

# INSTITUTE OF PEOPLE MANAGEMENT OF ZIMBABWE



## APPLICATION FOR UPGRADING TO FULL MEMBERSHIP

On the reverse of this page is an extract from the Constitution relating to criteria for the grades of Full Member. Please study these criteria very closely before you apply for upgrading.

### *Fee for Upgrading to Full Member*

A fee of USD 10 payable for upgrading upon submission of the attached form. The fee is not **refundable** in the event that the Upgrading Committee do not deem you eligible for Upgrading.

### *Career Details*

If you wish to submit more details about your career history than the allocated space on the form allows, feel free to do so.

### *Certificates*

**Certified Copied of Certificates** in support of applications on the basis of further qualifications than we have on record, **must** be provided.

### **Address to which applications and payments should be :-**

#### **POSTED:**

IPMZ Fellowship Upgrading Committee  
P. O. Box 10336  
HARARE

#### **DELIVERED:**

IPMZ Fellowship Upgrading Committee  
3<sup>rd</sup> Block  
2<sup>nd</sup> Floor  
1 Kwame Nkrumah Avenue  
HARARE

### **EXTRACT FROM THE IPMZ CONSTITUTION:**

## MEMBERSHIP GRADES

To be an **ASSOCIATE MEMBER OF IPMZ**, an individual must meet the following criteria:-

5.4.1. Have a **diploma** in personnel management or a specialist function or a university **degree** recognised by the Institute, **AND**

5.4.2. be currently employed in a *personnel management* or *specialist function* but with *less than three years experience*

**OR**

5.4.3. satisfy Council that he has at *least five years* experience in personnel management or specialist function at a *level above a clerical function*

**OR**

5.4.4. have held a post regarded by the Council **in its absolute discretion** as a *senior position in management* for a period of at least eight years where management of human resources is a *significant feature*.

**AND** in all cases

5.4.5. has declared any conviction, which the Council will take into consideration in deciding whether to upgrade to Full member status.

To be a **FULL MEMBER OF IPMZ**, and individual must meet the following criteria:

5.3.1. Have a **diploma** in personnel management or a specialist function, or a university **degree** recognised by the Institute, **AND**

5.3.2. satisfy the Council that he has performed executive and/or *advisory duties* in the *personnel function for at least three years*

**OR**

5.3.3. satisfy the Council that he has performed executive and/or advisory duties in the personnel function for at least *seven years*, of which at least *three years* have been at a *senior level*

**OR**

5.3.4. have held a post or posts regarded by the Council in its absolute discretion as a *senior position in management* for a period of at least *twelve years* where the management of human resources has been a *significant feature*.

**INSTITUTE OF PEOPLE MANAGEMENT ZIMBABWE**

**APPLICATION FOR UPGRADING TO FULL MEMBER**

**Full Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Present Membership Grade and Date appointed to this Grade .....**

**ACADEMIC QUALIFICATIONS**

**Details of University Degree or Personnel/Training/Labour/HR Qualification**

<b>QUALIFICATION</b>	<b>UNIVERSITY/INSTITUTE or COLLEGE</b>	<b>COUNTRY</b>	<b>DATE COMPLETED</b>

**Membership of other Professional Institutes**

<b>Institute</b>	<b>Date joined</b>	<b>Grade of Membership</b>

Evidence of Continuing Professional Development (see 5.2.6) in past 3 years  
Please list details of conferences/seminars attended, books/articles read, any talks given  
by yourself or articles submitted for publication.

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CAREER DETAILS**

**Please complete this section AS FULLY AS POSSIBLE.** We appreciate having the details in retrospect – i.e. from present back to first employment situation. Please explain any gaps in employment.

<b>Date from &amp; to (Year &amp; Month)</b>	<b>Position held</b>	<b>Employer</b>	<b>Responsibilities</b>	<b>Senior's Designation</b>

*Additional information about your career may be submitted in addition to the above.*

I certify that the information presented to the Institute is correct and that I have read the applicable sections of the Constitution regarding the grade of Full Member of the Institute of People Management of Zimbabwe.

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Signature

Date