

**AHRI PROFESSIONAL RECOGNITION
FRAMEWORK (PRF)
BY LAW 4**



AHRI Professional Recognition Framework (PRF)

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In accordance with the current methodology and practice used by most professions, the Australian HR Institute (AHRI) has developed a professional membership standards model. Each level of membership is defined by criteria based on professional attributes (knowledge and skills) expected of a practitioner at that level.

The purpose of this document is to detail the AHRI individual membership levels (both professional and non-professional), the criteria required at each level of membership, the professional standards required of AHRI members at all levels of professional membership and the governing structures.

Further information is located on the [AHRI website](#).

HR Certification

Over the years, HR practitioners have been asked to play many roles – from overseeing transactional operations to functioning as a high-level business partner. As part of the strategic vision for the role of AHRI as the professional body for HR in Australia, AHRI has now resolved to "set the bar" for the HR profession in Australia by clearly defining what good HR is through professional HR certification.

HR certification will demonstrate to the wider market and to those within the profession that they have the professional knowledge, skills and behaviour at a standard that enables HR practitioners to serve as true partners to the business. Further, Certification confirms to the market that you have not only 'meet the HR standard' required to be a business partner, but that you are committed to continuous professional development in order to stay in touch with contemporary HR practice that is overseen by the professional association.

The National Certification Council (NCC) is responsible for overseeing the mechanisms available to members with respect to certified member application processes and continuous professional development (CPD) audits, including management of appeals.

Details of the National Certification Council structure have been included as part of By-Law 7 and information is available on the [AHRI website](#).

Professional Membership

The following levels of professional membership are designed for those individuals who wish to obtain professional recognition for their HR knowledge and skills, and their involvement in, and contribution to the profession and AHRI.

Upon entry to these categories, there is a requirement for a commitment to continuing professional development (CPD) in order to maintain the awarded level of professional membership.

Only AHRI Professional Members have voting rights and are eligible to vote at the AGM/EGM's and in state-based council elections. Only AHRI Certified members, or those on their pathway to certification are able to hold a formal volunteer position, such as an AHRI State Councilor. Any financial member may express their interest in becoming an AHRI representative as a network convenor.

Applications for the following categories must meet the recognition criteria.

FAHRI and FCPHR

Until 31 July 2020 application to the level of FAHRI membership is available via an assessment of qualifications, experience and demonstrated contribution. Members who have been admitted to the membership level of FAHRI before 1 August 2020 will be entitled to maintain that level of membership and associated post nominals (FAHRI), which respects the prevailing good faith at the time they earned that standing. Existing Fellows who successfully complete one of the certification pathways will be entitled to use the post-nominal FCPHR.

AHRI Fellow Certified Practitioner is a level of professional membership which recognises HR professionals who have made a substantial contribution to and have a record of achievement in the practice of HR. Commencing 1 August 2020 applicants wanting to become Fellow Certified Practitioners will be required to meet the following criteria:

The criteria for Fellow Certified Practitioner (FCPHR) of AHRI are:

- successfully complete one of the certification pathways outlined on the [AHRI website](#)
- ten or more years HR experience
- a minimum of five years in a senior position demonstrating a record of achievement in strategic HR management and leadership
- demonstrated contribution to the HR profession

It is possible for existing certified practitioners to be invited by the National President to join AHRI as a Fellow but is contingent upon either a demonstrated past commitment or a future commitment to AHRI.

FCAHR

AHRI Fellow Certified Academic is a level of professional membership which recognises Academics who use their knowledge and research expertise to provide direction and leadership in the HR discipline in academia. They provide insight and guidance to facilitate the development and delivery of undergraduate and postgraduate higher education programs and/or research in the HR discipline. The Fellow Certified Academic has an established reputation outside the organisation and uses this as a basis for sharing good practice internally.

Fellow Certified Academic membership indicates that the AHRI member is an academic or research leader renowned nationally and beyond as an expert in a broad range of HR subject areas. It also shows that s/he has significant depth in research and/or teaching with major contributions to appropriate policy or strategic decisions and initiatives within their institution/organisation or more broadly in relation to HR teaching, learning, research or development.

The Fellow Certified Academic fully understands their institution or organisation's operating environment, its context and objectives and how their own role fits into these. They use this understanding to build and foster relationships and partnerships with key stakeholders in order to foster a productive and sustainable organisational culture and ensure organisational capability. In many cases, they also use this knowledge to promote the value of HRM externally, in government, industry and community forums.

A Fellow Certified Academic will most likely have attained any of these positions:

- Professor or any Senior Academic position.

