



AUSTRALIAN  
INSTITUTE OF  
OFFICE PROFESSIONALS

## Individual Membership Application

Ms  Miss  Mrs  Mr  SURNAME: \_\_\_\_\_

GIVEN NAMES: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

PRIVATE ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_ (h) \_\_\_\_\_ (b)

Fax: \_\_\_\_\_ (h) \_\_\_\_\_ (b)

Email: \_\_\_\_\_  
 \_\_\_\_\_

EMPLOYER'S NAME: \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

POSITION HELD BY APPLICANT: \_\_\_\_\_

I apply for \_\_\_\_\_ **GRADE OF MEMBERSHIP** and enclose evidence of qualifications and experience in support of my application. (See information on reverse of this application for Membership Grades and criteria).

I am interested in the Institute's Diploma of Business. Please send me further information

I declare that the information provided in this application is correct and I agree to abide by the Constitution of the Australian Institute of Office Professionals, as amended from time to time. Please refer to our Privacy Statement, a copy of which is included in our Membership Kits, or located on our website (listed below). If you are unable to access our website, please call the Company Secretary on 1300 792 639 for a copy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All applicants applying for the Membership Grade of STUDENT must complete this section.

I am a FULL-TIME STUDENT Name of educational institution: \_\_\_\_\_  
 Title of course and course code: \_\_\_\_\_

Expected year of completion: \_\_\_\_\_

NOTE: *Student Grade of Membership is only available to students studying an approved FULL-TIME business course at an approved educational institution. It is not available to students studying by correspondence or part-time and who are employed either full-time or part-time.*

\*N.B. No credit card facilities in NT, SA and Tasmania

Method of Payment: <i>(please tick)</i>	Cheque	Money Order	Bankcard	MasterCard	Visa
Card number	Expiry Date		/	Amount \$	
Cardholder's Name		Signature			

Return this completed form to:  
 AIOP Membership Officer in your respective Division



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# Grades of Membership

There is an appropriate grade for all office professionals  
A brief description of these grades is set out below

## FELLOW FAIOP

Any person who is the holder of the AIOOP Diploma or an equivalent business diploma or educational qualification, and currently employed as an office professional or suitably qualified educator responsible for business education, with not less than 15 years office experience at the date of application and can provide written evidence of the above.

## ASSOCIATE FELLOW AFAIOP

Any person who is the holder of the AIOOP Diploma or an equivalent business diploma or educational qualification, and currently employed as an office professional or suitably qualified educator responsible for business education, with not less than 10 years working experience; OR has 20 years office experience at the date of application and can provide written evidence of successful participation in continuing professional development.

## MEMBER MAIOP

Any person who is currently employed as an office professional or suitably qualified educator responsible for business education, with not less than 5 years office experience at the date of application, and can provide written evidence of successful participation in continuing professional development.

## ASSOCIATE AAIOP

Any person who is currently employed as an office professional or suitably qualified educator responsible for business education, with between 3-5 years office experience at the date of application, and can provide written evidence of successful participation in continuing professional development.

## AFFILIATE

Any person who is currently employed as an office professional or suitably qualified educator responsible for business education, with between 0-3 years office experience at the date of application, and can provide written evidence of successful participation in continuing professional development.

## STUDENT

Any person who is currently studying full-time for a business qualification and can provide written evidence of course details.

## CORPORATE

For organisations which employ, or are affiliated with office professionals or business education.

## INTERNATIONAL AFFILIATE

For individuals resident overseas, or international office professional organisations.