



CHARTERED
SOCIETY OF
DESIGNERS

MEMBERSHIP UPGRADE GUIDANCE TO:

ASSOCIATE MEMBER

- **Who can apply to upgrade to Associate membership**

As with any of the Chartered Society of Designers' membership categories, Associate membership is offered globally and is suitable for those who have just graduated from a design or design related course of study or those in practice with an equivalent level whether having studied design or not.

Associate membership is normally awarded for a maximum of three years. The period of the award may vary depending on the competences demonstrated by an applicant and is calculated to enable the Associate Member to develop towards full membership.

Students graduating successfully from a 'CSD Accredited Course' are automatically granted Associate membership whether they have registered as a Student Member of the Society or not. However, they must still complete the online application in order to ensure that we have all of the details required to maintain their membership. They are also exempt from providing case studies of their work at the submission stage.

CSD Student Members are also eligible to upgrade and they too must complete the online application. If they have not studied on a 'CSD Accredited course' they will need to submit two case studies showing their work.

There is no application or joining fee for CSD Student Members provided they upgrade before the end of the calendar year in which they graduate.

- **What are the benefits of Associate membership**

Becoming an Associate Member of the Society offers a great deal:

Recognition

Use of the authorised title 'Associate Member of the Chartered Society of Designers' and the post nominal letters Assoc.CSD to evidence that you have achieved an intermediate level of competence as recognised by the professional body for design and to demonstrate your commitment to professional practice and personal development.

Certificate

Receive a signed personal certificate bearing the Minerva seal validating the period of your membership.

Chartered Designer

Achieving the first step on the Pathway to Chartered Designer.

Networking

Take full advantage of the CSD's networks with invitations and access to a variety of events as well as opportunities to reach out to fellow designers through our social media channels and focus groups.

Resources

Gain access to CSD's digital content including magazines, reports, advice columns, book reviews, portfolio galleries and much more.

Professional Development

Commence your professional development with guidance specifically targeted to your needs. Receive exclusive offers on selected workshops and events, as well as Portfolio Gym sessions and other learning opportunities to help your development as a professional design practitioner.

Insurance

Receive preferential rates and advice on PI cover and a range of other insurance services subject to risk status.

Business Opportunities

Receive notifications of design opportunities through the CSD Client Referral Service.

News

Receive our monthly e-newsletter TheDesigner helping you to stay informed of developments within the industry and the profession together with regular updates and information via our digital channels and direct email broadcasts.

Events

Find out about design exhibitions, conferences, shows, talks, debates, workshops, lectures and receive exclusive invitations and discounted rates.

Discounts

Receive exclusive special offers from CSD and our partners on resources services, books, magazines, software and other materials.

Influence

Add your voice to the work undertaken by the professional body in influencing government, academia, clients and the design sector.

Promotion

Opportunities to reach out to potential clients and employers through our social networks and through your Associate Level personal online profile.

Awards

CSD delivers, partners and promotes numerous design awards and competitions giving you the opportunity to participate.

Upgrade

Discounted application fee when you upgrade to Full membership (MCSD) or Affiliate membership (aCSDm).

- **How do I know whether to upgrade or apply**

There are several ways to become an Associate Member of the Society depending on whether you are already a Student member or not. The following lists how you might apply depending on your circumstances.

Graduated successfully from a CSD Accredited or Recognised course:

If you are already a Student Member of the Society, studied on a CSD Accredited or Recognised course and graduated successfully, all you need to do is upgrade your membership to Associate by completing the upgrade form online. Those who studied on a CSD Accredited course are exempt from submitting case studies.

There is no application or joining fee provided that you upgrade before the end of the calendar year in which you graduated but you will need to pay an annual membership subscription.

Graduated from any other design or design related course:

If you have recently graduated from any design or design related course you may still apply to become an Associate Member but you will need to submit two case studies of your work which will be reviewed by an assessment panel.

You will need to pay an application fee in addition to an annual membership subscription.

Not a member of the Society:

If you are not a current member of the Society and have been practicing in your design or design related field for less than three years you must make a full application to become an Associate Member which involves submitting two case studies of your work.

You will need to pay an application fee in addition to an annual membership subscription.

- **What does the upgrade or application process entail**

You can upgrade and apply online in three simple stages, Registration, Application and Ratification.

Registration

This is the initial stage during which requires you to provide your personal and contact details which will be used to register your upgrade or application.

In addition to the normal contact details you will need to upload a proof of ID and a current passport style photograph.

If you are upgrading from Student membership you simply Register after completing the questions. If you are applying, once you Register you will be taken to the online payment portal allowing you to pay the application fee.

In both instances, once completed, you will receive an email advising you of your username and temporary password which will allow you to login in to complete your application.

Application

Once you have your username and password you are able to login to activate your user account. You are then able to complete, save, return, edit and review your application stage ensuring you are satisfied with the content before submitting it to the Society.

During the application stage you will be required to:

- Provide details as to your professional profile and whether you hold membership of other professional or trade bodies. You can also provide details of your digital profile and any social media platforms you use to promote your work.
- Upload evidence of any academic, training or other qualifications you hold.
- Provide details of how you practice whether self-employed, running your own business, working in a design business or working in an in-house design environment. Each option allows you to provide details relating to the way you practice.
- Demonstrate your professional practice by answering questions as to how long you have practiced and in which design or design related disciplines.
- Upload two case studies showing your work. Those upgrading from Student membership and having successfully graduated from a CSD Accredited course are exempted from submitting case studies as they benefit from automatic entry.
- Upload a copy of your current CV

Once you are satisfied with the answers you are ready to submit your application but first you will be asked to read the Terms and Conditions of Membership and confirm you accept these if awarded Associate membership.

On receipt of your submission the Membership Panel will review the application and inform you of the outcome.

In some instances the Society may request further information or case studies or request that you attend an assessment which may be carried out in person or via a web conference.

Ratification

If successful you will be asked to complete the final stage by ratifying your membership which simply consists of you reconfirming your acceptance of the Terms and Conditions of Membership and the Bye-Laws of the Society and paying your first annual membership subscription via the online payment portal.

- **What is the cost of Associate membership**

The application fee is £50. For Student members upgrading there is no application fee.

There is no joining fee for becoming an Associate Member.

The annual membership subscription for an Associate Member is £105.

Payment can be made online in pounds sterling. If you are resident outside of the UK any bank transfer or currency costs will be your responsibility and are in addition to the fee.

- **How long does my subscription last**

Associate membership lasts for a minimum of three years but the Society may stipulate a longer period when making the award.

For those who consider they may not be ready to upgrade to Full membership after the three years the Society may at its discretion after negotiation with the Associate, extend the period of Associate membership for a specified period.

Should you wish to resign your membership at any time you may do so in accordance with the Bye-Laws and Terms and Conditions of Membership which require three months written notice.

- **What happens when my Associate membership ends**

The Society hopes that during the period of Associate membership you will have developed your competences sufficiently to apply for full membership which entitles you to use the post nominal MCSD.

Full membership is a significant step on the Pathway to Chartered Designer and exempts you from certain elements of the pathway.