



# Qualification Application Form

This Qualification Application Form must be received at least 4 weeks prior to your Assessment.

Please note that if you are applying for Associate or Fellow, attendance at your Assessment is compulsory, unless under extraordinary circumstances.

Once you have completed this form in full, please send it to:

**British Institute of Professional Photography,  
The Artistry House, 16 Winckley Square, Preston PR1 3JJ.**

**Please tick the relevant boxes & complete in BLOCK CAPITALS**

Name \_\_\_\_\_

Tel \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Membership Number \_\_\_\_\_

Do you already have a BIPP Qualification? \_\_\_\_\_ Level & Subject \_\_\_\_\_

## Qualification Applied For

Licentiate  Associate  Fellow

Subject for this Qualification Assessment \_\_\_\_\_

Have you applied for this Qualification before? Yes  No

Date of Assessment \_\_\_\_\_

Name of Approved BIPP Mentor \_\_\_\_\_

Has the BIPP Mentor recommended that you are ready to submit for Qualification? Yes  No

Have you received advice from anyone other than an Approved BIPP Mentor? Yes  No

If yes, please provide details \_\_\_\_\_

Are you the Author of the work submitted for the Qualification? Yes  No

Please note that discovery of fraud will be subject to legal action.

## You will need to submit the following at least 4 weeks prior to your Assessment:

- ✓ This Application Form
- ✓ Submission Fee of £150 including VAT
- ✓ Digital files of the main 20 images, supplied as 4000 pixel (longest edge)
  - Number each image from 0001 to 0020
  - The images need to work as a collection
- ✓ Company promotional literature
- ✓ Copies of published work which could include tear sheets, library or gallery sales reports, CV or commissioning contracts / purchase orders
- ✓ Development goals both for your business and you as an individual
- ✓ A health and safety policy, with risk assessment procedures and, if possible, a method statement
- ✓ Current Public Liability and Professional Indemnity insurance policies
- ✓ An outline of your administration and production systems (ie workflow), including process management and quality control
- ✓ Evidence that you are complying with GDPR
- ✓ Copies of briefs given to you, as the photographer, and details of how the assignment was successfully completed
- ✓ Further information on the images contained within the portfolio
- ✓ Your website details and details of any image libraries which hold your work
- ✓ Any other evidence that you feel is appropriate and in support of your submission - this could be a photo book, a portfolio, and/or examples of work outside your main scope of activity

## On the day of Assessment, Associate & Fellow Applicants need to bring:

- ✓ **The 20 photographs originally sent as digital files, but now printed**

These need to be 20x16 or A3 flush or window mounted. How you choose to use (or not use) a border is up to you, but all prints must be consistent. The prints must be numbered in pencil on the back from 1 to 20 to show the order that they need to be displayed.
- ✓ **Other supporting evidence**

This could be published work, a book or a document. No more than 40 pages.

## Terms and Conditions

### I agree:

- a To my submission being assessed by a qualified team appointed by the Directors of the British Institute of Professional Photography.
- b That the decision of my membership acceptance and appropriate category by the Directors of the British Institute of Professional Photography shall be final.
- c That neither the British Institute of Professional Photography nor its officers, employees or agents may be held responsible for loss or damage to any photographs, images or documents submitted. And that, should I wish to do so, I must arrange insurance cover at my own expense for all items submitted.
- d That unless I notify the British Institute of Professional Photography in writing prior to or at the time of my submission of images for Assessment, the Institute may, without fee, publish the images or any of them in its magazine, literature, advertising or website. The copyright in the images remains with me and will be acknowledged on publication.



**I apply to be admitted as a Qualified Member of the British Institute of Professional Photography and, in respect of such membership, I agree:**

- a** To uphold the Code of Professional Conduct as issued by the British Institute of Professional Photography;
- b** To be bound by British Institute of Professional Photography's Memorandum and Articles of Association;
- c** To pay my subscriptions on demand.

I hereby declare that the information submitted in respect of my application is true.

### Qualification Assessment Payment

Please note that this Submission Fee is in addition to the British Institute of Professional Photography Membership Subscription.

You may pay by calling the office on: **01772 367 968**

Or, if you prefer, you can fill in the credit card details form here.  
Then email the form back to [admin@bipp.com](mailto:admin@bipp.com) - do not post it

I authorise the BIPP to debit £150.00 inc VAT from my **Mastercard or VISA Credit/Debit Card**

16 Digit Card Number

Card Expiry Date  CV2 Number (last 3 digits on the back)

Name Printed on the Card \_\_\_\_\_

Address of the Card Holder \_\_\_\_\_

Postcode/Zip \_\_\_\_\_ Country \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_