

There are several ways that you can join the IAM and many good reasons to do so. Remember, joining a professional body tells everyone that you take responsibility for your own career.

## Section 1 (key benefits)

Sign up for as little as £69 and gain the following benefits:

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| <ul style="list-style-type: none"> <li>• Post nominal letters</li> <li>• News and articles</li> <li>• Forum</li> <li>• Bitesize coaching</li> </ul> | <ul style="list-style-type: none"> <li>• Networking/CPD events<sup>1</sup></li> <li>• Newsletters</li> <li>• Webinars</li> <li>• CV review</li> </ul> | <ul style="list-style-type: none"> <li>• Discount on qualifications<sup>2</sup></li> <li>• Discounts on training courses<sup>3</sup></li> </ul> |
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<sup>1</sup>Networking & communication skills, problem solving, MS Office, leadership, the Modern EA, event management and more for only £5 per event with speakers such as Heather Baker, Lucy Brazier, Adam Fidler, Sue France, John Hotowka, Paul Pennant and Lindsay Taylor

<sup>2</sup>Level 3 Award in Professional PA and Administration Skills & Level 4 Certificate in Office and Administration Management. IAM members save over £350 with our preferred trainers!

<sup>3</sup>Up to 15% off training fees with top providers such as Lucy Brazier, Adam Fidler, Paul Pennant and Lindsay Taylor.

## Section 2 (criteria and fees)

	Student	Associate (AInstAM)	Member (MInstAM)	Fellow (FInstAM)
Standard Fee (per annum)	£12.00	£69.00	£99.00	£149.00

**Associate** (AInstAM): Perfect for those looking to take the next steps up the career ladder. Minimum of 2 years' experience OR a level 3+ qualification in business, administration or management

**Member** (MInstAM): Applies to experienced professionals within business, administration and management roles. Minimum of 3 years' experience (with one year working as an assistant to a senior manager) OR a level 4+ qualification in business, administration or management

**Fellow** (FInstAM): Our most senior grade is reserved for those who have made significant progression in their career, demonstrating their ability to expertly carry out their professional roles and duties. Minimum of 10 years' experience (with three years working as an assistant to a senior manager) OR a level 6+ qualification in business, administration or management.

## Section 3 (ways to join)

E-mail: [membership@instam.org](mailto:membership@instam.org) or Complete the online form <https://my.instam.org/signup/>

## IAM Sample of Individual Benefits

Individual benefits change frequently, and the list below is only a sample – for a full and up-to-date list see our website.

### 1. Career Development:

- a. Post nominal letters (AInstAM, MInstAM, FInstAM)
- b. Free CV appraisal and 10% discount on any additional services with CV & Interview Advisors.
- c. 40% discount with Online LinkedIn training with MySuperConnector. **Saving £140.00.**
- d. Free webinars.

### 2. Training:

- a. 15% discount on the National Certificate in Workplace Mediation with TCM. **Saving £299.00.**
- b. 15% discount on Microsoft training with Today's PA. **Saving £148.50.**
- c. PA/EA/secretary training. Savings vary from **£74.00-£345.00** depending on programme duration. Top trainers only, such as Heather Baker, Lucy Brazier, Adam Fidler, Paul Pennant and *Your Excellency*.
- d. 20% discount on training courses with Hemsley Fraser. **Saving up to £400.00.**
- e. 15% discount on the Corporate Social Responsibility training programme with CSR-Accreditation. **Saving £60.00-£120.00.**
- f. 25% saving on Mind Tools individual membership. **Saving up to £51p.a.** 
- g. 15% discount on the PA Life training bundle, **saving £33.75.**
- h. 15% discount on in>pd Advanced Management Programme, **saving £375.00.**

### 3. Qualifications:

- a. 15% discount on two qualifications. **Saving over £350:**
  - i. Level 3 Award in Professional PA and Administration Skills
  - ii. Level 4 Certificate in Office and Administration Management

### 4. Events:

- a. Members pay only £5 to attend CPD evenings, covering subjects such as Conflict Management, MS Office, Emotional Intelligence, Resilience, Communication Skills and many more.
- b. Discounts to attend partner events with Today's PA, Executive Secretary and Hemsley Fraser.

### 5. Publications:

- a. IAM blogs and articles.
- b. Executive Secretary Magazine. **Saving £40.50 p.a.** on your subscription.

### 6. Lifestyle:

- a. **TOTUM PRO** discount card.