- Director of Research, Professorial Research Fellow or its equivalent in a non-academic research organisation.

Fellow Certified Academic membership recognises the individual's professional contribution to the delivery and expansion of HR thinking and knowledge, not only within their own institution but at a national and international level. It also indicates their commitment to maintaining professionalism in practice and continuous development of self and others, as well as confirming agreement to abide by the AHRI the AHRI Code of Ethics and Professional Conduct and the CPD policy.

The Academic Fellow would normally possess a relevant PhD or Doctorate qualification/or equivalent.

Applicants wanting to become Fellow Certified Academics will be required to successfully complete one of the academic certification pathways outlined on the [AHRI website](#).

CAHRI and CPHR

Until 31 December 2017 application to the level of CAHRI membership was available via an assessment of qualifications and experience. Applicants are required to have either a postgraduate HR relevant qualification and at least 5 years of HR relevant experience (with a minimum of 2 years of HR Management or Leadership experience). Without a postgraduate qualification, at least 8 years of HR relevant experience (including a minimum of 2 year's HR Management or Leadership experience) is required.

Members who have been admitted to the membership level of CAHRI before 2018 will be entitled to maintain that level of membership, which respects the prevailing good faith at the time they earned that standing.

Commencing 2018 applicants wanting to become Certified Practitioners will be required to complete one of the certification pathways outlined on the [AHRI website](#)

HR professionals who have successfully completed one of the certification pathways outlined on the [AHRI website](#) will be entitled to use the post-nominal CPHR.

CAHR

The AHRI Certified Academic member uses their knowledge and research experience to contribute to the design, delivery and management of higher education programmes and/or research within the HR discipline. They fully understand their institution or organisation's operating environment, its context and objectives and how their own role fits into these. They use this understanding to build and foster relationships and partnerships with key stakeholders in order to foster a productive and sustainable organisational culture and ensure organisational capability. In many cases, they also use this knowledge to promote the value of HRM externally, in government, industry and community forums.

A Certified Academic Member will most likely have attained any of these positions:

- Senior or Principal Lecturer, Senior Teaching Fellow, Curriculum Leader or equivalent academic position.
- Senior/Principal Researcher or Senior/Principal Research Fellow.
- Lecturer and evidence of substantial research or teaching and learning contribution to the HR Field.

Certified Academic membership recognises the individual's professional contribution to the delivery and expansion of HR thinking and knowledge, not only within their own institution but at a national level. It also indicates their commitment to maintaining professionalism in practice and continuous development of self and others, as well as confirming agreement to abide by the AHRI Code of Ethics and Professional Conduct and the CPD policy.

The Certified Academic member would normally have a PhD or Doctoral qualification/or equivalent.

Applicants wanting to become Certified Academics will be required to successfully complete one of the academic certification pathways outlined on the [AHRI website](#).

MAHRI

The level of MAHRI is available to HR professionals who:

- have completed an undergraduate degree from a recognized tertiary institution and a minimum of two (2) years' recent experience in a HR role, or

- experienced HR professionals with a minimum of five (5) years' working in a HR role (without a formal qualification) or
- experienced people managers or business leaders with a minimum five (5) years' relevant vocational practice in management, seeking to broaden and enhance their HRM capability.

Members at this level may use the post-nominal MAHRI.

AMAHRI

For those that are progressing down an HR academic pathway, the AHRI Academic Member uses their knowledge and research experience to contribute to the design, delivery and management of higher education programmes and/or research. They understand their organisation's operating environment, its context and objectives and how their own role fits into these. They use this understanding to build and foster relationships and partnerships with key stakeholders in order to foster a productive and sustainable organisational culture and ensure organisational capability.

Academic membership indicates that this member is beginning to gain credibility in one or several HR subject areas and is starting to grow into a team or subject leader role within their academic division or department and/or lead independent research and small teams.

An Academic Member will most likely have attained the following sorts of positions in the HR field:

- Lecturer
- Teaching Fellow
- Teacher or Course Tutor
- Research Associate or Research Officer.

Academic membership recognises the member's professional contribution to the delivery and expansion of HR thinking and knowledge, maintaining professionalism in practice and commitment to self-development. It also indicates that the individual has agreed to abide by the AHRI Code of Ethics and Professional Conduct and the CPD policy. The Academic member ideally should have a Masters qualification or must have a minimum educational qualification that provides the required underpinning knowledge, this is an undergraduate degree. Members at this level may use the post-nominal AMAHRI.

GAHRI

Graduate membership is a professional-level membership designed especially for university graduates who have completed a HR relevant Bachelor level qualification (or higher) within the last 2 years.

