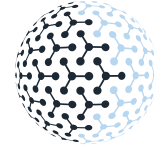


Personal Certification Application Form



GTPA
GLOBAL TRADE PROFESSIONALS ALLIANCE

Instructions

Any individual may use this Application Form to become certified by GTPA as a:

- Global Trade Practitioner (GTP);
- Global Trade Manager (GTM); or
- Global Trade Executive (GTE).

Before starting this application, it is advised that the applicant should read and understand the following:

ADM 002	<i>Structure of the GTPA Programme</i>
ADM 003	<i>GTPA Programme Rules</i>
ADM 003-01	<i>GTPA Code of Ethics</i>
ADM 003-02	<i>GTPA Competency Standards</i>
ADM 003-04	<i>GTPA Continuing Professional Development Requirements</i>
ADM 007-02	<i>Fee schedule</i>
ADM 010-01	<i>GTPA Logos and Trade Marks</i>
ADM 011	<i>Privacy Policy</i>
OPS 002-04	<i>Person Certification Agreement</i>

Once the Applicant has read and understood the above documentation and wishes to continue with this application they should complete all relevant sections of this Application Form.

Please submit the completed form, all required documentation and supporting evidence to the email address provided below.

Once the application has been received by GTPA it will be reviewed and GTPA may ask questions and seek further information.

Once the application is fully completed and accepted, GTPA will notify the applicant and the application will be further assessed through an internal audit process.

PART A Applicant Details

A1. APPLICANT DETAILS

Title: Mr Mrs Ms Dr Proff Other: _____

First name: _____ Middle name: _____

Last name: _____

Address: _____

Suburb: _____ City: _____ State: _____

Postcode: _____ Country: _____

Contact Number: _____

Contact Email: _____

Name of employer: _____ Position: _____

- Attach a statement describing your work experience and qualifications
(these may be subject to verification with the issuing institute).

A2. DECLARATIONS

I confirm the following (please tick each box):

- I have read, understood and commit to abide by the *GTPA Programme Rules, Code of Ethics and Continuing Professional Development Requirements* on an ongoing basis;
- I have read, understood and confirm that I fulfil the selected *GTPA Competency Standards*, and that I have attached all necessary evidence to demonstrate this;
- I undertake to follow all instructions from GTPA in the administration of the GTPA Programme and certification process, including meeting all reporting requirements;
- I undertake to inform GTPA of any changes that could affect my ability to continue to fulfil the competency standards; or inform GTPA of any change in my contact details;
- I have paid and attach a payment record of the Application Fee;
- I undertake to pay all fees as they come due; and
- I have read, understood, signed, and attached the *GTPA Person Certification Agreement*, and I commit to abide by all of its provisions on an ongoing basis.

Signed: _____ Date: _____

name of authorised representative

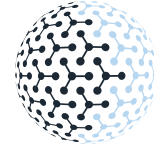
PART B GTPA Certification Scope

B1. Please complete the following table. In accordance with ADM 002 *Structure of the GTPA Programme*, GTPA offers certification at the following Certification Levels and in the following Certification Specialisations:

Certification Level	Certification Specialisation
Global Trade Practitioner (GTP)	Trade Management
Global Trade Manager (GTM)	Trade Finance and Supply Chain Finance
Global Trade Executive (GTE)	Trade regulation and compliance (Transport, Logistics and Clearance)
	Trade Policy
	Trade Law*
	Market Development*
	Global Supply Chain Management*
	Trade Research and Economics*
	Risk Analysis and Mitigation *

* Please be advised that these levels and specialisations are not available at this time as the competencies for certification are currently under development. Should you have any queries regarding your options to apply for any of the specialisations highlighted please contact GTPA at info@export.org.au

- B2.** Appendix A in ADM 002 *Structure of the GTPA Programme* provides details of the minimum requirements for each Certification Level, and specifies what *GTPA Competency Standards* must be demonstrated for each Certification Specialisation. Using Appendix A, the Applicant is to select the relevant *GTPA Competency Standards* for their selected Certification Level and Certification Specialisation by marking the corresponding box in the table below.
- B3.** Applicants must then submit evidence as attachments to their application that demonstrates how they fulfil the *GTPA Competency Standards*. The evidence must clearly show how the knowledge and skills identified in the *GTPA Competency Standard* are fulfilled.
- B4.** Applicants are also encouraged to review the recognised courses on the GTPA website. Providing evidence that a recognised course has been undertaken will give the Applicant credit towards demonstrating their competence and can reduce the amount of supplementary evidence required to be submitted in this application.

