

# ASET Membership Policy 2024

## Membership Categories and Rates

The majority of our members are UK Higher Education Providers (HEPs); however our membership base is diverse, and includes Further Education Colleges, companies, individuals and overseas members. Our membership year runs from 1<sup>st</sup> January to 31<sup>st</sup> December. New members\* will be accepted throughout the year, with fees calculated on a pro rata basis. New members joining after 1<sup>st</sup> September 2024 will be invoiced to 31<sup>st</sup> December 2025.

We offer five categories of membership:

### Corporate Membership

For those organisations working within the field of employability and placements, or who employ students or graduates, but are not primarily educational organisations - **£750**.

For smaller organisations in this category (with a turnover of less than £25m, less than 250 employees, and/or gross assets of less than £12.5m), an **SME rate of £400** will apply.

### Institutional Membership

For United Kingdom and Republic of Ireland HEPs. Membership is at institutional level, where “institution” is defined in accordance with the HESA list of individual HEPs. Individual colleges, within a HESA recognised institution, may also choose to hold membership in their own right. Your identification and affiliation will be determined by your email address e.g. [someone@plymouth.ac.uk](mailto:someone@plymouth.ac.uk) works at Plymouth University. ASET will determine fees based on full-time equivalent (FTE) student numbers as set out below;

<u>2024 Rates</u>	up to 2,000 FTE Students	£150
	2,001 – 10,000 FTE Students	£395
	10,001 – 25,000 FTE Students	£575
	25,001 – 100,000 FTE Students	£675

FTE student numbers for UK institutions are taken from the published HESA data two academic years prior to the membership year e.g. Invoices for 2024 membership are determined by [2021/22 HESA](#) data. Republic of Ireland student statistics will be determined by the [2021/22](#) HEA.ie data.

### Further Education Colleges Membership

Membership for Further Education Colleges ([www.aoc.co.uk](http://www.aoc.co.uk)) is levied at the flat rate of **£150**.

### Individual membership

Membership for self-employed sole traders working in the field of HE placements/employability - **£50**.

### Overseas Membership

An individual membership fee of **£50** will be levied for staff working in institutions overseas.

If there are five or more individuals employed by the same institution, a flat fee of **£250** will be levied.

Should international delegates wish to attend the annual conference **only**, confirmation from the home country's national association office will qualify international delegates to conference bookings at the ASET members' rate.

- ASET also reserves the right to confer Honorary Membership at any of these classifications
- ASET reserves the right to decline or cancel membership in accordance with the Articles of Association of ASET (1982) LIMITED (September 2020)
- Improper use of membership may invoke a sanction;

*7.a. The Directors may refuse an application for membership only if, acting reasonably and properly, they consider it to be in the best interests of the Association to refuse the application.*

**Please notify ASET by 31<sup>st</sup> December 2023 if you DO NOT wish to renew your membership for 2024.**

\* Full year membership rates will apply to re-joining institutions if they have been members within the last 18 months.