

Candidate guide

ACQP Health & Safety Fellowship

H&S Fellow | FHSACQP

**Recognition, support and
professional development**

A Fellowship route for experienced CMIOSH professionals

Your evidence, your professional review and your next step with ACQP.



ACQP HEALTH & SAFETY FELLOW CANDIDATE GUIDE

www.acqp.co.uk/fellowship/

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Your guide to Fellowship

Understand the route, prepare your evidence and see how H&S Fellowship connects professional recognition with practical support.

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How to use this guide

Start with the eligibility information on page 4. Gather your current CMIOSH evidence and CV, prepare your reflective account and use the checklist before submitting. Contact the membership team if you need help choosing the appropriate route.

Welcome

Your professional experience should be recognised, supported and given room to develop. H&S Fellowship brings those aims together within the ACQP community.

Health & Safety Fellow | FHSACQP

This is the ACQP Fellowship route for experienced health and safety professionals holding current CMIOSH. The award recognises senior responsibility, professional judgement and contribution, following ACQP assessment and approval.

Recognition with purpose

- Demonstrate that your experience and leadership have been assessed against the ACQP Fellowship standard.
- Connect health and safety practice with construction quality and the wider built environment.
- Share your knowledge and support the development of other professionals.

Support that stays practical

- Use one ACQP Members Portal login for your normal dashboard and the dedicated H&S dashboard.
- Keep your CPD record and development plan alongside your membership information.
- Stay connected through member learning, resources, professional discussion and membership support.

FHSACQP

Fellow designation

CMIOSH

Entry requirement

25 hours

CPD each year

FHSACQP may be used after Fellowship is awarded and while your membership remains current. Holding CMIOSH supports your eligibility; it does not automatically award ACQP Fellowship.

1 The H&S Fellow standard

This route is intended for established practitioners who can demonstrate sustained leadership and a meaningful contribution to health and safety in construction or the built environment.

Current CMIOSH membership

Provide evidence of your current Chartered Membership of IOSH (CMIOSH), with your name, membership number and grade clearly shown. ACQP considers this alongside your career, leadership and supporting evidence.

Senior experience

- Normally at least 10 years of leadership experience.
- Responsibility for people, projects, organisations, technical decisions or significant safety outcomes.
- Clear examples of your own professional judgement, influence and accountability.

Professional contribution

- Contribution beyond routine employment duties, such as mentoring, education or professional groups.
- Sharing good practice, supporting others or contributing to improvement across the profession.
- A continuing commitment to CPD, ethical conduct and honest evidence.

Who this may suit

Senior H&S managers, directors, heads of function, lead consultants, experienced advisers and CDM professionals may find this route appropriate where their evidence demonstrates the required level of leadership and contribution.

Not sure whether this is the right route?

Ask the membership team before applying. The separate Health & Safety Professional Membership grade uses HSACQP and has different entry requirements. It should not be confused with H&S Fellowship.

2 Your application route

Prepare your submission, arrange your professional review and receive an individual decision from ACQP. You can save your application and return to finish it later.

01

Prepare your evidence

Check the requirements and gather your CV, current CMIOSH evidence, qualifications, CPD record and reflective account.

02

Complete the H&S Fellow application

Select Health & Safety Fellow. Explain your current role, senior responsibilities, leadership and contribution using accurate personal examples.

03

Choose your review appointment

Select an available one-hour Microsoft Teams peer review in the application. Complete the assessment payment before your appointment.

04

Attend your professional review

Discuss your submission with the reviewers. Be ready to explain your decisions, the outcomes and what you learned.

05

Receive the outcome

ACQP confirms the assessment decision. If accepted, complete your annual Fellowship subscription and membership activation.

Apply through the Fellowship system

Use www.acqp.co.uk/fellowship/ and select Health & Safety Fellow. Available appointments are shown in the form. Your secure application link lets you return to your saved work or check progress.

3 Preparing your evidence

Make it easy for the reviewers to understand your professional standing, what you have personally led and how your work has made a difference.

Your professional record

- **Current CV:** roles, dates, organisations, senior duties and the scope of your responsibility.
- **CMIOSH evidence:** current confirmation identifying your name, membership number and grade.
- **Qualifications and training:** relevant certificates and professional learning.
- **CPD record:** recent learning and how it supports your practice.

Your personal contribution

- **Reflective account:** up to 3,000 words about a significant initiative you personally led.
- **Leadership examples:** decisions, influence, team development or improvement activity.
- **Outcomes:** credible evidence of what changed and how you evaluated the result.
- **Wider contribution:** mentoring, teaching, professional groups or sharing good practice.

Evidence should show your role

A project report or team achievement is more useful when you explain your own responsibility and contribution. Distinguish what you led, what you decided and what other people did.

Keep documents clear and proportionate

- Use descriptive filenames and legible documents.
- Redact personal, client or commercially sensitive information that is not necessary for the review.
- Only share information you are entitled to provide.
- Keep copies of the evidence and statements you submit.

4 Your reflective account

Choose a significant initiative that you personally led. Explain the situation, your decisions and the learning, rather than simply listing duties or achievements.

Up to 3,000 words

3,000 words is the maximum, not a target. Your account can be shorter if it clearly explains your leadership, professional judgement, actions, outcomes and reflection.

