

Membership guide

ACQP Retired Membership

**Stay connected,
keep learning and
share your experience**

Your experience remains part of ACQP

CPD, networking, discussions and shared knowledge



ACQP RETIRED MEMBERSHIP GUIDE

www.acqp.co.uk/membership/

Virtus Consecutionem - Excellence in Achievement

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Your guide to remaining part of ACQP in retirement, continuing your learning and connections, and sharing the experience you have built throughout your career.

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How to use this guide

Read the previous-membership requirement on page 4 and locate your ACQP membership number. Then review the application steps and explore how you would like to stay involved through events, learning and discussion.

Keep this guide as a reminder of the ways you can remain connected. The membership team is available if you need help with your previous record or your current account.

Welcome

Retirement does not diminish the knowledge, judgement and experience you have built. ACQP Retired Membership keeps you connected with a community that continues to value your contribution to construction quality.

A continuing place in the association

Retired members remain an important part of ACQP. Your experience can enrich discussions, help others understand practical challenges and preserve lessons that deserve to be passed on.

Who Retired Membership is for

This route is for people who have previously been ACQP members and want to remain involved in retirement. You must provide your previous membership number so that ACQP can confirm your record.

- Stay in touch with colleagues and the wider profession.
- Continue learning through relevant CPD.
- Join networking events and member discussions.
- Share experience and practical knowledge when you wish.

What joining involves

- Provide your name, current contact details and previous ACQP membership number.
- Confirm your current retirement circumstances.
- Complete the application and subscription arrangements.
- Respond to any questions needed to locate or confirm your membership record.
- Choose the activities and discussions that interest you.

£35

Annual subscription

Connect

Events and discussion

Contribute

Experience and insight

There are no formal academic or qualification entry requirements. Previous ACQP membership and your membership number are required.

1 Who can apply

Retired Membership provides a continuing connection for previous ACQP members. The application focuses on your existing membership history and current details.

Previous ACQP membership is required

You must have been an ACQP member previously and provide your membership number. There are no formal qualification or academic entry requirements for this route.

Your previous membership

Enter the membership number associated with your former or current ACQP record. Provide your name as it appeared on that record and your previous grade, if known.

- Your ACQP membership number.
- The name used during your membership.
- Your previous membership grade, if known.
- An old email address or postal address if your details have changed.

Your current details

Tell us how to contact you now and confirm that you are applying for Retired Membership. The team will use this information to match your previous record and arrange the appropriate membership status.

- Your current email and telephone number.
- Your current postal address.
- Any change of name since your previous membership.
- Your current retirement circumstances.

Where to find your membership number

Check your previous membership certificate, membership letter, digital card, renewal correspondence or Members Portal record. Use the number exactly as it appears on your ACQP documents.

Cannot find your previous number?

Contact membership@acqp.co.uk before applying. Give your full name and previous contact details so the team can help locate your record and confirm the membership number to use.

2 Your application route

Have your previous ACQP membership number and current contact details ready. The membership team will confirm your record and guide you through your return or change to Retired Membership.

1

Locate your membership number

Find your previous ACQP number and check the name attached to the record. Contact the membership team if you need help locating it.

2

Check your current details

Prepare your email, telephone number and postal address. Note any changes since your previous membership and your current retirement circumstances.

3

Apply for Retired Membership

Visit www.acqp.co.uk/membership/ and select Retired Member. Provide your number and details, then follow the declarations and payment instructions.

4

Receive confirmation

ACQP checks your previous record and confirms the membership arrangements. Follow the instructions for your account and the services available to you.

If you already have an active ACQP account

Contact the membership team about changing to Retired Membership. Your previous membership number helps the team identify the right account and advise on the next steps.

Application and support

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

For help with your previous record: membership@acqp.co.uk

3 Your experience still matters

Years spent solving problems, inspecting work, managing projects and supporting colleagues create knowledge that a qualification or handbook alone cannot capture. That experience continues to have value in retirement.

Your knowledge has a continuing audience

Practical judgement, lessons from past projects and an understanding of how things go wrong can help other members ask better questions and make more informed decisions.

Knowledge worth sharing

- Lessons from defects, inspections and project delivery.
- Practical approaches to workmanship and quality checks.
- Experience of working with clients, contractors and colleagues.
- Changes you have seen in construction methods and professional practice.

Ways to take part

- Bring a practical example to a member discussion.
- Share a lesson during a networking conversation.
- Offer an idea for an article or CPD topic.
- Let ACQP know if you would like to support a knowledge-sharing activity.

Share the lesson clearly

Explain the situation, the issue encountered, what was done and the lesson learned. Distinguish personal experience from current requirements, and avoid naming clients or sharing confidential project information without permission.

Take part in a way that suits you

Choose how much you want to contribute. Attending an event, listening to a discussion or staying in touch are all worthwhile ways to remain part of ACQP.

4 Staying connected through membership

Retired Membership keeps you involved with the people, ideas and conversations that matter to construction quality. There is a place for your experience within the association.

