

# COVID-19 membership application form

Royal College of Occupational Therapists



## Application to become a member of the British Association of Occupational Therapists Limited

Royal College of Occupational Therapists (RCOT) is a subsidiary and trading name of the British Association of Occupational Therapists Limited

### SECTION A: Membership category

Retired member (retired occupational therapist on the HCPC temporary register and registered as an NHS volunteer or bank worker)

Have you ever been a member of BAOT?  Yes  No

If yes, enter your old membership number, if known 

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HCPC registration number 

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### SECTION B: Personal details

Mr/Mrs/Miss/Ms/Dr/Prof etc. \_\_\_\_\_ Forename(s) \_\_\_\_\_

Surname: \_\_\_\_\_  Male  Female  Prefer not to say

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Home address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Home tel: \_\_\_\_\_ Mobile tel: \_\_\_\_\_

Contact email: \_\_\_\_\_ HCPC number: \_\_\_\_\_

**Please tick the box indicating your appropriate ethnic origin**  I don't wish to disclose

**White**  English/Welsh/Scottish/Northern Irish/British  Irish  Gypsy or Irish Traveller  Other White background

**Mixed/Multiple ethnic groups**  White and Black Caribbean  White and Black African  White and Asian  Other Mixed background

**Asian/Asian British**  Indian  Pakistani  Bangladeshi  Chinese  Other Asian background

**Black/African/Caribbean/Black British**  African  Caribbean  Any other Black background

**Other ethnic group**  Arab  Any other ethnic group: \_\_\_\_\_

### SECTION C: Employer and Work details

**IMPORTANT INFORMATION: YOU NEED TO COMPLETE THIS SECTION FOR YOUR APPLICATION TO BE PROCESSED.** If you are not currently employed, please enter your previous employer details. If you have not worked before, please ensure that you have entered the name of your University or College in the Study details section. This information is required so that you can be provided with industrial relations support (where appropriate). If you tick 'Self-employment' then there are no further employer or work details that you need to provide.

Please indicate whether this is your  Current employer  Previous employer/University or College  Self-employment

Employer organisation: \_\_\_\_\_

Work address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Work tel: \_\_\_\_\_

Please provide some details regarding your employment covering the three areas of 'Sector', 'Working as' and 'Main area of practice'. Please tick **one box only** in each of the three areas below:

Sector	Working as	Main area of practice	
<input type="checkbox"/> Commercial/private company	<input type="checkbox"/> Educator/academic	<input type="checkbox"/> Children, young people and families	<input type="checkbox"/> Physical health and disability
<input type="checkbox"/> Education/university	<input type="checkbox"/> Manager/Director	<input type="checkbox"/> Education	<input type="checkbox"/> Public health
<input type="checkbox"/> Non statutory – 3rd sector/voluntary	<input type="checkbox"/> Practitioner	<input type="checkbox"/> Housing	<input type="checkbox"/> Service delivery/consultancy
<input type="checkbox"/> Statutory – health/social care	<input type="checkbox"/> Researcher	<input type="checkbox"/> Mental health	<input type="checkbox"/> Work/vocational rehabilitation
<input type="checkbox"/> Not applicable	<input type="checkbox"/> Support worker	<input type="checkbox"/> Older people	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Unemployed	<input type="checkbox"/> People with learning disabilities	

## SECTION D: Study details – Required only for apprentices and part-time students applying for Associate membership. (Other students apply online [www.inpractice.org/cot/nsd](http://www.inpractice.org/cot/nsd))

University/College: \_\_\_\_\_

Course start date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Course finish date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Qualification: \_\_\_\_\_

How are you studying for this qualification:  Part-time       Apprenticeship

Term address (if different from Home address): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

## SECTION E: Method of payment

Only Direct Debit allows for monthly instalment payments. All other methods require payment in full. See final page of form for applicable amount.

Direct Debit

I enclose the completed direct debit instruction (overleaf)

If you cannot pay by Direct Debit, please contact the membership team at [membership@rcot.co.uk](mailto:membership@rcot.co.uk)

## SECTION F: Declaration

I apply for membership of the British Association of Occupational Therapists and, if accepted, undertake to be bound by the provisions of its Memorandum and Articles of Association and its Code of Ethics and Professional Conduct. I confirm that I fulfil the conditions of the category of membership for which I am applying.

Please commence my membership from: 01/ \_\_\_\_ / \_\_\_\_ (Note that all memberships commence from the 1st of each month)

Please send correspondence from RCOT to:  Home address       Work address       Term address

*(Note that this preference will be used as the ballot address for all union ballots)*

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Data Protection statement

RCOT treats your information in the strictest confidence. Information provided by you is recorded by RCOT for statistical and membership administration purposes and is only passed on to third parties in order to provide you with RCOT services, election facilities and other information required by statute. In particular, your details are passed on to, and recorded by, UNISON in order to provide you with industrial relations support as part of your RCOT membership. Please see Unison Privacy Policy: <https://www.unison.org.uk/privacy-policy/> Please see RCOT Privacy Policy: <https://www.rcot.co.uk/privacy-policy>.

Please complete the direct debit instruction below. Please note that it takes up to 10 days for your bank or building society to process a new instruction. If we are unable to set up a direct debit for the first collection, we will add this to the next month's deduction and any other payment arrears will be collected at this time. Payments are taken monthly, on or just after the last working day of the month. Direct Debits may not be taken from some types of bank or building society accounts. If you are not sure, please speak to your bank or building society.

Below are the monthly subscription rates for October 2019 until September 2020. Rates may change in subsequent years but you will be notified in writing of such changes and the amount taken by direct debit will be adjusted automatically.