Graduate membership is offered at a reduced price to recognise that graduates are at the start of their HR career and it provides full access to member resources to help build a successful future in the profession.

Graduate membership may be held for a maximum of 2 years. Members at this level may use the post-nominal GAHRI. After 2 years of graduate membership they will be required to renew at the level of MAHRI.

Life Fellowship

AHRI Life Fellowship is the most distinguished award the Institute makes. As such it is deserving of close examination and reflection, and it should not be easily given.

Life Fellowship of AHRI is by invitation (not self-nomination/application) and may be awarded to individuals who:

- are nationally and/or internationally recognised for excellence in the field of human resources.
- have made a highly distinguished and nationally and/or internationally recognised contribution and impact on the human resources profession within the past 5 years.

Persons nominated for Life Fellowship should normally have been Fellows of the Institute for more than five years, although it is possible for persons other than Fellows to be elevated to Life Fellow.

Nominations in writing for the award of Life Fellowship may come from a State Council, a reference or advisory panel, the Council of State Presidents or the AHRI Board.

Admission as an AHRI Life Fellow is a two-step process requiring approval of the AHRI Board and the Council of State Presidents. A majority is required from the two groups for the nomination to progress.

If the nomination is carried, at the discretion of the AHRI board, the nominee should be approached to determine whether they are willing to accept the award.

The approval of the award should be confidential to the nominee, the Board, and the minimum number of administrative staff necessary, until it is announced. Once approved, the Council of State Presidents and/or the nominating body should advise the relevant state president of the approval. Details regarding the formal announcement of the award will be determined post approval.

Life Fellows may use the post-nominal 'FAHRI*Life*'. Life Fellows who hold AHRI certification already or who are successful in achieving AHRI certification may use the certification post-nominal followed by *Life* (i.e. 'FCPHR*Life*') subject to the CPD requirements of FCPHR until they have declared their retirement from employment.

A register of the names of Life Fellows shall be maintained by the AHRI National Office. Life Fellowship is complimentary and carries the membership benefits of Fellows without further cost to the Life Fellow, for the life of the Life Fellow.

Life Member of AHRI (LAHRI)

In recognition of commitment and loyalty to the Institute, AHRI Life Membership is awarded to those who have membership tenure of 50+ years.

Life Members of AHRI are recognised and awarded the post-nominal LAHRI.

Note: Life members and Life Fellows are different in status. Life Membership is based on longevity of membership tenure, whereas Life Fellowship is only awarded to those Members who have made a significant contribution to the field of HR, and to the profession.

AHRI Medal

The AHRI medal recognises an individual's exemplary contribution to the advancement of the Institute. The award is made for outstanding leadership, innovation, research, influence, initiative development, example and/or completed project management, which has resulted in an exemplary, transparent and publicly evident major step forward for AHRI.

Nomination for the AHRI Medal may be made for:

- professional members of AHRI
- individuals, not organisations
- the champion or the leader of the accomplishment, where the accomplishment has been completed over a substantial period.

Nominations in writing for the award of the AHRI Medal may come from the Council of State Presidents or the AHRI Board. A majority is required from the body not nominating for the nomination to progress. If the nomination is carried, the nominee is invited to attend the relevant national event at which the AHRI medal will be presented.

Non-Professional Membership Levels

Non-professional Members do not hold voting rights and therefore are not eligible to vote at the AGM/EGM's, or in the state-based council elections.

Student Member

Student Membership is available to students who have not previously worked in HR who are studying full or part-time at a tertiary level or equivalent in HR or other related areas, e.g., business, law, commerce or psychology.

Student members have access to student only member benefits, such as Student communications to keep up to date with any events or initiatives being run for students. Student benefits have been designed to support their studies and prepare them for entering the workforce upon graduation. Student members are also able to attend free member-only networking forums to build a network of HR professionals and upskill on specialist HR topics.

Affiliate Member

Affiliate membership of AHRI is a grade of membership open to all. Affiliate membership enables individuals with people management and human resources responsibilities to access AHRI member services without having to demonstrate professional knowledge or competence or commit to ongoing continuous professional development.

Affiliate membership is ideal for people who want to keep up to date with HR and people management issues and gain access to professional networks, and is also an appropriate membership for line managers, small business operators, professional services providers and business owners.

Affiliate members who are working in dedicated HR roles should consider upgrading to a professional level membership.

Other Membership Types

Organisation Member

AHRI organisation membership provides private and public companies and government departments at all levels with exclusive access to comprehensive, current and relevant HR industry knowledge and expertise ensuring that individuals responsible for people management take every step to stay in touch with developments in the field of HR.