The context

What was happening? What risk, weakness or opportunity needed attention, and why did it matter?

Your responsibility

What were you accountable for? Who did you lead or influence, and what authority or constraints did you have?

Your judgement and actions

What evidence did you consider? Explain your decisions, how you involved others and how you dealt with challenge.

The outcome

What changed? Use proportionate evidence and be open about limitations, unresolved issues or outcomes that fell short.

Your learning

What would you repeat or change? Explain how the experience has influenced your practice and what you have shared with others.

5 The professional peer review

The Microsoft Teams review is a structured professional discussion. Use real examples from your own practice to explain your experience, judgement and contribution.

One hour | 25 structured questions

Each question is scored from 0 to 4, giving a maximum of 100 points. The minimum assessment threshold is 70. The reviewers also consider your application evidence and record a formal membership recommendation.

0	No evidence or response
1	Limited evidence
2	Competent response
3	Strong senior-level evidence
4	Clear Fellowship-level evidence

Be ready to discuss

- Your senior responsibilities, leadership and accountability.
- Professional judgement, risk, improvement and outcomes.
- Ethics, competence, mentoring, CPD and contribution to the profession.

Prepare for the conversation

- Re-read your statements and have your submitted evidence available.
- Test Teams, your camera and microphone in advance.
- Choose a quiet setting and answer honestly using your own examples.

The 70-point threshold forms part of the assessment. Fellowship is awarded only following ACQP consideration of the evidence and a formal acceptance decision.

6 Membership, support and development

H&S Fellowship combines recognition with access to the ACQP community, practical membership services and continuing professional development.

One login

Blue Portal + H&S

FHSACQP

Senior recognition

25 hours

Annual CPD

Your membership tools

- **Normal Members Portal:** your membership details, credentials and member services remain together.
- **Dedicated H&S dashboard:** additional access for eligible active H&S members through the same login.
- **Emerald credentials:** your H&S Fellow digital membership card and badge.
- **Professional support:** contact the membership team for help with your membership.

Keep developing

- **CPD record:** record at least 25 hours each year and reflect on the learning.
- **Development plan:** identify gaps, priorities and the next steps for your practice.
- **Member learning:** explore the CPD, resources and professional activities available through ACQP.
- **Contribute:** share experience, mentor others and take part in professional discussion.

Make development relevant

Choose learning that supports your role and addresses the areas you need to strengthen. Record what you learned, how it applies and any action you intend to take.

7 Decision and ongoing commitment

ACQP considers the whole submission: professional standing, leadership, supporting evidence and the peer-review assessment. You receive a formal outcome after the review.

When you are accepted

- Follow the acceptance instructions to complete the annual Fellowship subscription.
- The subscription is £260 per year and is payable only after acceptance.
- Complete the membership activation steps and keep your contact details current.
- Use FHSACQP once Fellowship is awarded and while your membership remains current.

If further action is needed

- Read the feedback and identify the evidence or experience that needs strengthening.
- An appropriate alternative membership grade may be offered.
- Contact the membership team if you need clarification about the outcome or next steps.
- You may ask for a decision to be reviewed if relevant evidence was misunderstood or the process was not applied fairly.

Professional standing is an ongoing commitment

Act with integrity, work within your competence, keep your knowledge current and give an honest account of your experience. Maintain your CPD record and support responsible practice in your dealings with clients, employers and colleagues.

Questions about a decision or your membership?

Email membership@acqp.co.uk. For a review request, include your application reference, explain your grounds clearly and provide relevant supporting information.

8 Your final application checklist

Take a few minutes to check that your submission is accurate, complete and clearly explains your personal contribution before you apply.

Application and evidence

- Current CMIOSH evidence included.
- CV sets out your senior roles and leadership experience.
- Relevant qualifications and CPD evidence are ready.
- Reflective account is no longer than 3,000 words.
- Leadership, judgement, outcomes and wider contribution are clearly explained.
- Evidence is legible, relevant and appropriately redacted.

Review and next steps

- Correct H&S Fellow grade selected.
- Contact details and declarations checked.
- An available Teams review appointment selected.
- Assessment payment arrangements understood.
- Submitted statements and evidence re-read.
- Camera, microphone and Teams connection checked.
- Annual subscription and ongoing CPD commitments understood.

Ready to put your experience forward?

Start at www.acqp.co.uk/fellowship/ and choose Health & Safety Fellow. If you need guidance before applying, email membership@acqp.co.uk.

Keep a copy

Retain your submitted documents, application reference and secure access link so that you can return to your application or follow up with the membership team.

Application terms. A one-off £120 Admission and Assessment fee applies, is non-refundable and must be paid before the peer review. The separate £260 annual Fellowship subscription is payable only after ACQP confirms acceptance. If Fellowship is not awarded, the annual Fellowship subscription is not charged. Meeting the published requirements does not guarantee an award.



Your experience. Your contribution. Your Fellowship.

Health & Safety Fellow Membership
FHSACQP

Professional recognition, membership support and
continued development with the ACQP.



Scan to apply for H&S Fellowship

www.acqp.co.uk/fellowship/

membership@acqp.co.uk

Association of Construction Quality Professionals

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