

Candidate guide

ACQP Health & Safety Membership

H&S Professional | HSACQP

Qualifications, recognition
and professional development

Your guide to applying for H&S membership

Who can apply, what to prepare and what membership involves



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Your guide to joining a professional community committed to health, safety, construction quality and responsible practice.

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How to use this guide

Start with the two entry routes on page 4. Gather your CV and completed Level 6 H&S qualification documents or current CertIOSH membership evidence. Then complete the application and use the final checklist to confirm 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

Health & Safety Professional Membership of the ACQP connects your commitment to protecting people with construction quality, professional recognition and continued development.

Two routes to eligibility

Applicants must hold a Level 6 health and safety qualification OR current Certified membership of IOSH (CertIOSH). Provide evidence of the route you meet alongside your current CV.

Who this membership is for

This grade is intended for practitioners with health and safety responsibilities in construction and the built environment. Your application should explain your current role and areas of practice.

- Construction health and safety advisers.
- Health and safety managers and consultants.
- CDM and risk-management professionals.
- Practitioners responsible for safe systems, workplace health, assurance or compliance.

What joining involves

- Provide accurate personal and professional details.
- Upload your CV and qualification certificate or current CertIOSH evidence.
- Complete the declarations and subscription arrangements.
- Respond to requests for clarification from the membership team.
- Maintain your CPD and professional standards after joining.

HSACQP

Professional designation

£195

Annual subscription

25 hours

CPD each year

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

1 The H&S Professional Membership standard

Applicants must already meet one of the two entry routes below and explain their professional health and safety responsibilities in construction or the built environment.

Meet either route

Hold a Level 6 health and safety qualification OR current Certified membership of IOSH (CertIOSH). You do not need to hold both to meet this entry requirement.

Route 1: Level 6 H&S qualification

Provide a clear copy of your completed qualification certificate showing your name, the full award title and the awarding organisation or university.

- The qualification must be in health and safety.
- The evidence must establish that the award is at Level 6.
- Include a transcript, syllabus or awarding-body confirmation where the subject or level is unclear.

Route 2: Certified IOSH membership

Provide evidence of current Certified membership of the Institution of Occupational Safety and Health (IOSH), using the designation CertIOSH.

- A current membership certificate or confirmation from IOSH.
- Your name, membership number and Certified grade clearly shown.
- Current status supported by recent confirmation where needed.



IOSH Certified membership

CertIOSH replaced the former Graduate membership grade, GradIOSH. If your records use the older designation, include confirmation of your current IOSH grade and membership status.

If you are still completing Level 6 study and do not hold current CertIOSH membership, contact ACQP for guidance on a suitable grade while you complete the requirement.

IOSH Certified membership: [iosh.com/membership/levels/certified](https://www.iosh.com/membership/levels/certified)

2 Your application route

H&S Professional Membership uses an online application supported by your professional details and documents. Prepare your evidence first so that the membership team can check your eligibility.

1

Check your eligibility

Confirm that you hold a Level 6 health and safety qualification or current Certified IOSH membership (CertIOSH).

2

Prepare your documents

Gather your current CV, qualification certificate or IOSH membership evidence, a profile photograph and contact details.

3

Complete your application

Go to the membership application, select Health & Safety membership, enter your details and upload the requested files. Complete the declarations and payment instructions.

4

Receive confirmation

The membership team checks your information and contacts you if clarification is needed. Follow your welcome and portal activation instructions.

A clear professional application

No online assessment or professional peer review is required for this grade. The membership team checks your eligibility, CV and supporting documents before confirming membership.

Start your application

www.acqp.co.uk/membership/

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

3 Preparing your supporting documents

Use a complete, readable set of documents to show your professional role and the entry route you meet. Keep the information relevant and current.

Your current CV

Include your current role, employment history, qualifications and professional memberships. Explain your health and safety responsibilities and connection with construction or the built environment.

