

Membership guide

ACQP Corporate Membership

**Your organisation,
your people and
professional development**

Three Professional Membership seats included

Additional seats available - up to 20 seats in total



ACQP CORPORATE MEMBERSHIP GUIDE

www.acqp.co.uk/membership/

Virtus Consecutionem - Excellence in Achievement

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Your guide to Corporate Membership, the Professional Member seats included with your organisation and the options for growing your team within ACQP.

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How to use this guide

Start with the Professional grade criteria for your nominated members. Then review the seat allocation, gather your organisation and individual documents, and choose whether to add extra seats during application or later through the Members Portal.

Fellowship requests must be made separately through the Fellows application at www.acqp.co.uk/fellowship/.

Welcome

ACQP Corporate Membership supports organisations that want to develop their people, demonstrate a commitment to construction quality and build a shared culture of professional responsibility.

£640

Annual Corporate price

3 seats

Included in the price

20 seats

Maximum in total

Who Corporate Membership is for

- Main contractors and specialist subcontractors.
- Consultancies, inspection practices and quality businesses.
- Housebuilders, employers and client organisations.
- Organisations developing workforce competence and professional standards.

Explain the work your organisation undertakes and how it supports quality, competence and responsible practice in construction or the built environment.

What the package includes

The Corporate price includes three Professional Membership seats, subject to each nominated person meeting the Professional grade criteria.

Nominate a company administrator to coordinate the account. The administrator is included within the initial three seats, alongside two other nominated professionals.

Additional seats cost £195 per member and can be purchased during application or through the Members Portal, up to 20 seats in total.

Individual criteria apply to every seat

The three included seats and every additional seat follow the same Professional grade criteria. ACQP checks each person's eligibility and evidence before confirming their individual membership.

1 Professional grade criteria for every seat

Every person nominated under the Corporate umbrella must meet the same entry requirements as an individual ACQP Professional Member. This applies to the administrator, the other included members and all additional members.

The qualification requirement

Each nominee must hold, or be actively working towards, a Level 6 qualification or degree. Their application should explain their professional role and responsibilities within construction or the built environment.

Completed qualifications

Provide a clear certificate showing the nominee's name, qualification title and awarding organisation or university. Include confirmation of the level where it is not clear from the certificate.

Qualifications in progress

Provide evidence of enrolment and current progress, together with the qualification title, level and provider. State the expected completion date, if known.

Professional responsibilities

Each nominee should supply a current CV explaining their role and contribution to quality, inspection, compliance, safety or project delivery.

- Describe the work they personally carry out.
- Identify their responsibilities and areas of practice.
- Provide accurate, readable supporting documents.
- Commit to CPD and ACQP professional standards.

Fellowship uses a separate application

Corporate seats are Professional grade seats. Any request for Fellowship must be submitted separately through the Fellows application at www.acqp.co.uk/fellowship/ and follow the Fellowship requirements.

Professional Member approval permits the individual to use MACQP while their membership is current. The membership team confirms each person's status.

2 How your Corporate seats work

A seat is an individual Professional Membership place within your Corporate umbrella. Three seats are included in the Corporate price, and you can purchase further seats as your team grows.

Three included + up to 17 additional = 20 maximum

The total limit is 20 seats per Corporate umbrella. The three included seats count towards that limit. Every included or purchased seat is subject to the nominee meeting the Professional grade criteria.

Included seats	Additional seats	Total seats
3	0	3
3	2	5
3	7	10
3	12	15
3	17	20

Add seats during application

Select the additional seats you wish to purchase when completing the Corporate application. Provide the requested information for each person and check the total before completing payment.

Add seats through the portal

Once your Corporate membership is active, purchase additional seats from within the Members Portal. Each added member must provide the information needed for ACQP to confirm eligibility.

Additional seats: £195 per member

You may add seats through either route until your Corporate umbrella reaches 20 seats in total. Purchasing a seat is subject to the same individual membership criteria as the three included seats.

3 Preparing your Corporate application

Gather the organisation details and the documents for your nominated members before you begin. A complete application helps the membership team confirm the Corporate account and individual eligibility.

Your organisation

- Organisation name, address and contact details.
- A short description of your services and work in construction or the built environment.
- Your nominated company administrator and main contact.
- The number of seats required, including any additional seats.
- Relevant information requested on the application form.

Each nominated person

- Full name and individual contact details.
- A current CV describing their role and responsibilities.
- A Level 6 qualification or degree certificate, or evidence of enrolment and progress.
- A clear profile photograph and accurate postal details.
- The individual declarations and supporting information requested by ACQP.

Complete the application

Visit www.acqp.co.uk/membership/ and select Corporate Membership. Enter the organisation details, nominate your members and choose any additional seats. Review the declarations, seat total and payment information before submitting.

Keep documents clear and confidential

Use a separate, clearly named set of documents for each person. Check the spelling of names and explain any differences on certificates. Only provide relevant personal information and obtain permission before sharing confidential material.

The membership team will contact you if clarification or further evidence is needed. Each individual's grade remains subject to ACQP confirmation.

4 Managing membership through the portal

Use the ACQP Members Portal to support your Corporate membership and purchase additional seats after joining. Keep your organisation and member information accurate as your team develops.

The company administrator

Your nominated administrator acts as the main contact for the Corporate account and coordinates the information needed for your members.

