

# Professional Membership Upgrade Application Form



## PERSONAL DETAILS

Title: (Dr, Mr, Mrs, Ms) \_\_\_\_\_ Surname: \_\_\_\_\_  
Given Names: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
Private Address: \_\_\_\_\_  
\_\_\_\_\_ Suburb: \_\_\_\_\_  
State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## EMPLOYMENT DETAILS

Position Title: \_\_\_\_\_ Date Appointed: \_\_\_\_\_  
Organisation Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
\_\_\_\_\_ Suburb: \_\_\_\_\_  
State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_  
Business phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Total number of employees in company: \_\_\_\_\_ Total Managers/Supervisors reporting to you: \_\_\_\_\_  
Your Immediate Superior's Position Title: \_\_\_\_\_  
Preferred Mailing Address: (Please tick)  Business  Private

## APPLICATION TO THE BOARD

I hereby apply for the upgrade from my current membership grade of \_\_\_\_\_  
to the membership grade of \_\_\_\_\_. I agree to accept the Board's decision.  
Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## CPMgr ACCEPTANCE (Please do not sign if you are not seeking CPMgr admission)

As required under the admission requirements, I acknowledge that I will abide by the Code of Ethics and Professional Conduct and to complete at least 90 hours Continuing Professional Development(CPD) per triennium.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENTS

A summary of management, work experience and education qualifications is required for assessment of applications. Please attach your CV and Organisational Chart.

If upgrading to CPMgr attach a copy of your educational transcripts.

## Complete and Return to AIM SA

180 Port Road, Hindmarsh, SA 5007 p 08 8241 8000 f 08 8241 8080 e aimsa@aimsa.com.au w www.aimsa.com.au

# Professional Membership Grading Criteria



**AIM Members gain recognition as high calibre practitioners who are committed to professional and personal development.**

## AIM PROFESSIONAL MEMBERSHIP GRADING CRITERIA

- Management experience and educational qualifications form a basis of the criteria used in grading applicants for professional membership of AIM.
- Professional Grades are those of MEMBER (AIMM), ASSOCIATE FELLOW (AFAIM), and FELLOW (FAIM).
- Membership of AIM is open to persons from all fields of management endeavour, ranging from trainees to those who have already achieved success at the highest level. Membership grading will be assessed by a committee and approved by the AIM Board.

### MEMBER (AIMM)

The grade of Member is open to persons who have a record of proven management achievement over a period of five (5) years or more in a position with management responsibility, such as:

- A person responsible for planning, organising, decision making, staffing and control of an operation requiring the delegation of work to several other positions of a supervisory, technical or skilled nature.

The required period of proven management achievement may be reduced by up to three (3) years dependent on credits gained through holding approved educational qualifications appropriate to this level of management.

### ASSOCIATE FELLOW (AFAIM)

The grade of Associate Fellow is open to persons who have a record of proven management achievement over a period of five (5) years or more in a senior management position, such as:

- A Chief Executive, general manager or senior functional manager, who delegates authority to several other managers holding positions which require management skill of at least Member level, or
- A specialist position requiring management and entrepreneurial skills, the exercise of which have a substantial impact on the overall operations of the organisation.

The required period of proven management achievement may be reduced by up to three (3) years, dependent on credits gained through holding approved educational qualifications appropriate to this level of management.

### FELLOW (FAIM)

The grade of Fellow is open to persons who have a record of proven management achievement over a period of six (6) years or more in a general executive management position, such as:

- Chief Executive or group/chief general manager of an organisation of such complexity as to require the delegation of authority to staff of at least Associate Fellow level, or
- Divisional, regional or state general manager in an organisation of such complexity as to require the delegation of authority to staff at Associate Fellow level, or
- The senior specialist in a particular field, providing advice, of a highly significant nature, to general executive management in an organisation of such complexity as to require the delegation of authority to staff at Fellow level.

The required period of proven management achievement may be reduced by up to two (2) years, dependent on credits gained through holding approved educational qualifications appropriate to this level of management.

### CERTIFIED PROFESSIONAL MANAGER (CPMgr)

The grade of Certified Professional Manager is open to persons who:

- Have a record of proven work experience of at least 5 years with at least 3 years in a supervisory position, and
- Have a relevant business / management degree or Graduate Diploma in Management from an Australian institution of higher education, and
- Agree to complete the required 90 hours per triennium of Continuing Professional Development, and
- Abide by the Code of Ethics and Professional Conduct.

### OTHER INTERESTS

AIM may take into account other interests such as service to AIM, contribution to the profession of management by teaching, publishing or other relevant activity, service to the community, membership of other associations, or achievement of special recognition by making a distinguished contribution to the management profession.

### GENERAL

Gradings and grading criteria differ for all professional associations. For practising persons, primary consideration is given to the level of responsibility as prescribed in position descriptions and other supporting documentation, to be supplied with all applications.

In specialist positions not directly involved in line management, the nature and complexity of the type of advice given, and the level of management or organisations to whom it has been given together with proven results, take on extra significance as relevant criteria.

### PERSONAL INFORMATION STATEMENT

The Australian Institute of Management – South Australian Division Incorporated (“AIM SA”) may collect your personal information for the purposes of providing AIM SA's products or services (such as training or consulting services), or information about those products or services, to you, and for related or incidental purposes.

AIM SA may disclose your personal information to other organisations. These may include interstate AIM divisions, organisations that are contracted to provide services to AIM SA (such as to distribute AIM SA information or maintain AIM SA databases), and/or organisations AIM SA has collaborated with, such as certain consulting firms or educational institutions.

You may request access to your personal information held by AIM SA by contacting us by email: [aimsa@aimsa.com.au](mailto:aimsa@aimsa.com.au) or by phone on (08) 8241 8000. To view AIM SA's Privacy Policy please visit our web site: [www.aimsa.com.au](http://www.aimsa.com.au)