

AHRI FELLOW APPLICATION FORM

AHRI Fellowship (FCPHR) is a level of professional membership which recognises HR professionals who have made a substantial contribution to and have a record of achievement in the practice of HR, and will continue to contribute to the profession. It is contingent upon this past demonstrated commitment and a future commitment to AHRI.

It is expected that FCPHRs have capability across a broad range of HR skill and knowledge areas aligned to the [Australian HR Capability Framework](#), specifically involvement in strategic and influential activities (rather than operational activities).

To become an AHRI Fellow (FCPHR), you will be asked to demonstrate:

- Ten or more years of experience in a functional HR role.
- Five or more years in a senior HR leadership position, including:
 - Leadership in strategic and budgetary responsibilities, in either or both generalist or specialist HR roles, within complex and demanding organisational contexts
 - Leadership of a team of HR professionals in contributing to the achievement of the organisation's objectives
- Evidence that demonstrates a significant contribution to the HR profession and testimonials from peers or leaders.
- Completion of an AHRI accredited or postgraduate qualification, or equivalent knowledge, skills and experience.
- Completion of the AHRI Certification pathway (CPHR).

Application process

1. Complete this form and submit it with your Certification Assessment, or if you are already Certified submit it to enquiries@ahri.com.au
2. With your application form you must also include:
 - CV
 - Evidence of your contribution to the HR practice, and
 - Two written references/testimonials.

Please see Additional Information for further guidance on the above.
3. Your application will be reviewed by your assessor and a recommendation made to the National Certification Council (NCC).
4. Your application will be reviewed by the NCC and a decision made regarding endorsement.
5. If you are already Certified, your application is reviewed by the Council of State Presidents and the AHRI National President for approval.
6. You will be advised of your outcome via email.

Continuing professional development

As a Fellow Certified HR Practitioner, you are making a commitment to modelling excellence in the workplace by continuing to develop your skills and knowledge as well as exploring ways to mentor and coach and share your knowledge with your team and others towards the advancement of the HR practice.

AHRI Certified HR Practitioners (CPHR and FCPHR) are required to complete sixty (60) hours of CPD every three (3) years to maintain their HR certification status or professional membership.

CPD may include:

| | |
|--------------------------|------------------------------|
| Conferences and Seminars | Informal Learning |
| Formal Education | Learning Activities |
| Industry Involvement | Presentation of Papers |
| Mentoring | Service to the HR Profession |

Additional Information

- Applications for AHRI Fellowship are assessed by AHRI and the NCC and approved by State Council and National President. As such, Fellowship applications will be reviewed following Certification endorsement from the NCC.
- The criteria for Fellowship are aligned to By-Law 4 - Professional Recognition Framework, which is underpinned by the [Australian HR Capability Framework](#).
- **Evidence of contribution to the HR profession:** Evidence may include, but is not limited to,
 - Non-work related activities such as presenting/lecturing/tutoring at conferences and universities
 - Involvement with groups external to your workplace in which your HR expertise is utilised (e.g. business/social/sporting)
 - Significant involvement with HR research projects
 - Volunteering with AHRI
 - Writing and contributing to academic papers
 - Significant HR experience in complex and challenging HR leadership roles with demonstrated considerable achievements in establishing new approaches or innovations.
- **Written references/testimonials:** These must be supplied and signed by appropriately senior people, specifically supporting the application for Fellow and addressing the criteria of both strategic management or leadership and demonstrated service to the HR community.

FCPHR APPLICATION FORM



All queries related to AHRI Fellowship can be emailed to enquiries@ahri.com.au

PERSONAL DETAILS (PLEASE COMPLETE ALL FIELDS)

| | |
|--|---|
| TITLE: | FULL NAME: |
| <input type="text"/> | <input type="text"/> |
| JOB TITLE: | |
| <input type="text"/> | |
| MEMBERSHIP LEVEL: | MEMBERSHIP ID: |
| <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"/> | |
| BUSINESS ADDRESS (TICK IF PREFERRED) <input type="checkbox"/> | PRIVATE ADDRESS (TICK IF PREFERRED) <input type="checkbox"/> |
| BUSINESS NAME: | PRIVATE ADDRESS: |
| <input type="text"/> | <input type="text"/> |
| BUSINESS ADDRESS: | |
| <input type="text"/> | |
| | |
| SUBURB: | SUBURB: |
| <input type="text"/> | <input type="text"/> |
| | |
| STATE: | STATE: |
| <input type="text"/> | <input type="text"/> |
| POSTCODE: | POSTCODE: |
| <input type="text"/> | <input type="text"/> |
| COUNTRY (IF OUTSIDE AUSTRALIA): | COUNTRY (IF OUTSIDE AUSTRALIA): |
| <input type="text"/> | <input type="text"/> |

APPLICATION FOR FELLOWSHIP

AHRI Fellowship is a level of professional membership which recognises HR professionals who have made a substantial contribution to and have a record of achievement in the practice of HR and will continue to contribute to the profession. It is contingent upon this past demonstrated commitment and a future commitment to AHRI. Fellows are committed members of AHRI and Fellows who have completed a certification pathway may use the post-nominal FCPHR. The criteria for Fellowship are aligned to the [Professional Recognition Framework](#), which is underpinned by the [Australian HR Capability Framework](#).

CHECKLIST OF REQUIREMENTS

Before submitting the full Fellow application, please ensure the following items have been included. Refer to the AHRI Fellow Application Guide for a full explanation of each item.

- CV (no longer than 4 pages)
- AHRI Application Submission (this document)
- Evidence of contribution to the HR profession
- Two written references/testimonials