

GTPA

GLOBAL TRADE PROFESSIONALS ALLIANCE

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) GUIDELINES



Trusted in Trade

Summary

These Guidelines outline the GTPA policy for continuing professional development (CPD) that a certified global trade professional (GTPs) must undertake and demonstrate to maintain GTP certification. The Guidelines have been prepared and are updated based upon feedback from the International Technical and Advisory Committee.

The GTP Programme is based on the internationally accepted requirements for person certification under ISO/IEC 17024, and has been designed to address the need for a global program that recognises and certifies global trade professionals across national boundaries. The Programme facilitates the recognition of competent global trade professionals and provides a basis for trust amongst those engaged in global trade.

The increasing rate of change in both the trade environment but also the work/employment environment drives the ongoing requirement for CPD.

CPD provides a basis for you as a global trade professional to continually update your capabilities to ensure your skills and knowledge remain relevant to meet the ever-changing world, changing workplace and changing mindset of individuals.

A challenge for you as a GTP is maintaining the currency and relevance of your competencies in this ever-changing environment.

As the nature of the world of commerce, trade and employment change there is a growing need for skills and competence transferability. The challenge for you as a GTP is not just maintaining the relevance of your competencies but also to broaden your competencies, focus and career growth.

CPD provides globally recognised pathways for learning, skills development and professional growth.

Guiding Principles of GTPA CPD

Purpose

The GTPA continuing professional development (CPD) will validate the currency of Global Trade Professional (GTP) certification and provide a global framework and methodology to drive best practice, continuous professional development and learning that you can benefit from. This includes:

- ▶ Providing an easier navigation along the path of competency maintenance and improvement.
- ▶ Enabling GTPs to map your career development, broaden your skills and areas of competence.
- ▶ Supporting GTPs to keep abreast of changes in the global trade environment, across a changing world, changing workplaces and changing mindset of individuals.
- ▶ Driving best practice in international trade and continuous competency improvement.
- ▶ Contributing to the productivity and sustainability of GTPs by ensuring currency of knowledge and the capability to deliver a broader range of skills, competencies and market understanding.
- ▶ Assisting GTPs to assess your current capability, capability gaps and readiness to engage in the global trade environment.

The GTPA has designed the CPD framework so that you can benefit from the following outcomes:

- ▶ A practical, easy to engage process to maintain up to date knowledge, global insight and improve professional competencies that reflects your career maturity.
- ▶ Identifying key areas for professional development and linkages to providers of professional development.
- ▶ A diversity of activities to enhance learning and competency development.
- ▶ Assisting you to prioritise key areas of capability development.
- ▶ Creating a pathway for you to benefit from greater transferability of skills to improve employment opportunities.

CPD Code of Practice

Certified Global Trade Professionals (GTPs) will maintain the highest possible standards of conduct and commitment in maintaining and enhancing your professional knowledge, skills and competence through continuous professional development.

CPD is not an add-on, but an essential component of maintaining professional competence and the integrity of all GTPs allowing you to take control of your career development.

As a GTP you are responsible for ensuring that you undertake appropriate continuing professional development and abide by the GTPA Code of Ethics, in doing so you should:

- 1 | Ensure the primary driver of your CPD is to build capability by growing, maintaining and extending skills and knowledge rather than just monitoring and tracking the completion of activities.
- 2 | Identify and manage your professional development needs within your scope of professional activity including, setting CPD goals and build, maintain and undertake professional development that reflects your career development needs, career maturity and regional requirements.
- 3 | Reflect on your professional development needs to develop and maintain a CPD Plan that is comprehensive with development opportunities considered from each professional dimension.
- 4 | Review and amend your CPD Plans as required to ensure that your needs are being met and to incorporate additional needs which evolve.
- 5 | Undertake a relevant, balanced combination of CPD annually focused on strengthening your professional competence and achieving your development goals through a broad range of education and professional development activity.
- 6 | Work in consultation with your peers and the GTPA to identify appropriate CPD opportunities.
- 7 | Ensure all CPD activities have been provided by a competent provider and improves your professional competence.
- 8 | Be able to justify participation in CPD activity in relation to how it improves your professional competence.
- 9 | Report CPD activity for routine and end of cycle reviews in a timely manner.
- 10 | Routinely submit adequate evidence of CPD activities undertaken that demonstrates the activities meet your professional development needs as outlined in your CPD Plan.
- 11 | Maintain evidence of CPD activity for at least five (5) years after the end of the CPD Plan cycle.