- State your role titles and employment dates.
- Describe your own responsibilities and areas of practice.
- Identify relevant work such as risk management, inspections, audits, incident learning or workforce engagement.

Your profile and contact details

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

Qualification route evidence

Provide your completed Level 6 health and safety qualification certificate. Include further confirmation where the certificate does not clearly identify the level or health and safety subject.

IOSH membership route evidence

Provide current evidence of Certified IOSH membership (CertIOSH), showing your name, membership number and grade. If your certificate uses GradIOSH, obtain confirmation of your current status.

Show the membership grade

A certificate for attending or completing an IOSH course is not evidence of Certified IOSH membership. Supply a membership certificate or confirmation of your CertIOSH status.

Make each file useful

Use descriptive names such as Surname_CV.pdf, Surname_Level6_HS.pdf or Surname_IOSH_Membership.pdf. Scan every relevant page and follow the upload instructions shown on the application form.

Accuracy and confidentiality

Provide authentic records and explain name differences on certificates. Remove unnecessary personal or commercially sensitive information. Obtain permission before sharing confidential employer or client material.

4 Your membership benefits

H&S Professional Membership brings together recognition, practical resources, learning and connections that support your health and safety practice and development.

Recognition and credentials

Following approval, use HSACQP to show your ACQP Health & Safety Professional Member status. Receive your membership certificate, digital credentials and the member materials applicable to your grade.

Your membership pack

Receive the membership certificate and ACQP materials applicable to your approved grade. Check your welcome information for details of your membership pack and delivery arrangements.

Learning and connections

Access member CPD, networking and opportunities to share practical knowledge. Explore preferential opportunities on selected ACQP health and safety training programmes and qualifications.

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.

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

5 Continuing professional development

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

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

- Relevant health and safety courses, webinars and live CPD events.
- Technical reading about health, safety or risk with a clear learning outcome.
- Learning from inspections, audits, incident investigations or improvement work.
- 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

H&S Professional Membership is an ongoing commitment to responsible practice, honest communication and the continued development of your knowledge and skills.

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, reliable professional records.
- Raise 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 your professional information current

Keep your role, qualifications and professional membership details up to date. If your IOSH grade or membership status changes, tell ACQP so that your record reflects your current position.

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

7 Subscription and getting started

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

£195

H&S PROFESSIONAL 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 HSACQP

Use HSACQP 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 each year and make time for the professional activities that will help you develop. As your career progresses, speak with the membership team about the grade most appropriate to your responsibilities.

Questions about your application or membership?

Email membership@acqp.co.uk

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

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

Membership information: www.acqp.co.uk/health-safety-membership.php

8 Final application checklist

Use this checklist before submitting your application. Make sure your documents show the entry route you meet and accurately describe your professional responsibilities.

Eligibility and documents

- ☐ I hold a Level 6 health and safety qualification OR current Certified IOSH membership (CertIOSH).
- ☐ My CV accurately describes my H&S role and responsibilities.
- ☐ My qualification certificate or current IOSH membership evidence is included.
- ☐ The qualification level and subject, or IOSH membership grade and status, are clear.
- ☐ My files are complete and readable.

Application and membership

- ☐ I have selected Health & Safety 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 £195 annual subscription and payment instructions.
- ☐ I am ready to complete and record at least 25 hours of CPD each year.

Check the evidence for your chosen route

For the qualification route, provide evidence of a completed Level 6 H&S award. For the IOSH route, provide evidence of current CertIOSH membership. If older records refer to GradIOSH, include current confirmation from IOSH.

Ready to apply?

www.acqp.co.uk/membership/

For help with your qualification or IOSH membership evidence, contact membership@acqp.co.uk before submitting.

Association of Construction Quality Professionals

Construction quality, competence and professional standards.

Virtus Consecutionem - Excellence in Achievement

H&S Professional Membership requirements and application

www.acqp.co.uk/membership/

membership@acqp.co.uk

www.acqp.co.uk

