

Candidate guide

ACQP Associate Membership

**Site responsibility,
learning and
career development**

Your route to Associate Membership

For supervisors, site managers and developing practitioners



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Your guide to joining a professional community committed to construction quality, competence and standards above compliance.

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How to use this guide

Start with the eligibility requirement on page 4. Then gather your CV, completed qualification certificate and evidence of study towards a higher qualification, before completing the online application. Use the final checklist to check that everything is ready.

Keep this guide for your first year of membership. The benefits, CPD and professional conduct sections will help you make good use of your ACQP membership.

Welcome

ACQP Associate Membership supports people building their construction-quality knowledge and responsibility. It is ideal for supervisors and site managers who do not yet hold a Level 6 qualification and are progressing through further learning.

The qualification requirement

Applicants must hold a minimum Level 2 qualification and be actively working towards a higher qualification. Provide both your completed qualification certificate and evidence of enrolment and progress towards the higher award.

Who Associate Membership is for

This grade recognises your existing learning and responsibility while you develop further. Explain your site role, the work you oversee and how you contribute to good workmanship and construction quality.

- Site supervisors and trade supervisors.
- Site managers without a Level 6 qualification.
- Assistant managers and developing site practitioners.
- Construction workers moving into supervisory responsibility.

What joining involves

- Provide accurate personal and professional details.
- Upload your CV, qualification certificate and evidence of your higher qualification in progress.
- Complete the application declarations and subscription arrangements.
- Respond to any requests for clarification from the membership team.
- Maintain your CPD and professional standards after joining.

AACQP

Associate designation

£170

Annual subscription

25 hours

CPD each year

The membership team checks your eligibility and supporting information before confirming your grade. Use AACQP after approval and while your membership remains current.

1 The Associate Membership standard

Associate Membership combines an existing qualification with active progress towards a higher award. Your application must demonstrate both requirements, alongside your role and responsibilities in construction.

Both qualification requirements must be met

You must already hold a Level 2 qualification or above and be actively working towards a higher qualification. A completed award and evidence of ongoing learning towards the higher award are both required.

1. Your completed qualification

Provide a clear copy of your qualification certificate. It should show your name, the full qualification title and the awarding organisation or university.

- A completed qualification at Level 2 or above.
- The full qualification title and awarding organisation.
- Confirmation of its level if this is not clear on the certificate.

2. Your higher qualification

Provide evidence that you are enrolled and making progress towards a qualification at a higher level than the award used for entry. State the course, your current stage and expected completion date, if known.

- Enrolment or registration confirmation.
- The qualification title, level and provider.
- A recent progress record, transcript or provider confirmation.

Explain your site role and responsibility

Describe the work you supervise or manage, your responsibilities and how you support quality. Examples may include checking workmanship, coordinating trades, following drawings and specifications, recording defects and raising concerns.

If you are unsure

Ask the membership team if a qualification level is unclear or an award was gained outside the UK. Explain both your completed qualification and the higher award you are working towards so that ACQP can confirm your eligibility.

2 Your application route

Associate Membership uses an online application supported by your professional details and documents. Prepare these first so that the membership team can check the information you provide.

1

Check your eligibility

Confirm that you hold a Level 2 qualification or above and are actively working towards a higher qualification. Identify evidence for both requirements.

2

Prepare your documents

Gather your CV, completed qualification certificate, evidence of higher study, profile photograph and contact details before starting your application.

3

Complete your application

Go to www.acqp.co.uk/membership/, select Associate Membership, enter your details and upload the requested documents. Read and complete the declarations and payment instructions.

4

Receive confirmation

The membership team checks your information and contacts you if clarification is needed. Follow your confirmation and activation instructions to begin using your membership.

Help the membership team help you

Make sure your email address is correct, your files are readable and the details on your CV agree with the form. Explain name differences on certificates and identify any documents that will follow separately.

Start your application

www.acqp.co.uk/membership/

For guidance before applying: membership@acqp.co.uk

3 Preparing your supporting documents

A clear, complete set of documents helps the membership team confirm your eligibility. Keep the information relevant, current and easy to read.

Your current CV

Include your current role, employment history, qualifications and relevant memberships. Explain your supervisory or site responsibilities and how your work contributes to construction quality.

- State your role titles and employment dates.
- Describe the work you supervise or manage and your responsibility for quality.
- Separate completed qualifications from courses in progress.

Your profile and contact details

Have a clear profile photograph ready for your membership record. Check your email, telephone number and postal address so that ACQP can contact you and arrange your membership materials.

Your qualification evidence

Provide your completed Level 2 or higher qualification certificate showing your name, award title and awarding organisation. Include confirmation of the level where needed.

Your evidence of active study

Provide enrolment or registration confirmation for your higher qualification and recent evidence of progress. Identify its level, provider and expected completion date, if known.

- Use evidence issued by your university, college, training provider or awarding organisation.
- Ask your provider for a confirmation letter if your existing records do not clearly explain your status.

Make each file useful

Use descriptive names such as Surname_CV.pdf or Surname_Enrolment.pdf. Scan every relevant page, keep text legible and follow the file-size and format instructions shown on the application form.

Accuracy and confidentiality

Provide authentic records and describe your qualifications honestly. Remove unnecessary personal or commercially sensitive information from supporting material. Obtain permission before sharing confidential employer or client documents.

4 Your membership benefits

Associate Membership brings together recognition, practical resources, learning and connections that support your work and professional development.

Recognition and credentials

Following approval, use the AACQP designation to show your Associate Member status. Receive your membership certificate, digital credentials and the member materials applicable to your grade.

Your membership pack

Your membership pack includes the certificate and member materials applicable to your grade. Check your postal details and follow your welcome instructions so that ACQP can arrange your pack.