- Keep the organisation's contact details current.
- Check the number of seats already allocated.
- Coordinate documents for new nominees.
- Purchase additional seats when required, within the 20-seat total limit.
- Respond to membership team enquiries.

Adding a member after joining

- Sign in to the Members Portal and open the Corporate membership area.
- Choose the additional seats required at £195 per member.
- Provide the requested details and evidence for each nominee.
- Check the payment and membership information before completing the purchase.
- Follow ACQP's instructions to complete each person's membership.

Approval applies to each new nominee

Additional members must meet the Professional grade criteria, including holding or actively working towards a Level 6 qualification or degree. ACQP confirms individual membership after checking the application and supporting information.

Keep your Corporate record up to date

If a member leaves your organisation or your nominated administrator changes, contact the membership team so that the Corporate record can be updated. Check with ACQP about the arrangements for any changes to allocated seats.

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

5 Benefits for your organisation and people

Corporate Membership brings your organisation and its nominated professionals into the ACQP community, supporting professional recognition, shared learning and continued development.

For your organisation

- Corporate recognition and applicable membership credentials.
- A relationship with the ACQP membership and training teams.
- Support in identifying relevant professional development for your workforce.
- Connections with the wider construction quality community.
- A way to coordinate Professional Membership for your nominated team.

For approved Professional Members

- Use of MACQP following individual approval and while membership is current.
- Membership certificate and digital credentials.
- Access to the Members Portal, resources and support.
- CPD events, networking and shared professional knowledge.
- Preferential opportunities on selected ACQP training programmes.

Build development around the work you do

Use membership to identify learning needs, share lessons and support good professional practice across your organisation. The ACQP Training Centre can help you explore relevant courses and workforce development opportunities.

Use the correct membership credentials

Display your Corporate membership credentials in line with ACQP guidance. Each nominated person may use the individual designation awarded to them after approval. Keep both the organisation's and individuals' membership details current.

6 CPD and professional commitment

Corporate Membership works best when professional development is supported throughout the organisation. Each approved Professional Member remains responsible for maintaining their own learning and professional standards.

25

CPD HOURS PER MEMBER EACH YEAR

Each approved Professional Member must complete and record at least 25 hours of relevant CPD annually. Use the Members Portal to maintain individual records and development plans.

How the organisation can help

- Discuss the learning needs of each nominated member.
- Make time for relevant CPD, training and technical learning.
- Encourage members to share useful lessons with colleagues.
- Support a culture of honest reporting and continuous improvement.

What each member records

- The date, activity and actual learning time.
- What was learned and why it matters to their role.
- How the learning will be applied in practice.
- Supporting evidence such as certificates, attendance records or reflective notes.

Professional conduct across the team

Members should work within their competence, keep accurate records, protect confidential information, declare relevant conflicts and raise quality or safety concerns appropriately. The organisation should support the ACQP standards and responsible professional practice.

Members still completing their qualification

Encourage continued progress, keep qualification information current and provide the completed certificate when the award is achieved. Notify ACQP if a nominee's study or professional circumstances change.

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

7 Subscription and additional-seat prices

The annual Corporate Membership price includes three Professional Membership seats. Additional seats are charged per member, with every nominee subject to the Professional grade criteria.

£640

Annual Corporate subscription
Includes three Professional seats

£195

Per additional member
Up to 17 additional seats

Full-year subscription examples

Total seats	Additional seats	Full-year total
3	0	£640
5	2	£1,030
10	7	£2,005
15	12	£2,980
20	17	£3,955

How the total is calculated

£640 plus £195 for each additional member beyond the three included seats. For example, 10 seats comprise three included seats and seven additional seats: $£640 + (7 \times £195) = £2,005$.

These examples show full-year subscription costs at the stated rates. When adding seats during an existing membership, check the payment and renewal information shown in the Members Portal.

8 Final application checklist

Use this checklist to confirm your organisation details, seat allocation and individual evidence before submitting a Corporate application or adding more members.

Organisation and seats

- ☐ Organisation name, address and contact details are correct.
- ☐ Company administrator nominated within the three included seats.
- ☐ The three included Professional Membership nominees are identified.
- ☐ Any additional seats selected at £195 per member.
- ☐ Total allocation is no more than 20 seats.
- ☐ Corporate subscription and payment information checked.

Every nominated person

- ☐ Meets the Professional grade criteria.
- ☐ Holds, or is actively working towards, a Level 6 qualification or degree.
- ☐ Has supplied a current CV and relevant qualification or study evidence.
- ☐ Individual contact details and profile photograph are ready.
- ☐ Required declarations are completed.
- ☐ Understands the requirement for at least 25 CPD hours each year.

Fellowship applications are separate

Any request for Fellow membership must be made through www.acqp.co.uk/fellowship/. The Corporate application and Corporate Professional seats follow the Professional grade criteria.

Ready to apply or add members?

Corporate application: www.acqp.co.uk/membership/

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

For help with eligibility, seats or your Corporate account, contact membership@acqp.co.uk.

Association of Construction Quality Professionals

Construction quality, competence and professional standards.

Virtus Consecutionem - Excellence in Achievement

Corporate Membership enquiries and applications

www.acqp.co.uk/membership/

membership@acqp.co.uk

www.acqp.co.uk

