

# PROFESSIONAL MEMBER UPGRADE APPLICATION FORM



## PROFESSIONAL MEMBER TYPE (IMPORTANT, PLEASE TICK & PROVIDE RELEVANT DOCUMENTATION)

- PROFESSIONAL MEMBER (MAHRI)  
 FELLOW (FAHRI) - This form must be accompanied by a Fellow Application Submission

## STUDENT MEMBERS WISHING TO UPGRADE SHOULD USE THE STUDENT UPGRADE APPLICATION FORM

All applications for professional membership are assessed against the AHRI Professional Recognition Framework and Model of Excellence. Full details are available at [ahri.com.au](http://ahri.com.au)

## PERSONAL DETAILS (PLEASE COMPLETE ALL FIELDS)

TITLE:	GIVEN NAME:	PREFERRED NAME:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
	SURNAME:	DATE OF BIRTH:	GENDER:
	<input type="text"/>	<input type="text"/>	<input type="text"/>
PRIVATE EMAIL ADDRESS:	*TICK IF PREFERRED <input type="checkbox"/>		
<input type="text"/>			
BUSINESS EMAIL ADDRESS:	*TICK IF PREFERRED <input type="checkbox"/>		
<input type="text"/>			
BUSINESS PHONE:	MOBILE PHONE:		
<input type="text"/>	<input type="text"/>		
PRIVATE PHONE:	<input type="text"/>		
<b>BUSINESS ADDRESS</b> <input type="checkbox"/> (TICK IF PREFERRED)	<b>PRIVATE ADDRESS</b> <input type="checkbox"/> (TICK IF PREFERRED)		
BUSINESS NAME:	PRIVATE ADDRESS:		
<input type="text"/>	<input type="text"/>		
BUSINESS ADDRESS:	SUBURB:		
<input type="text"/>	<input type="text"/>		
SUBURB:	STATE:		
<input type="text"/>	<input type="text"/>		
STATE:	POSTCODE:	POSTCODE:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
COUNTRY (IF OUTSIDE AUSTRALIA)	COUNTRY (IF OUTSIDE AUSTRALIA):		
<input type="text"/>	<input type="text"/>		

## PAYMENT DETAILS (PAYMENT MUST ACCOMPANY THIS FORM)

All fees quoted are inclusive of GST. Payments will be processed within 10 working days of receipt of application. A receipt/tax invoice will be emailed to you. Upon payment of the appropriate amount this application form will become a Tax Invoice. Please keep a copy for taxation purposes.

TICK TO PAY VIA CREDIT CARD, PLEASE ENTER CARD DETAILS BELOW:

CARD NUMBER:	EXPIRY DATE:	CVV:	CARD TYPE:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Mastercard
			<input type="checkbox"/> Visa
CARD HOLDER NAME:			<input type="checkbox"/> Amex
<input type="text"/>			<input type="checkbox"/> Diners

TICK TO PAY VIA CHEQUE OR MONEY ORDER (PLEASE MAKE PAYABLE TO: AUSTRALIAN HR INSTITUTE LIMITED)

PLEASE RETURN FORM AND PAYMENT TO:

Australian HR Institute Limited ABN 44 120 687 149  
Level 4, 575 Bourke Street, Melbourne, Victoria 3000  
or email [enquiries@ahri.com.au](mailto:enquiries@ahri.com.au)

SIGNATURE:

INSERT FEES

UPGRADE FEE: \$55

GST: \$5.50

TOTAL FEES: \$60.50

**PRIVACY STATEMENT:** AHRI is concerned with the protection of your privacy. We support the Australian Privacy Principles (APPs) in the Privacy Act 1988 (Cth), as amended. AHRI collects and stores your personal information for the purposes of providing membership services, education and training programs. AHRI may use your contact details to promote AHRI products and services to you in the form of email communications and/or other types of communication. Email [reception@ahri.com.au](mailto:reception@ahri.com.au) if you would prefer not to receive communications from AHRI. To view AHRI's full privacy policy visit [ahri.com.au/privacy-policy](http://ahri.com.au/privacy-policy).

**PLEASE REVIEW THE BELOW INFORMATION TO CHECK YOUR ELIGIBILITY. SUPPORTING DOCUMENTATION IS REQUIRED FOR ALL PROFESSIONAL MEMBERSHIP CATEGORIES**

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**PROFESSIONAL MEMBER (MAHRI)**

**Criteria:**

- 1) An undergraduate qualification in an HR relevant field or study + 2 years' of recent experience in a HR role **OR**
- 2) 5 years' of experience in a HR role (if you do not have a HR relevant qualification) **OR**
- 3) 5 years' relevant vocational practice in management

**Required documents:**

Your CV ( see Criteria 2 or 3) **OR**

Your CV + your academic transcript or certificate/testamur ( see Criteria 1)

**FELLOW (FAHRI) - Refer to the application guide for further information**

**Eligibility criteria:**

AHRI fellowship is a level of professional membership which recognises HR professionals who have achieved a significant level of experience and capability in Human Resource Management. Applicants will be required to satisfy a minimum of 3 of the following criteria:

1. Ten or more years' experience in a functional HR role
2. A minimum of five of those years in a senior HR leadership position as per the following:
  - Can demonstrate leadership in strategic and budgetary responsibilities, in either or both generalist or specialist HR roles, within complex and demanding organisational contexts.
  - Leads a team of HR professionals in contributing to the achievement of the organisation's objectives.
3. Completion of an AHRI accredited or relevant postgraduate qualification or equivalent knowledge, skills and experience
4. Has a made a significant contribution to the HR profession: this can include, but is not limited to non-work related activities such as presenting/ lecturing/tutoring at conferences & universities, involvement with groups external to your workplace in which your HR expertise is utilised (eg business/social/sporting), significant involvement with HR research projects, volunteering with AHRI, writing and contributing to academic and other publications.

*Applicants will be asked to provide evidence to support each of the above criteria in order to determine eligibility. Applicants may also be eligible based on an assessment of criterion 4, provided sufficient evidence is provided to support the significant contribution to the HR profession.*