



CRITERIA FOR UPGRADING FROM ASSOCIATE TO FULL MEMBER

	CRITERIA	MAXIMUM POINT
KNOWLEDGE/COMPETENCE	Education <ul style="list-style-type: none"> • Higher Degree (i.e. Master’s Degree, PhD) 	8
	Training <ul style="list-style-type: none"> • 3 CIPM Trainings (MCPE or Special HR Forum) • 3 HR/Other Management-Related Training Programs Attended (The Courses Must Have Been Attended Within the Last Six Years)	12
	Demonstrable Cognate HR/Admin/Cross-Functional Management Experience <ul style="list-style-type: none"> • 6 – 10 years • 11 – 15 years • 16 years and above 	12
	Human Resource Practitioners’ License (Mandatory)	10
	Membership of HR Chapter/State Branch (Mandatory) <ul style="list-style-type: none"> • Nominal Member • Active Member • Executive Committee member 	5
CONTRIBUTION TO THE INSTITUTE	Membership/Participation in National Committee/Council Meetings	5
	Attendance of the Institute’s Activities <ul style="list-style-type: none"> • Annual Public Lecture/Sectoral HR Forum • Annual General Meeting • Annual National Conference 	10
	Publications/Facilitation of Lectures <ul style="list-style-type: none"> • CIPM Programmes/Role as an Examiner • Facilitation of Other Comparable HR Programmes, • Relevant Publication in Journals, books 	3
	Job Grade Level <ul style="list-style-type: none"> • Officer/Supervisor/Deputy Manager (GL 10 – 13) • Head of Department, Substantial Manager, Team Lead, Functional Lead, Senior Specialist, Senior HR Consultant, etc. (GL 14 equivalent and below) • Senior Manager and Above (GL 15 equivalent and above) (5
ORGANISATIONAL ATTAINMENT Currently Employed and Occupying a Position at the Time of Upgrading in a Structured and Recognized Organization.		
APPLICATION ASSESSMENT	<ul style="list-style-type: none"> • To Be Considered for Upgrade Interview, the Applicant Must Score a Minimum of 40 out of 70 Marks 	70



	CRITERIA	MAXIMUM POINT
UPGRADE INTERVIEW	Applicant must score a minimum of 15 out of 30 marks	30
TOTAL SCORE	Assessment and Upgrade Interview	100
OTHER REQUIREMENTS	<ul style="list-style-type: none">• To Be Considered Successful for Upgrade, the Applicant Must Have a Minimum of 55% as Total Score• The Applicant must have spent a Minimum of Six Calendar Years on the Associate Grade from the date of admission.	

(Approved by the Governing Council on Friday, April 12, 2024)