Operating Principles

- ▶ Skills and knowledge based
- ▶ Self-driven and managed
- ▶ Flexible assessment
- ▶ Peer engaged
- ▶ Technology driven delivery
- ▶ Harmonised quality standards

Skills and knowledge based

The primary driver of CPD is to identify skills and capability gaps and then build capability by growing, maintaining and extending skills and knowledge rather than just monitoring and tracking the completion of activities.

The GTPA recognises the breadth of learning styles and CPD assessments recognise professional development through:

- ▶ Reflective learning,
- ▶ Alternative methodologies or processes for learning (i.e. digital),
- ▶ Formal and experiential professional development,
- ▶ Peer learning, internship and networking,
- ▶ Mentoring and developing others,
- ▶ Thought leadership, creative thinking, authorship and innovation,
- ▶ Development and sharing of best practice, improved tools and processes,

Soft skills are recognised equally with hard skills as essential to ongoing professional development.

The key soft skills areas for professional development are defined by the following personas:

- ▶ **Competent negotiator:** develops mutually acceptable solutions,
- ▶ **Effective communicator and collaborator:** both in delivery and receipt across various mediums,
- ▶ **Creative thinker, problem solver and innovator:** at all levels of engagement through to thought leadership and driving innovation in trade,

- ▶ **Strategic leader:** ability to consider and provide strategic leadership to others,
- ▶ **Ethical professional:** maintains professional standards and drives ethical integrity,
- ▶ **Informed risk taker:** a well-considered appetite for risk based on identifying, managing and mitigating both current and future risks,
- ▶ **Well networked:** actively develops and maintains trade networks for CPD,

Other key skills and knowledge areas include:

- ▶ **Culturally aware:** has a competent understanding of cultural diversity, can include language competency,
- ▶ **Technology or digitally literate:** is technology and digitally aware, digitally literate and drives digital growth,
- ▶ **Proficient specialist:** maintains and develops specialist knowledge, processes and tools.

Self-driven and managed

CPD supports GTPs identifying and managing your professional development needs within your scope of professional activity. As a GTP you will set your own CPD goals allowing you to build, maintain and undertake professional development that reflects your development needs, career maturity and regional requirements.

GTPA recognises that the ways and means to develop professionally will vary according to your area of specialty, learning style, career maturity, regional influence, needs and availability. The ultimate responsibility for maintaining and demonstrating professional competence lies with you as a GTP.

CPD compliance will be routinely reviewed and assessed under your Professional Development Plans.

- ▶ **CPD Plans:** it is a requirement as a GTP that you set your development goals and plans including how each plan will be delivered, assessed and measured through the Plans. Your plan must identify:
 - professional development goals,
 - the relevant skills areas to be developed or expanded, how this will be achieved and assessed or measured,
 - the areas of knowledge maintenance and how this will be achieved and assessed or measured,
 - your career maturity and why it is appropriate,

- ▶ The cycle or duration of each Plan and the periods of review will reflect your career maturity. The earlier the career maturity the more frequent the cycle time and review period for the Plan.
- ▶ The nominal stages of career maturity cycle time and review period are:

Stage of Career	Foundation	Practitioner	Management	Executive	Leadership
Career maturity or level of development	Early career development	Operational level	Management or specialist expertise	Executive or senior specialist	Trade leader
Active experience in trade (Nominal)	1- 5 years	3 – 10 years	5 years +	10 years +	20 years +
Plan cycle time	2	2	3	5	5
Plan review period	Annually	Annually	Annually	Biennial	Biennial

- ▶ As a GTP you may take on many roles or career paths in adjacent or parallel sectors to international trade that build your competencies and soft skills for engagement in international trade. The stage of career defines the level of development you as a GTP has attained by the functionality of the roles you undertake. GTPs may plateau at any level of development.
- ▶ CPD Plans should reflect that skills development and skills or knowledge maintenance will change during your career progression e.g. early career development CPD may be 80% skills development and 20% knowledge maintenance and the reverse for later careers.

