

Terms and Conditions of Membership



AELP Membership

The Association has two different categories of membership – FULL or ASSOCIATE.

Full membership is for all independent training providers, employer providers, HEIs, universities, local authorities and FE Colleges with apprentices/learners and or jobseeker clients on any government funded skills and or employability programmes. The annual membership rate is calculated on the contracted number of learners or clients on government funded programme(s) – AEB, DWP, ESF, Loans, Study Programmes and Traineeships.

Associate membership is open to all organisations who do not deliver any government funded contracts (i.e. no funded learners) but have an interest as a stakeholder in the vocational education, skills and employment sector.

New membership applications

Applications for membership are completed online and all information provided must be true and accurate at the point of application. Once the information has been processed, a Membership Certificate is created and posted to the member using the address supplied showing a unique reference number (Membership No.).

Access to membership details can be managed through the AELP website. It is expected that AELP members regularly review their information and keep up to date.

Membership year

Membership commences on the date the membership fee is received - the membership start date.

Membership fees

Annual subscription fees for all categories of membership are published on the website and vary depending on the type of membership. Subscription fees will be subject to annual review, the website updated accordingly and members notified of any increase or decrease.

Payment of membership fees

Payment may be made by Direct Debit, BACS, cheque or credit card (excluding American Express) and is paid in advance for the forthcoming year.

Membership renewal invoices are issued 30 days prior to the membership renewal date. We may contact you by telephone, email or letter to confirm a payment date. Invoices not paid by the due date will result in withdrawal of membership benefits.

Membership renewal

The membership becomes due for renewal on the yearly anniversary of the membership start date.

AELP will contact the member to check all details are correct and update accordingly prior to renewal including, in the case of full membership, the current number of learners. Following this, a renewal invoice detailing the membership fee for the forthcoming year will be issued. If you pay by Direct Debit, fees will be taken at the new rate (if applicable).

Membership cancellation

Membership will automatically lapse if payment is not received within one month of the membership due date.

Members wishing to cancel their membership should notify AELP in writing of their intention not to renew. All membership fees are non-refundable.

If a member wishes to leave the Association, we would appreciate knowing why. The membership team may also request completion of a short survey to help us improve our services.

Use of membership benefits

Membership of AELP is by organisation and as such, all employees of the member are eligible to use the benefits. However, AELP benefits may only be used by the member organisation and must not be shared with other organisations. The membership number is unique to each organisation and can be found on your membership certificate.

GDPR statement

It is a condition of your membership that your organisation consents to being contacted regarding all AELP services.

These Terms and Conditions are subject to variation from time to time.

AELP Membership Services

The Association of Employment and Learning Providers (AELP) is a company limited by guarantee.
Registration No 2209949, Registered Office: 2nd Floor, 9 Apex Court, Bradley Stoke, Bristol BS32 4JT

☎ 0117 947 2090 | ✉ membership@aelp.org.uk