

GTPA

GLOBAL TRADE PROFESSIONALS ALLIANCE

STRUCTURE OF THE GTP PROGRAMME COMPETENCIES



Trusted in Trade



1. PURPOSE

The purpose of this statement is to demonstrate that GTPA fulfils the requirements of ISO/IEC 17024 Clause 8 pertaining to certification schemes.

2. SCOPE

This statement applies to the activities of GTPA as a scheme (programme) administrator and certification body.

3. RESPONSIBILITIES

The structure of the GTP Programme is the responsibility of the GTPA Board.

The GTPA Board can make and approve changes to this document.

4 PROCEDURE

- 4.1** The GTP Programme for the certification of trade professionals is open on a non-discriminatory, fair and impartial basis to any individual that can demonstrate that they fulfil the Certification Requirements.
- 4.2** The Certification Requirements include:
- ADM 003 GTPA Programme Rules;
 - ADM 003-01 GTPA Code of Practice;
 - ADM 003-02 GTP Competency Standards;
 - ADM 003-04 GTP Continuing Professional Development Requirements;
- 4.3** Demonstration of the fulfilment of Certification Requirements is assessed by GTPA and its approved agents. Assessment includes the opportunity to recognise prior learning and work experience, examinations, and the submission of other forms of evidence such as examples of completed work and documentation.
- 4.4** Certification under the GTP Programme is available at the following levels:
- Practitioner (GTP)
 - Manager (GTM)
 - Executive (GTE)
- 4.5** There is also a Foundation (F) level of recognition for persons that wish to progress to GTP, GTM or GTE certification levels.
- 4.6** Certification at GTP or GTM levels is available in the following areas of specialisation:
- Trade Management
 - Trade Finance and Supply Chain Finance
 - Trade regulation and compliance
 - Trade Policy
- 4.7** The Foundation (F) level is a set of core competency standards, each of which must be demonstrated before the candidate can be considered for certification at GTP, GTM or GTE levels. Under the GTPA Programme, completing all the F competency standards does not in itself result in certification. To become certified, F level competency standards must be demonstrated and then complemented by further standards in one or more of the other levels.
- 4.8** For each level and specialisation of GTP certification the candidate must demonstrate competency in a prescribed set of core competency standards that are based on their chosen specialisation, and also a minimum number of additional elective competency standards that they may select based on individual preference.
- 4.9** Appendix A provides a list of the competency standards, and their relation to levels of certification and types of specialisation.
- 4.10** Once a candidate has demonstrated fulfilment of the competency standards, candidates must also prepare and submit a Continuing Professional Development Plan in accordance ADM 003-04.
- 4.11** In accordance with clause 8 of ISO/IEC 17024, GTPA have identified the following elements in ADM 003-02 GTP Competency Standards:
- job/position task analysis (within the GTP Programme this information is contained within the various GTP Competency Standards);
 - required competence (defined by areas of knowledge and skills to be demonstrated in applying that knowledge);
 - any necessary prerequisites;
 - assessment methods for the types of competence (which can include recognition of prior learning or job/position experience);
 - validation of how the selected assessment methods adequately confirm the required competence of the individual; and
 - achieve a minimum pass mark of 70% against all examination questions and case studies.
- 4.12** GTP competency standards are developed and reviewed by the GTPA International and Technical Committee (ITAC) which has appropriate experts that fairly represent the interests of all parties significantly concerned, without any interest predominating.
- 4.13** Under the GTP Programme, GTPA also approve or recognise:
- education providers and their courses;
 - continuing professional development providers and their courses; and
 - partner organisations.

5. RELATED PROCESSES, PROCEDURES, DOCUMENTS AND FORMS

ADM 003 GTP Programme Rules

ADM 003-01 GTP Code of Ethics

ADM 003-02 GTP Competency Standards

ADM 003-03 Approved Provider Requirements

ADM 003-04 Continuing Professional Development Requirements

6. RECORDS

All records associated with the GTPA Programme are securely kept for a minimum of seven years.



APPENDIX A: COMPETENCY STANDARDS, LEVELS OF CERTIFICATION AND SPECIALISATION

A.1 Core competency standards, levels of certification and specialisations

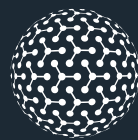
Foundation level competency standards (prerequisite for all levels of certification and specialisation)

- Global business environment and international trade economics
- Overview of international business
- Cultural and business practices
- Trade law basics and regulatory compliance

Specialisation	Certification level					
	Practitioner (GTP)		Manager (GTM)		Executive (GTE)	
	Core	Electives	Core	Electives	Core	Electives
Trade Management	<ul style="list-style-type: none"> • At least 1-year work experience or you have undertaken a GTPA executive leadership programme • Foundation competency standards • Understanding value and pricing • Import/Export operations (general) • Logistics 	At least 2 other competency standards	<ul style="list-style-type: none"> • At least 2-years work experience • GTP equivalence • Strategic planning • Risk management and control • International marketing and sales • Financial management for international business 	At least 2 other competency standards	<ul style="list-style-type: none"> • At least 5-years work experience • GTM Equivalence • Leadership in trade strategy • Risk leadership and governance • Building diversity in trade 	At least 3 other competency standards
Trade Finance and Supply Chain Finance	<ul style="list-style-type: none"> • At least 1-year work experience or you have undertaken a GTPA executive leadership programme • Foundation competency standards • Trade finance • Currency, foreign exchange and repatriation of funds • Documentary credits and collections 	At least 2 other competency standards	<ul style="list-style-type: none"> • At least 2-years work experience • GTP equivalence • Strategic planning • Risk management and control • Foreign investment • Trade finance and capital risks (including fraud, currency and reputational) 	At least 2 other competency standards		

Specialisation	Certification level					
	Practitioner (GTP)		Manager (GTM)		Executive (GTE)	
	Core	Electives	Core	Electives	Core	Electives
Trade Regulation and Compliance	<ul style="list-style-type: none"> At least 1-year work experience or you have undertaken a GTPA executive leadership programme Import/Export processes International freight Exit and entry clearance 	At least 2 other competency standards	<ul style="list-style-type: none"> At least 2-years work experience GTP equivalence Strategic planning Risk management and control Trade controls and regulatory compliance specialist Customs operations and border security 	At least 2 other competency standards		
Trade Policy	<ul style="list-style-type: none"> At least 1-year work experience or you have undertaken a GTPA executive leadership programme Foundation competency standards Trade facilitation Trade promotion Trade policy 	At least 2 other competency standards	<ul style="list-style-type: none"> At least 2-years work experience GTP equivalence Strategic planning Risk management and control Trade diplomacy (including LDC trade principles) Non-tariff barriers (NTB) & technical barriers to trade (TBT) 	At least 2 other competency standards		

 Programme areas to be developed



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