disclose financial hardship/unemployment to a member of CIPS staff

Implementation, feedback and performance of the policy will be reviewed on an ongoing basis and we will keep staff updated.

20. How is the decision made on when to award membership fees relief?

Upon receipt of an application, the Customer Services Team (CST) will review the application and supporting evidence. If additional evidence is required, it will be requested from the member at this time.

Once the Customer Services Team approves the application and evidence, it will be reviewed by the Membership Team for signoff.

Once the Membership Team confirms signoff, CST will then notify the member of the outcome of their application and update SMART.

If either CST or Membership rejects the application, the member will be notified in writing which will include the reason(s) for rejection.

At this point, the member may appeal the decision only if new evidence can be provided that may change the outcome.

The receipt of the application and the decision regarding it will be recorded in SMART by CST. All personal information and evidence will be stored and deleted in line with current GDPR requirements.

21. Why is the extended leave discount only applicable to fully qualified members? I know a student who is also suffering financial hardship.

This is a key member benefit to evidence our 'partner for life' membership promise. It aims to support members that have committed to the profession and CIPS and attained full membership and their professional designation.

CIPS appreciates there are varying financial circumstances which will impact individuals in our member grades at different times.

We support our studying members financially in different ways. We appreciate that some student members may not be in employment or will be on a reduced income when studying and therefore this is already reflected when setting our annual student member fees. This is why the student member fee is already at a significantly reduced rate – applied throughout their studying journey - when compared to fully qualified or affiliate member fees.

Affiliate members are those interested in the profession, yet to take steps or commitment to get qualified or join via an experiential route such as the Management Entry Route (MER).

We regularly review all membership policies and our support for all members and will communicate any additions or changes.

Unlike most global Chartered professional bodies, CIPS also has in place tiered subscription rates to take into account economic conditions impacting those in developing countries, again to provide better and fairer support financially.

22. Why do members have to wait for a year, why can't members apply for this support when they become unemployed?

The skills and competencies that having the MCIPS/FCIPS designation brings to our members means that the majority are in active employment, and are able to find alternate roles relatively quickly. Our global salary research also shows those members usually have a better remuneration compared to their peers without CIPS designations. It is one of the key benefits of the professional designation that CIPS membership brings, and provides them an advantage in the job market. This policy seeks to support those FQ members that are facing long term financial pressures and inability to work due to caring for a direct dependant; or for example if their local market suffers economic impact affecting employability in the longer term.

Note: All information pertaining to the application including any documentation and/or evidence submitted must be treated sensitively and confidentially. Information received pertaining to the application must not be shared outside of the processing guidelines and all relevant documentation and evidence received from the member must be destroyed following the outcome of the application.