Flexible assessment

The collection of evidence and judgement of whether the CPD Plan is met and meets the GTPA CPD requirements should be flexible to reflect your needs and career maturity.

GTPA acknowledge that not all GTPs will possess the same academic literacies (e.g. critical reading and writing skills) or time to complete complex assessments.

Assessments have been designed to align with your expected competence and standards of depending on your career maturity.

A flexible, inclusive assessment practice allows you to choose the format of assessment that will enable you to express your CPD in the most equitable way and giving your ownership of your CPD.

CPD assessment will generally be a mix of peer feedback, activity completion and assessable learning. GTPA acknowledges that the mix of assessment methods will change with career progression. For example, the mix of CPD assessment over the span of your career could be:

Stage of Career	Foundation	Practitioner	Management	Executive	Leadership
Career maturity	Early career development	Operational level	Management or specialist expertise	Executive or senior specialist	Trade leader
Peer feedback	15%	30%	50%	60%	75%
Activity completion	35%	30%	25%	20%	15%
Assessable learning	50%	40%	30%	20%	10%

A CPD assessment portfolio can be a mix of formats including but not limited to:

- ▶ CPD Plan and CPD activity log,
- ▶ Peer or mentor feedback log, consultation or mentoring journal,
- ▶ Video or audio journals,
- ▶ Reflective learning or professional development journal,
- ▶ Evidence of CPD activity completion e.g. certificates of attendance/completion, receipts, reading list, experiential learning or workplace CPD,
- ▶ Plans and progress reports for professional supervision and mentoring,
- ▶ Evidence of compliance with trade relevant CPD requirements for other professional association,
- ▶ Examples of collaborative engagements on projects to develop research, education programs or engagements to tackle specific trade issues in Least Developed Countries (LDCs).
- ▶ Formal qualifications for educational learning (Degree, Diploma, Certificates or academic transcripts) or university assignments/theses/research reports/published articles.

Peer engaged

GTPA recognises peer engagement as both an effective process for CPD but also peer review as an effective means of assessing a GTPs capabilities.

GTPA values:

- ▶ Collaboration across communities of stakeholders is an effective means;
 - for the CPD of trade professionals,
 - to drive suitability in trade through supporting peer engagements and networks with LDCs,
 - to drive innovation in global trade and professional development.
- ▶ Professional supervision, peer to peer learning and networks for learning.
- ▶ Mentoring as valuable CPD for both the mentor and the mentored.
- ▶ Engaging professional advisory services is an effective means to gain peer learning.

Peer engagement includes participation in group or one-on-one discussion about professional issues – for example, this can occur by face to face, via teleconference, or video conferencing.

GTPA encourages GTP collaboration across borders on specific projects which eventuates in the development of new intellectual property that can be shared across the network. This will support the engagement of GTPs from LDCs as well as provide real life solutions to particular issues.

Technology driven delivery

Digital technology is shaping the future of global trade and investment. Automated data exchange systems, cloud computing, social networking and the use of digital technologies will facilitate ease of CPD engagement, global access and an efficient means of undertaking CPD.

The effective use of technology provides an easy and effective means to not only assess CPD engagement but to also manage the CPD journey for GTPs. The technology platform for CPD will provide:

- ▶ A platform for the development of a CPD Plans with templates, suggested activities, examples,
- ▶ An easy navigation along the CPD path to develop and track the progress of the CPD engagement, trigger reminders for reviews, record and allow flexible formats for CPD authentication (written, oral and visual/video),

- ▶ A vehicle to raise awareness of CPD value, host CPD resources and facilitate peer engagement,
- ▶ A platform to disseminate curated information, resources, activities or knowledge to GTPs aligned to your CPD requirements,
- ▶ A portal to track peer feedback, engagement and networks,
- ▶ Linkages to providers of professional development,
- ▶ A portal to capture metrics on the value of certification and the type and value of CPD being undertaken.

The GTPA recognises that digital connectivity and access will vary across regions, and therefore, will endeavor to provide mobile phone enabled and non-digital solutions.

Harmonised quality

Harmonised quality interpretations will ensure a global alignment and consistent interpretation of the CPD requirements across the broad span of career maturity, regional geographies and specialist domains.

