

# IOSH Concessionary Membership and Assessment Fees



## Introduction

The Institution of Occupational Safety and Health (IOSH) has more than 49,000 members across the globe and the number of members continues to grow. To support individuals who may face financial pressures from **political, economic, sociological and environmental** factors, IOSH offers concessionary membership and assessment fees.

Offering concessionary membership and assessment fees enables IOSH to support individuals during periods of financial pressure and supports the retention and acquisition of members, while helping to achieve part of our mission of driving action from everyone that can influence and prioritise OSH standards across the world, as well as being able to offer these individuals access to member benefits.

## Purpose

The purpose of this policy is to provide clear criteria for individuals who may wish to apply for IOSH membership and assessment concessionary fees

## Scope

The policy applies to all individuals (employees, members, volunteers and individuals joining IOSH). IOSH concessionary membership and assessment fees can be applied where individuals meet the criteria as set out below.

## Roles and responsibilities

**Member Engagement and Development Manager** owns the IOSH membership and assessment concessionary fee policy

**Professional Development and Standards Manager** sets the criteria and discounts for all concessionary fees for Professional Development assessment routes.

**Customer Service Centre (CSC)** are responsible for administering the IOSH membership and assessment concessionary fee applications and actively raising awareness of the concessionary offer for membership and assessment fees when engaging with individuals should they indicate financial difficulty.

**Director of Professional Services** approves the criteria for concessionary membership and assessment fees.

## The Policy

The IOSH membership and assessment concessionary fee policy details in which circumstances an individual would be eligible for membership concessionary fees and the evidence that will need to be supplied from the individual as part of the application. The membership and assessment concessionary fee discounts apply to all member grades, excluding student membership.

## Criteria and Evidence

The individual will be required to complete the [membership fee assistance application form](#). The criteria and evidence required for IOSH membership concessionary fees are:

Version 1	IOSH Concessionary Membership and Assessment Fees Policy	Reference code	Page 1 of 4
<i>Printed copies of this document may not be the latest version. Please refer to the intranet for the latest updates.</i>			

Criteria	Discount	Supporting Evidence
Parental leave	75% discount for 39 weeks, full fee for 13 weeks	A letter from employer or official documentation (eg, maternity certificate)
Low wage  Earning less than UK National Living Wage, currently £18,532 or equivalent as per current exchange rates  Semi-retired, career break, or self-employed earning less than UK National Living Wage, currently £18,532 or equivalent as per current exchange rates	50% discount	A letter on headed stationery from company stating your annual wage and wage slips for the last three months  Earnings statement for this year
Unemployed	100% discount	A letter on headed stationery from company stating redundancy notice and official documentation from your local tax office (eg, P45) within the last 12 months;  Evidence of any official financial support of (eg, Jobseeker's Allowance);  Bank statements for the last three months
Retired (not working) with CPD	75% discount	A copy of pension letter
Retired (not working) without CPD	£35.00 for members £50 for new joiners	A copy of pension letter
Ill health for more than one year	75% discount	A letter from employer, doctor or other professional
Compassionate leave or a full-time carer	75% discount	A letter from employer or official documentation
Extreme political, sociological, and environmental factors, such as natural disasters, war or displacement for a year	100% discount for 1 year	Individual to contact IOSH detailing situation and circumstances.  Approval will be at the discretion of the Head of Professional Services on a case by case basis

If a member meets the above criteria and is wanting to enrol on a professional development route, the following concessionary discounts will apply.

Version 1	IOSH Concessionary Membership and Assessment Fees Policy	Reference code	Page 2 of 4
<i>Printed copies of this document may not be the latest version. Please refer to the intranet for the latest updates.</i>			

Assessment Route	Criteria and Supporting Evidence	Discount
Experiential Route	As above	50%
Professional Development Assessment Route	As above	50%
Fellowship Assessment	As above	50%

## Communication channels

The IOSH membership concessionary fees are published on the IOSH website, along with the evidence required.

The Customer Service Centre can offer IOSH membership and assessment concessionary fees to individuals when it is determined that the individual would be eligible and will process the concessionary application form within five working days from receiving the application form as supporting evidence as set out above.

## Raising concerns

Any individual connected to IOSH will be encouraged to raise their concerns regarding any possible breaches of this policy with their contact at IOSH or via the Customer Service Centre ([csc@iosh.com](mailto:csc@iosh.com)).

More information on how to raise a formal or informal complaint can be found on the [Customer Complaint Business Rule](#).

## Monitoring

IOSH will regularly monitor and evaluate its decision-making and assess the impact of its policies, procedures and processes to ensure fairness.

Collecting data is essential to enable IOSH to continuously review our practices and inform appropriate action to ensure we are truly inclusive. We will continue to collect data from applicants to the organisation and existing members. All information collated will remain confidential and be anonymised wherever possible. IOSH will ensure it complies with its responsibilities under the Data Protection Act 2018, the General Data Protection Regulation (GDPR) and the Data Retention and Archive Policy. If monitoring highlights that IOSH, or areas within IOSH, are not representative, then appropriate action will be taken to address the issue.

## Terms, definitions, acronyms and abbreviations

**Concessionary membership and assessment fees:** fees for individuals who require financial assistance.

**Assessment fees:** the assessment fees are for all assessment routes to progress to Certified, Chartered and Fellowship (experiential route, Professional Development Assessment and Fellowship assessment).

**Individuals:** members and individuals who wish to join IOSH.

**Criteria:** the situations in which an individual can apply for IOSH concessionary membership and/or assessment fees.

**Evidence:** the documentation that the individual will be required to supply for IOSH to be able to process the concessionary fee application.

Version 1	IOSH Concessionary Membership and Assessment Fees Policy	Reference code	Page 3 of 4
<i>Printed copies of this document may not be the latest version. Please refer to the intranet for the latest updates.</i>			

## Review

This policy is subject to review in March 2024

## Version Control

V	Last amended	Author	Reason for amendment	Review date
1		Member Engagement and Development Manager	Policy created	March 2024

## Policy document information

<b>Policy owner</b>	Member Engagement and Development Manager	<b>Policy contact</b>	<a href="mailto:Emma.Carter@iosh.com">Emma.Carter@iosh.com</a>
<b>Related operational policies/business rules</b>	Customer Complaint Business Rule		
<b>Relevant legislation and standards</b>			

Version 1	IOSH Concessionary Membership and Assessment Fees Policy	Reference code	Page 4 of 4
<i>Printed copies of this document may not be the latest version. Please refer to the intranet for the latest updates.</i>			