Learning and connections

Access member CPD, networking and practical knowledge from other construction professionals. Explore ACQP training and qualifications that support your site responsibilities and development goals.

Your Members Portal

- Access your digital card, badge and membership letter.
- Maintain your CPD record and development plan.
- Find member resources, opportunities and support.
- Manage your details and membership renewal.

Additional member support

Explore current member offers, including TOTUM+ claiming arrangements and the ACQP lost-key service with three uniquely numbered key fobs. Follow the instructions in your portal to access these benefits.

Make membership part of your professional routine

Keep your profile current, choose learning that addresses a real need and take part in discussions with other practitioners. Use the portal regularly to find the services and opportunities relevant to you.

Associate designation and subscription: www.acqp.co.uk/membership/

Current benefits and availability: www.acqp.co.uk/benefits.php

5 Continuing professional development

Continuing professional development (CPD) helps you keep your knowledge current, strengthen your practice and respond to the changing needs of construction.

25

HOURS EACH YEAR

Complete and record at least 25 hours of relevant CPD annually. Use your Members Portal to maintain your record and plan your development.

Choose learning that helps you

- Courses, webinars and live CPD relevant to supervision and site management.
- Learning about workmanship, drawings, specifications and quality checks.
- Learning from site inspections, defects, problem-solving and supervised practice.
- Mentoring, knowledge sharing or other relevant development activity.

Record the learning

- The date, topic, activity and actual learning time.
- What you learned and why it matters to your work.
- How you will apply it in practice.
- Supporting evidence, such as attendance records, notes or certificates.

An example annual plan

Courses and structured learning	10 hours
Live CPD and webinars	6 hours
Technical reading and research	5 hours
Reflective learning and knowledge sharing	4 hours
Example total	25 hours

This is an illustration, not a prescribed split. Record relevant learning time and outcomes; routine attendance at work or social networking alone does not demonstrate CPD.

Full CPD requirements: www.acqp.co.uk/conduct.php

6 Professional conduct and commitment

Associate Membership is an ongoing commitment to responsible site practice, clear communication and continued learning. Apply your knowledge carefully and seek support when work is beyond your competence or authority.

Integrity

Be accurate about your qualifications, experience and work.

Competence

Understand your limits and seek appropriate support.

Quality

Use evidence and take responsibility for your decisions.

Respect

Treat people fairly and communicate professionally.

In your day-to-day work

- Keep clear site and quality records, including the evidence behind your decisions.
- Raise workmanship, quality and safety concerns through the appropriate channels.
- Protect confidential information and declare relevant conflicts of interest.
- Share learning and support the development of colleagues.

As an ACQP member

- Keep your membership and contact details current.
- Complete and record your annual CPD.
- Pay your subscription when it is due.
- Use your designation and credentials in line with ACQP rules.
- Read and follow the ACQP Code of Conduct.

Keep progressing towards your higher qualification

Maintain active progress towards your higher qualification and keep your study details current. Tell ACQP if your course or circumstances change, and provide your certificate when you complete the award.

Read the full Code of Conduct: www.acqp.co.uk/conduct.php

7 Subscription and getting started

Once ACQP has confirmed your Associate Membership and your subscription arrangements are complete, follow your welcome instructions to activate and use your membership.

£170

ASSOCIATE MEMBERSHIP

Annual subscription

Your payment options and the applicable terms are shown during the membership application process.

Your first steps

- Read your membership confirmation and check that your name and grade are correct.
- Activate your Members Portal using the instructions you receive.
- Check your postal address and membership pack details.
- Access your digital credentials and membership information.
- Start your CPD record and set a development plan.

Using AACQP

Use AACQP after your name once your membership is approved and current. Keep your professional profile and email signature accurate, and follow ACQP guidance when using your badge or other credentials.

Looking ahead

Review your learning needs and progress towards your higher qualification. As your qualifications and responsibilities develop, speak with ACQP about the most suitable grade. Any change of grade is subject to its entry criteria and ACQP approval.

Questions about your application or membership?

Email membership@acqp.co.uk

Apply: www.acqp.co.uk/membership/

Members Portal: www.acqp.co.uk/portal/

Applications and payment options: www.acqp.co.uk/membership/

8 Final application checklist

Use this checklist before submitting your application. A complete, well-labelled submission makes it easier for the membership team to confirm your eligibility and contact you if anything is missing.

Eligibility and documents

- ☐ I hold a completed qualification at Level 2 or above.
- ☐ I am actively working towards a higher qualification.
- ☐ My completed certificate and evidence of enrolment and progress are included.
- ☐ My qualification titles, levels and providers are clear.
- ☐ My CV explains my site role and quality responsibilities.
- ☐ My files are complete and readable.

Application and membership

- ☐ I have selected Associate Membership.
- ☐ My email, telephone number and postal address are correct.
- ☐ My profile photograph is ready.
- ☐ I have read and completed the application declarations.
- ☐ I understand the £170 annual subscription and the payment instructions.
- ☐ I am ready to complete and record at least 25 hours of CPD each year.

Do I need to have completed Level 6?

No. Associate Membership requires a completed Level 2 qualification or above and active progress towards a higher qualification. You must provide evidence of both requirements; the higher award does not have to be Level 6.

Ready to apply?

www.acqp.co.uk/membership/

If you need help with your qualification evidence or the application, contact membership@acqp.co.uk before submitting.

Association of Construction Quality Professionals

Construction quality, competence and professional standards.

Virtus Consecutionem - Excellence in Achievement

Associate Membership requirements and application

www.acqp.co.uk/membership/

membership@acqp.co.uk

www.acqp.co.uk