Professional Members						Associates	
Full	25% Discount	Self-employed	Overseas*	Career break	Retired members	Full	25% Discount
Monthly Direct Debit 01/10/2019–30/9/2020						Monthly Direct Debit 01/10/2019–30/9/2020	
£24.40	£18.31	£18.31	£18.31	£16.66	£6.05	£14.30	£10.72

\* OVERSEAS MEMBERS may only use the direct debit system if they maintain a UK bank account, otherwise payment must be made in full with a cheque drawn in Pounds Sterling upon a London bank, or by credit card.

**INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT**



Royal College of Occupational Therapists



**Please complete the form in full**  
 Membership Administration Department  
 Royal College of Occupational Therapists  
 106–114 Borough High Street, London, SE1 1LB

Name of Account Holder \_\_\_\_\_

Branch sort code

<input type="text"/>					
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Bank/Building Society account number

<input type="text"/>									
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Name and full address of your bank or building society

To: The Bank/Building Society Manager
Postcode: _____

Originator Identification number

<b>2</b>	<b>4</b>	<b>3</b>	<b>9</b>	<b>7</b>	<b>1</b>
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Reference number (for BAOT to enter)

<b>BT</b>	<b>0</b>	<input type="text"/>							
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**Instructions to your Bank or Building Society**

Please pay RCOT direct debits from the account detailed in this Instruction subject to the safeguards assured by the direct debit guarantee. I understand that this instruction may remain with RCOT and if so, details will be passed electronically to my Bank/Building Society.

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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 This guarantee should be detached and retained by the payer

**The Direct Debit Guarantee**



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit RCOT will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If you request RCOT to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by RCOT or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when RCOT asks you to.
- **You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.**

# Payment information

**Paying by CHEQUE**   

To pay the subscription in full until 30th September 2020, please use the following table to determine how much you need to include with your completed application form.

	Professional Members						Associates	
	Full	25% Discount	Self-employed	Overseas	Career break	Retired member	Full	25% Discount
	£	£	£	£	£	£	£	£
October 2019	292.80	219.72	219.72	219.72	199.92	72.60	171.60	128.64
November 2019	268.40	201.41	201.41	201.41	183.26	66.55	157.30	117.92
December 2019	244.00	183.10	183.10	183.10	166.60	60.50	143.00	107.20
January 2020	219.60	164.79	164.79	164.79	149.94	54.45	128.70	96.48
February 2020	195.20	146.48	146.48	146.48	133.28	48.40	114.40	85.76
March 2020	170.80	128.17	128.17	128.17	116.62	42.35	100.10	75.04
April 2020	146.40	109.86	109.86	109.86	99.96	36.30	85.80	64.32
May 2020	122.00	91.55	91.55	91.55	83.30	30.25	71.50	53.60
June 2020	97.60	73.24	73.24	73.24	66.64	24.20	57.20	42.88
July 2020	73.20	54.93	54.93	54.93	49.98	18.15	42.90	32.16
August 2020	48.80	36.62	36.62	36.62	33.32	12.10	28.60	21.44
September 2020	24.40	18.31	18.31	18.31	16.66	6.05	14.30	10.72

*\*The discount is only available until the end of the first subscription year, after which membership will change to that of a professional or associate member.*

**Below is a summary of our membership criteria. To make sure that you are applying for the correct category and to view the full criteria, including the list of benefits for each category, please visit [www.rcot.co.uk/join-us](http://www.rcot.co.uk/join-us)**

**Professional membership** – for anyone with an occupational therapy qualification recognised by the Health and Care Professions Council (HCPC), working full or part-time. You must be registered or be eligible for registration with the HCPC and a UK resident.

If this is your first RCOT Professional membership, you will receive a 25% discount on the full Professional Membership fee until the end of your first subscription year.

**Self-employed membership** – as with Professional Membership, but you must be wholly self-employed.

**Overseas membership** – for non-UK residents with an occupational therapy qualification. If you qualified overseas, you must have completed an occupational therapy qualification approved by WFOT.

**Career break membership** – for RCOT members who have been a member for 12 months, taking a career break (e.g. maternity leave, carers leave, etc.), therefore not practicing occupation therapy. Also available to non-working occupational therapists who are in the process of applying for HCPC registration, returning to practice after a break.

**Retired membership** – for those who have completed their career and no longer practice, or are unable to work through ill health, but wish to remain connected to their professional community. You must

have been an RCOT professional or associate member for at least a year at any point.

**Associate membership** – for those who are employed as an occupational therapy assistant/support worker/helper/technical instructor/reablement worker, working under the supervision of an occupational therapist. If you are eligible for HCPC registration, please select Professional Membership.

Apprentices, as well as students who work part time in health or social care sectors, may require access (or continued access) to industrial relation cover. In this situation, both apprentices and part-time students can join RCOT as an associate member instead of student membership. Associate membership will provide all the student membership benefits, plus access to UNISON support. However if the preference is to remain paying just student membership, it should be noted that UNISON support for work related matters is not part of the student benefits package.

If this is your first RCOT Associate membership, you will receive a 25% discount on the full Associate Membership fee until the end of your first subscription year.

**Student membership** – for students and apprentices enrolled on an UK occupational therapy pre-registration programme at a higher education institute (HEI) by an RCOT and HCPC accredited route in the UK. Apply online at <https://www.inpractice.org/cot/nsd>

If you have any further questions regarding RCOT membership, please contact the Membership Administration Department:

**Tel: 020 3141 4648 Email: [membership@rcot.co.uk](mailto:membership@rcot.co.uk)**

**[rcot.co.uk](http://rcot.co.uk)**

**Please send the completed form as an attachment to [membership@rcot.co.uk](mailto:membership@rcot.co.uk)**