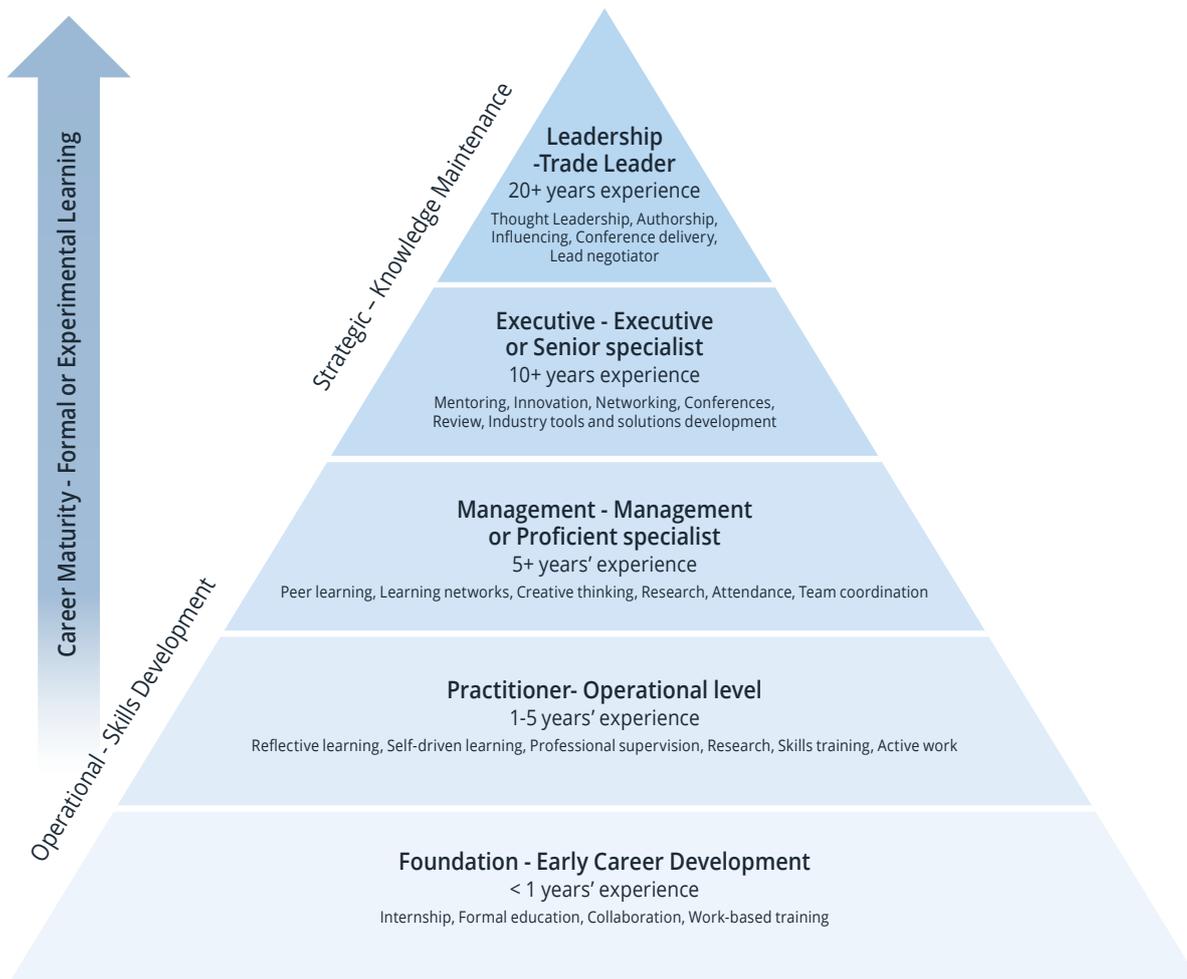
The GTPA seeks a fit-for-purpose quality model that meets specific GTP needs, while building on the existing global models of regional collaboration. GTPA acknowledges that as a GTP you will not all have the same CPD needs, goals or access to resources and opportunities for CPD should provide a clear and consistent harmonised quality framework.

These Guidelines define the responsibilities and mechanisms for undertaking CPD recognising that consistent or equivalent quality is not necessarily uniform activities but reflects regional expectations of professional development.