CPD and current knowledge

Continue attending relevant CPD and learning events. Explore topics that interest you, keep in touch with changes in construction and connect new information with your own experience.

Networking and familiar faces

Stay in touch with colleagues and meet members from different roles and career stages. Events offer time for professional conversation, shared interests and renewing connections.

Discussion and perspective

Join member discussions, ask questions and contribute your perspective. Experience from earlier projects can add useful context to the challenges construction professionals face today.

Your Members Portal

- Find the events, resources and services available to your grade.
- Keep your membership and contact details current.
- Access your membership information and applicable credentials.
- Use learning records and member support where relevant.

A membership team to contact

The ACQP membership team remains available to help with your account, previous membership record and questions about staying involved. Let the team know what would help you take part.

Retired members remain part of ACQP

Your knowledge, experience and professional relationships continue to matter. Retirement changes your working life; your place in the construction-quality community can continue.

Retired grade and benefits: www.acqp.co.uk/retired-membership.php

Current member benefits: www.acqp.co.uk/benefits.php

5 CPD, networking and discussion

Keep learning about the subjects that interest you and remain connected with the wider profession. Retired Membership supports continued participation at a pace that suits your circumstances.

KEEP LEARNING. STAY INVOLVED.

CPD should be appropriate to your current professional activity. Follow any CPD guidance ACQP confirms for your retired status and circumstances.

Continue your learning

- Attend a live CPD session or relevant webinar.
- Read about developments in construction quality.
- Explore topics raised through member discussions.
- Reflect on how new information relates to your experience.

Stay part of the conversation

- Join networking events when they suit you.
- Reconnect with members and meet newer colleagues.
- Share a practical lesson or ask a thoughtful question.
- Suggest a subject you would like ACQP to explore.

Ways to remain involved

CPD event or webinar

Refresh knowledge

Networking event

Maintain connections

Member discussion

Exchange perspectives

Practical lesson or article idea

Share experience

Use the Members Portal to see available activities and follow booking instructions. If you continue any professional work, discuss the appropriate membership and CPD arrangements with ACQP.

Retired membership and CPD: www.acqp.co.uk/retired-membership.php

6 Professional conduct and contribution

The professional standards that supported your career remain relevant to your membership. Share knowledge responsibly, respect others and be accurate about your current role and experience.

Integrity

Describe your experience and contribution accurately.

Judgement

Distinguish past experience from current requirements.

Quality

Use evidence and explain the context behind a lesson.

Respect

Listen to others and welcome different perspectives.

When sharing your experience

- Explain the context and limits of what you know.
- Respect confidential employer, client and project information.
- Recognise that guidance and working methods may have changed.
- Help discussions remain constructive and welcoming.

As a Retired Member

- Keep your contact and membership details current.
- Pay your subscription when due.
- Use only the membership credentials confirmed by ACQP.
- Tell the team if your professional circumstances change.
- Read and follow the ACQP Code of Conduct.

Your current membership status

ACQP confirms the appropriate retired designation and credentials. Follow that confirmation when describing your membership or using any previous professional post-nominals.

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

7 Subscription and getting started

Once ACQP has confirmed your previous membership record and your subscription arrangements are complete, follow your confirmation instructions to begin using Retired Membership.

£35

RETIRED MEMBERSHIP

Annual subscription

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

Your first steps

- Check the name and membership details on your confirmation.
- Follow the instructions for your Members Portal account.
- Update your email, telephone number and postal address.
- Review available events, CPD and member discussions.
- Choose an activity or conversation you would like to join.

Your retired credentials

Use the designation and membership credentials confirmed by ACQP. The team will advise how your retired status should appear on your membership record and any applicable documents.

Keeping in touch

Let ACQP know if you need help using the portal or locating event information. If your interests or circumstances change, the team can help you find suitable ways to remain involved.

Questions about Retired Membership?

Email membership@acqp.co.uk

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

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

Subscription and application: www.acqp.co.uk/membership/

8 Final application checklist

Check your previous ACQP membership details and current contact information before applying. The membership team can help if you need to locate your former record.

Previous membership

- ☐ I have previously been an ACQP member.
- ☐ I have my previous membership number.
- ☐ My name matches the former record, or I have explained the change.
- ☐ I have included my previous grade if known.
- ☐ I have contacted ACQP if I need help locating my number.

Current details and application

- ☐ I have selected Retired Membership.
- ☐ My current email, telephone number and postal address are correct.
- ☐ I have confirmed my current retirement circumstances.
- ☐ I have completed the application declarations.
- ☐ I understand the £35 annual subscription and payment instructions.

No formal qualification requirements

You do not need to meet a new academic or qualification standard for Retired Membership. You must have been an ACQP member previously and provide your membership number.

Ready to stay connected?

www.acqp.co.uk/membership/

For help with your previous membership or the application, contact membership@acqp.co.uk.

Association of Construction Quality Professionals



Your knowledge, experience and continued connection
remain valued.

Virtus Consecutionem - Excellence in Achievement

Retired Membership enquiries and applications

www.acqp.co.uk/membership/

membership@acqp.co.uk

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