



# **ENTRANCE CRITERIA AND APPLICATION GUIDANCE**

## **HOW TO COMPLETE THE STUDENT APPLICATION**

Shaping and sharing good practice in design & construction health and safety risk management

The Association for Project Safety, 5 New Mart Place, Edinburgh, EH14 1RW  
T: 0131 442 6600 F: 0131 442 6601 E: [info@aps.org.uk](mailto:info@aps.org.uk)

[www.aps.org.uk](http://www.aps.org.uk)

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## INTRODUCTION

The purpose of this document is to fully explain the application process to become a Student Member of APS, with guidance on the entrance criteria and how to complete your application.

The form has been set up so that you can open it with Adobe Reader; complete it electronically and save it to your own device (e.g. pc, tablet, laptop, etc.). It also has the option of adding an electronic signature. If you don't have or use this facility, complete the form, print off and sign it by hand.

## 2. APPLICATION PROCESS STAGES

1. Demonstration of entrance criteria by completion of Student application form.

The above process should not take longer than 2-4 weeks but this is very much dependent upon the applicant. Applications will be kept for no longer than 6 months from the date of initial receipt by APS. Your application will be at risk of being destroyed should you delay the process beyond this point.

## 3. INSTRUCTIONS FOR COMPLETION OF APPLICATION FORM

Please complete your application form as per the following instructions, which relate to each section of the application form in sequence.

### **Personal Details**

Please complete this section fully with your personal details.

### **Course Details**

You must be a full time student studying a construction-related topic, to be eligible for student membership. Please complete this section fully, including your start date and expected graduation date.

### **Preference Details**

Only one option may be chosen within the Main Profession, APS Regional Group and Heard about APS boxes. For consideration of APS Membership, you may choose all which are relevant.

### **Declaration**

Sign and date your application. Your signature is your declaration that the information you have provided is true and accurate and that APS reserves the right to verify any information.

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#### **4. SUBMITTING YOUR APPLICATION**

You may submit this by post or by email. If posting, please send to Membership Department, APS, 5 New Mart Place, Edinburgh EH14 1RW. If emailing, please ensure that total file size does not exceed 15mb, otherwise it may not reach us. Anything larger should be split and sent in several emails.

#### **5. ACCEPTANCE AS A STUDENT MEMBER**

APS will verify your application within 2-4 weeks and will advise you by letter of the outcome. Please note that missing information will result in a delay in processing your application.

You will be entitled to Student membership for the duration of your qualification. Upon graduation, this will automatically cease and you will be encouraged to take up the next level of membership.

#### **6. CONTACT DETAILS**

If you are unsure of any aspect of applying for Student membership, please call 0131 442 6600 or email [info@aps.org.uk](mailto:info@aps.org.uk)

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