The extent of harmonisation will be based upon regional needs and the trade-off between costs, risks, time and benefits flowing from CPD. The harmonised quality framework will allow for the regional variations in skill requirement and CPD access in the least developed countries. GTPA supports mechanisms to increase CPD access in LDCs.

Nominally CPD should contribute 50 hours per CPD Plan cycle of effective professional development, new skills development, knowledge maintenance or delivery back to the trade sector.

The GTPA recognises that CPD for other professional bodies will have relevance to trade and where relevant recognises the CPD of other professional bodies.



Your CPD Process

1 | Develop CPD Plan (Plan): As a GTP you must prepare a CPD Plan (Plan). The timing and duration of the Plan will vary dependent upon your professional or career maturity. If you are in the early stages of your career you will need to prepare plans every two years for a two-year duration. If you are in the latter stages of your career you will only need to prepare plans on a five-year cycle.

1.1. Plans will identify:

- 1.1.1. Professional development goals. What are your key goals for the CPD Plan cycle?
- 1.1.2. The relevant skills areas to be developed or expanded and how do you plan to achieve this. This should demonstrate what you will undertake to demonstrate your relevant skills. For example educational programs, work experience/activities, peer mentoring, process development or digitalisation.
- 1.1.3. The areas of knowledge maintenance including how these will be achieved and assessed or measured. For example, what activities will you undertake to achieve your Goals. This could include conferences, networking, peer engagement, trade related journals.
- 1.1.4. Your career maturity and why it is appropriate. For example, this could be by the years of active experience in trade or through peer or mentor recognition assigned to the role you undertake in trade.

2 | Stages of career maturity: The nominal stages of career or career maturity, cycle times for preparing, executing and review of Plans are shown in the table below. As a GTP you must select your stage of career maturity.

Stage of Career	Foundation	Practitioner	Management	Executive	Leadership
Career maturity	Early career development	Operational level	Management or specialist expertise	Executive or senior specialist	Trade leader
Active experience in trade (Nominal)	1- 5 years	3 - 10 years	5 years +	10 years +	20 years +
CPD Plan cycle time	2	2	3	5	5
CPD Plan review period	Annually	Annually	Annually	Biennial	Biennial

3 | Plans accepted by the GTPA: The GTPA assesses the CPD Plans to ensure it reflects an appropriate career maturity and the standards of CPD recommended by the ITAC and accepted by the GTPA Executive Director as amended from time to time. The base standard for CPD will be that the Plan contributes to the professional growth of the GTP and maintains the currency of the GTP certification in both skills and knowledge.

- 4 | **CPD Plan Review:** The review period for the Plan is determined by your career maturity.
 - 4.1. The GTPA will notify GTPs at each review period and request the Plan be updated.
 - 4.2. It is your responsibility to submit evidence, review, update and modify the Plan, including a nil return.
 - 4.3. Failure to update the Plan after three cycle periods will result in the GTPA will notify you that the Plan must be updated or risk your GTP certification being suspend.
- 5 | **Continuing professional development:** CPD can be undertaken through any activities, programs or processes identified and approved in the Plan or Plan modifications.
- 6 | **Mandatory CPD requirements:** The GTPA may prescribe specific CPD requirements as being mandatory and which must be completed by you as the GTP to maintain certification within your current CPD Plan cycle. These mandatory CPD requirements could be specific activities, new skills or knowledge updates.
- 7 | **End of Cycle review:** At the end of each CPD cycle the CPD Plan will be reviewed by the GTPA in line with the standards of CPD recommended by the ITAC and accepted by the GTPA Executive Director as amended from time to time.
 - 7.1. **Acceptance:** The GTPA will recommend if the Plan is to be accepted. If accepted an invitation to create a new Plan will be sent to you as the GTP. If not accepted any anomalies in the Plan will be reviewed and the Plan reassessed for acceptance based on that review.
 - 7.2. **Review anomalies:** Any anomalies identified in a CPD Plan end of cycle review will be assessed by the relevant specialist committee and referred to the ITAC for ratification. The GTPA Executive Director will review the advice from the specialist committee and ITAC and make a determination on how the anomaly will be addressed. If required, the GTP will address the concerns raised in the review. The GTPA will negotiate a suitable time frame for the concerns to be addressed.
 - 7.3. **Rejection:** If you as a GTP fails to address the requirements of the CPD Plan or the Plan review the GTPA Executive Director can suspend your GTP certification.