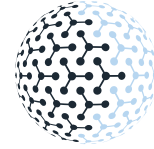


PART B GTPA Certification Scope

Certification Level: _____ Number of years of work experience and description: _____

Specialisation: _____

GTPA Competency Standard <i>(those standards in grey are under development and not available for selection)</i>	Attached evidence
01: Global business environment and international trade economics	<input type="checkbox"/>
02: Overview of international business	<input type="checkbox"/>
03: Cultural and business practises	<input type="checkbox"/>
04: Trade law basics and regulatory compliance	<input type="checkbox"/>
05: Leadership in trade strategy	<input type="checkbox"/>
06: Risk leadership and governance	<input type="checkbox"/>
07: Building diversity in trade	<input type="checkbox"/>
08: Strategic planning	<input type="checkbox"/>
09: Risk management and control	<input type="checkbox"/>
10: International market research	<input type="checkbox"/>
11: Financial management for international business	<input type="checkbox"/>
12: Understanding value and pricing	<input type="checkbox"/>
13: Import/export operations (general)	<input type="checkbox"/>
14: Logistics	<input type="checkbox"/>
15: E-commerce, internet selling and technology in trade	<input type="checkbox"/>
16: International human resource management	<input type="checkbox"/>
17: Global value chains (GVCs) and international supply chain management	<input type="checkbox"/>
18: Trade in services	<input type="checkbox"/>
19: Trade finance for business	<input type="checkbox"/>
20: International marketing and sales	<input type="checkbox"/>
21: Foreign investment	<input type="checkbox"/>
22: Trade finance and capital risks (including fraud, currency and reputational risks)	<input type="checkbox"/>
23: Trade finance	<input type="checkbox"/>
24: Currency, foreign exchange and reparation of funds	<input type="checkbox"/>



PART B GTPA Certification Scope

GTPA Competency Standard <i>(those standards in grey are under development and not available for selection)</i>	Attached evidence
25: Documentary credits and collections	<input type="checkbox"/>
26: Digital trade finance and fintech	<input type="checkbox"/>
27: Advanced documentary credits and collections	<input type="checkbox"/>
28: Advanced supply chain finance	<input type="checkbox"/>
29: Trade finance regulation	<input type="checkbox"/>
30: Trade diplomacy (including LDC trade principles)	<input type="checkbox"/>
31: Non-tariff barriers (NTBs) and technical barriers to trade (TBTs)	<input type="checkbox"/>
32: Trade facilitation	<input type="checkbox"/>
33: Trade promotion	<input type="checkbox"/>
34: Trade policy	<input type="checkbox"/>
35: Government procurement	<input type="checkbox"/>
36: Global trade policy development	<input type="checkbox"/>
37: Strategic security	<input type="checkbox"/>
38: Economic development	<input type="checkbox"/>
39: Trade controls law basics and regulatory compliance specialist	<input type="checkbox"/>
40: Customs operations and border security	<input type="checkbox"/>
41: Import/export processes	<input type="checkbox"/>
42: International freight	<input type="checkbox"/>
43: Exit and entry clearance	<input type="checkbox"/>
44: Customs law	<input type="checkbox"/>
45: Marine and air shipping	<input type="checkbox"/>
46: International trade law	<input type="checkbox"/>
47: International commercial contracts	<input type="checkbox"/>
48: Intellectual property (IP) management	<input type="checkbox"/>
49: Trade law specialist	<input type="checkbox"/>

PART C Continuing Professional Development Requirements

- C1.** The applicant should read ADM 003-04 *Continuing Professional Development Requirements*, and attach their Draft Continuing Professional Development (CPD) Plan.

PART D Promotional Information

- D1.** The applicant may choose to provide the following promotional information to accompany their GTP, GTM or GTE listing on the GTPA website:
- a) short introductory statement (not more 200 words);
 - b) high resolution photo;
 - c) weblink to a relevant website (e.g. LinkedIn, facebook etc.); and
 - d) contact details for enquiries.

PART E Checklist

- E1.** The following checklist is provided for information. When submitting the application please ensure the following has been included:

Fully Completed OPS 002-02 *Application Form for Professional Certification Form* (this form)

Part A: Applicant Details

- | | |
|--|--------------------------|
| Completed table | <input type="checkbox"/> |
| Attached a statement on work experience and qualifications (e.g. curriculum vitae) | <input type="checkbox"/> |
| Completed the tick boxes under A3 Declarations | <input type="checkbox"/> |
| Requested a tax invoice to be issued to complete certification application | <input type="checkbox"/> |
| Signed OPS 003-03 <i>GTPA Person Certification Agreement</i> | <input type="checkbox"/> |

Part B: GTPA Certification Scope

- | | |
|--|--------------------------|
| Attached evidence that supports the fulfilment of the knowledge and skill requirements of the selected GTPA Competency Standards | <input type="checkbox"/> |
|--|--------------------------|

Part C: Continuing Professional Development Requirements

- | | |
|--|--------------------------|
| I acknowledge that if my application is accepted I will complete my Draft CPD plan after reading ADM 003-04 <i>GTPA Continuing Professional Development Requirements</i> within 3 months | <input type="checkbox"/> |
|--|--------------------------|

Part D: Promotional information

- | | |
|-------------------------|--------------------------|
| Promotional information | <input type="checkbox"/> |
|-------------------------|--------------------------|

Please submit your application to applications@gtpalliance.com