Organisation members pay a flat annual fee for access to a comprehensive range of organisation specific benefits and individual membership (professional or non-professional) for one nominated employee.

Additional nominated members may be added at substantial discounted rates and additional AHRI services can be bundled within the Organisation membership as required.

Professional Membership Requirements Summary

This table below represents a summary of the initial and ongoing requirements for AHRI membership.

For specific references to the application of the core capabilities for each member grade, please refer to the [Model of Excellence](#) on the AHRI Website.

Professional members of the Australian HR Institute (AHRI) have made a commitment to model excellence in the workplace. A key element of maintaining professional standards is continuous professional development (CPD) which ensures that your professional skills and knowledge are current. For further detail please refer to the [AHRI CPD Guide on the AHRI Website](#)

Applications for AHRI memberships or upgrades may be made online via the [AHRI website](#).

Member Designation	Minimum qualifications	Work experience	Evidence	CPD Requirements
Student member	Studying full or part-time at a tertiary level or equivalent in HR or other related areas, e.g., business, law, commerce or psychology.	No prior HR experience or engaged in an HR role	Full-time or part-time enrolment confirmation	Not applicable
Affiliate member	Not applicable	Not applicable	Not applicable	Not applicable
Graduate Member (GAHRI)	AHRI accredited undergraduate qualification or equivalent undergraduate qualification	Not applicable	Declaration of relevant undergraduate qualification completed within the last 2 years.	Not applicable
Professional Member (MAHRI)	HR professionals with an undergraduate degree from a recognised tertiary institution and a minimum of two (2) years' recent experience in a HR role	Experienced HR professionals with a minimum of five (5) years' working in a HR role (without a formal qualification) Or Experienced people managers or business leaders with a minimum five (5) years' relevant vocational practice in management.	Declaration of minimum qualifications and/or work experience	30 hours over 3 years
Professional Member (AMAHRI)	Ideally AHRI Masters accredited degree or equivalent Masters qualification Or	Professional contribution to the delivery and expansion of HR thinking and knowledge.	Declaration of minimum qualifications and/or work experience	30 hours over 3 years

Member Designation	Minimum qualifications	Work experience	Evidence	CPD Requirements
	AHRI accredited undergraduate qualification or equivalent undergraduate qualification			
Professional Member (CAHRI)	Applicable to existing financial CAHRI members only			60 hours over 3 years
Certified Academic (CAHR)	Normally - Relevant PhD or Doctoral Qualification/or equivalent <i>Plus</i> Undertaken one of the certification pathways	Contribution to the delivery and expansion of HR thinking and knowledge, not only within their own institution but at a national level.	Copy of transcript or certificate/testamur <i>And</i> Curriculum vitae <i>Plus</i> Satisfied the requirements of AHRI Academic certification	60 hours over 3 years
Certified Practitioner (CPHR)	Completion of the AHRI APC Or Via one of the alternative certification pathways	As per the minimum entry requirements for APC outlined on the AHRI website	Satisfied the requirements of AHRI certification	60 hours over 3 years
Fellow (FAHRI)	Applicable to existing FAHRI Members only			30 hours over 3 years
	Completion of the AHRI APC	10 or more years HR experience and a		60 hours over 3 years

Member Designation	Minimum qualifications	Work experience	Evidence	CPD Requirements
Fellow Certified Practitioner (FCPHR)	Or Via one of the alternative pathways to certification	minimum of two years in a senior position demonstrating a record of achievement in strategic HR management and leadership <i>Plus</i> Demonstrated contribution to the HR profession	Please refer to the AHRI Fellow Application Guidelines via the Senior Leaders Pathway <i>Plus</i> Satisfied the requirements of AHRI Certification	
Fellow Certified Academic	Normally - Relevant PhD or Doctoral Qualification/or equivalent <i>Plus</i> Undertaken one of the alternative pathways to certification	Academic or research leader renowned nationally and beyond as an expert in at least two HR subject areas. <i>Plus</i> Contributed to the delivery and expansion of HR thinking and knowledge.	Please refer to the AHRI Fellow Application Guidelines via the Senior Leaders Pathway <i>Plus</i> Satisfied the requirements of AHRI Academic Certification	60 hours over 3 years
Life Fellow	By discretion of the Board			FAHRI <i>Life</i> - Not Applicable FCPHR <i>Life</i> members must maintain the same CPD requirements as FCPHR until they declare they have retired from employment.
LAHRI	Membership tenure of 50+ years.	Not applicable	Not applicable	Not applicable