

# Membership policy

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## Document properties

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## Change control

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## Related documents

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Code of Professional Ethics	Disciplinary Sanctions policy
AAT Regulations 2021	Insolvency policy
Licensing Regulations	Civil Sanctions policy
Appeals Regulations	CPD policy
Criminal Convictions policy	

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## 1. Introduction

- 1.1. This policy sets out AAT's requirements for each membership type.

## 2. Scope and applicability

- 2.1. AAT requires its membership to uphold high standards of conduct and professionalism. This promotes public confidence in the accountancy profession. It is in the public interest for AAT to check that *applicants* for membership at any level demonstrate not only technical competence but also their status as a *fit and proper* person to be a *member*. This policy sets out the terms upon which AAT makes such a determination.

## 3. Terms and definitions

- 3.1. All terms initially given in *italics* are defined in the *AAT Glossary* which supports the entire policy framework.

## 4. The policy

### 4.1. Associate membership

4.1.1. Associate membership requirements will be determined in accordance with the *Associate Membership* policy.

4.1.2. A *member* holding any category of membership under this policy may hold associate membership in addition, providing they meet the requirements as set out in that policy.

### 4.2. Full membership

4.2.1. In order to be admitted as a *full member* an applicant:

- a) must have completed Level 4 Diploma in Professional Accounting (Level 8 in Scotland) or hold an equivalent qualification as outlined on AAT's website.
- b) must meet AAT's *fit and proper* requirements as set out in the following policies:
  - (i) *Criminal Convictions* policy
  - (ii) *Disciplinary Sanctions* policy
  - (iii) *Insolvency* policy
  - (iv) *Civil Sanctions* policy
- c) must commit to completing a prescribed online CPD programme prior to renewing their membership. This programme will be aligned to the knowledge, skills and behaviours stated within Level 4 'Professional Accounting Technician' apprenticeship standard. Compliance with the online CPD programme will be monitored and non-compliance will result in full membership being revoked.
- d) must agree to AAT's membership conditions as set out in the Declaration

- e) pay the *prescribed fee*.
- 4.2.2. Where an *applicant* is providing *self-employed accountancy services*, their *application* for full membership will not be accepted until their *licence* application or *licence exemption application* is provisionally approved in accordance with the *Licensing Regulations*.
- 4.2.3. Where an *applicant* does not demonstrate that they meet the requirements as set out in 4.2.1 above, their *application* will be rejected, unless AAT considers it would be unfair to do so.
- 4.2.4. At all times whilst a *full member*, a *member* must:
- a) continue to meet AAT's *fit and proper* requirements as set out in the following policies:
    - (i) Criminal Convictions policy
    - (ii) *Disciplinary Sanctions* policy
    - (iii) *Insolvency* policy
    - (iv) *Civil Sanctions* policy
  - b) pay the prescribed fee
  - c) comply with AAT's *Code of Professional Ethics*
  - d) comply with the *CPD* policy; and
  - e) hold a licence or licence exemption in accordance with the *Licensing Regulations* if providing *self-employed accountancy services* to clients.

### **4.3. Fellow membership**

- 4.3.1. In order to be admitted as a *fellow member* an *applicant* must:
- a) have been a *full member* for at least the last consecutive five years
  - b) meet AAT's *fit and proper* requirements as set out in the following policies:
    - (i) *Criminal Convictions* policy
    - (ii) *Disciplinary sanctions* policy
    - (iii) *Insolvency* policy
    - (iv) *Civil sanctions* policy
  - c) provide confirmation of work experience is of a senior/managerial responsibility
  - d) pass monitoring of their last 12 months' CPD records in line with the *CPD* policy unless they have been successfully monitored within the last 24 months
  - e) pay the *prescribed fee*.

4.3.2. Where an *applicant* does not demonstrate that they meet the requirements as set out in 4.3.1 above, their *application* will be rejected, unless AAT considers it would be unfair to do so.

4.3.3. At all times in order to remain as a *fellow member* they must:

a) Meet AAT's *fit and proper* requirements as set out in the following policies:

(i) *Criminal Convictions* policy

(ii) *Disciplinary Sanctions* policy

(iii) *Insolvency* policy

(iv) *Civil Sanctions* policy

b) pay the *prescribed fee*

c) comply with AAT's *Code of Professional Ethics*

d) comply with the *CPD* policy; and

e) hold a licence or licence exemption in accordance with the *Licensing Regulations* if providing *self-employed accountancy services* to clients.

#### **4.4. Right of appeal**

4.4.1. *Applicants* have the right to appeal any decisions made under this policy. Appeals will be dealt with in accordance with the *Appeals Regulations*.

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