Examples of CPD activities

The table below provides examples to demonstrate the types of CPD activities that you might occur at various stages of career maturity. CPD activity is not limited to these examples.

Stage of Career	Foundation	Practitioner	Management	Executive	Leadership
Career maturity	Early career development	Operational level	Management or specialist expertise	Senior management or executive	Trade leader
Experience in trade (Nominal)	1- 5 years	3 – 10 years	5 years +	10 years +	20 years +
CPD Plan cycle time	2	2	3	3	5
CPD Plan review period	Quarterly	Quarterly	Biannually	Biannually	Annually
Skills Areas					
Competent negotiator	Negotiation or pitching skills training.	Attend a change management conference.	Ongoing negotiations with global customers reviewed by senior colleagues.	Negotiator on a multi-million distribution agreement.	Lead negotiator on an FTA.
Effective communicator	Peer review of presentation on new market research to work colleagues.	Peer review of a paper on a detailed global market structure.	Presentation to colleagues on global commercialisation strategy.	Deliver webinar to global practice group based on participant feedback.	Present at a relevant international trade conference.
Creative thinker and innovator	Contribute to the development of a new process, assessed by project leader.	Identify flaws in a market process and contributed to the solution development.	Designed a new marketing agreement using an alternative market entry strategy. Or develop new trade IP shared with the GTPA community.	Develop an innovative new service delivery and business model. Or assist a business in a LDC develop new Intellectual Property.	Thought leadership article on SME Trade issues published in a relevant journal. Or collaborate to develop new IP to support sustainable trade development across LDCs.
Strategic leader	Effective participant in workplace working group.	Led small development project in the workplace.	Subscribe to Company Directors Journal.	Develop strategic plan entering a new global market.	Committee member of a global trade organisation.
Ethical professional	Attend a briefing on international bribery and corruption regulations	Attend global trade conference specialist stream on ethical marketing.	Draft internal compliance document on ethical activities.	Develop an internal strategy for corporate social responsibility.	Initiate integrity review of a business or department.
Informed risk taker	Identify risk in current activities.	Undertake market risk assessments for 5 International markets. Risk and Governance training.	Develop a risk mitigation strategy for currency risks.	Successful launch of a new product or service based on well researched plan.	Review the appetite for risk, governance and control processes as a member of an audit and risk committee.

Stage of Career	Foundation	Practitioner	Management	Executive	Leadership
Well networked	Attend regular trade networking activities.	Active member of a local GTP Chapter, global trade association or Chamber.	Effective user of LinkedIn to profile brand refresh.	Member of a government consultation group.	Member of a specialist trade advisory group.
Culturally aware	Cross-cultural skills training. Study trip to a key target market.	Language skills developed to a basic level of fluency. Or International volunteering to an LDC development project.	8 market visits for business purposes. Subscribe to local trade journals in target international markets.	Develop both oral and written fluency in another language. Or attend international conference for CEOs on global business practices.	Elected Chair and actively engaged in a bilateral chamber of commerce.
Technology or digitally savvy	Training in use of online engagement process.	Implement an e-commerce strategy for a global market and managed social media campaign.	Contribute to the design of a new global Trade App.	Develop a new digital tool for trade. Or the adaption of business practices to suit a technology disruptor.	Drive an initiative to develop a digital engagement process or the adoption of technology in business practices
Proficient specialist	Complete a certificate or short course in specialist skills.	Undertake skills training. Attend global conference on a trade specialisation.	Regularly read Global trade specialist journals. Designed and delivered in-house training program for trade professionals.	Review research on a trade specialisation topic.	Mentor a GTP member in a trade specialisation.
Mandatory CPD					
ITAC recommended Mandatory CPD	Training on the release of updated INCOTERMS.	Training on the release of updated INCOTERMS.	Training on the release of updated INCOTERMS.	Training on the release of updated INCOTERMS.	Training on the release of updated INCOTERMS.

Creating your CPD and submitting

Please download the CPD Plan template from the GTPA website:
www.gtpalliance.com and submit your Plan via applications@gtpalliance.com



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