

# GTPA

GLOBAL TRADE PROFESSIONALS ALLIANCE

## STRUCTURE OF THE GTPA PROGRAMME GTP 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 GTPA Programme is the responsibility of the GTPA Board.

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

## 4 PROCEDURE

- 4.1** The GTPA 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 GTPA Competency Standards;
  - ADM 003-04 GTPA 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 GTPA 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 (Transport, Logistics and Clearance)
  - Trade Policy
  - Trade Law
  - Market Development
  - Global Supply Chain Management
  - Trade Research and Economics
- 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 GTPA 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 GTPA Programme this information is contained within the various GTPA 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); and
  - validation of how the selected assessment methods adequately confirm the required competence of the individual.
- 4.12** GTPA's 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 GTPA 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 GTPA 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 List of competency standards (*the standards in grey are under development*)

- |  |   |
|--|---|
| 01: Global business environment and international trade economics                      | 37: Economic development                                |
| 02: Overview of international business   | 38: Trade controls and regulatory compliance specialist |
| 03: Cultural and business practises  | 39: Customs operations and border security              |
| 04: Trade law basics and regulatory compliance   | 40: Import/export processes                             |
| 05: Leadership in trade strategy   | 41: International freight                               |
| 06: Risk leadership and governance   | 42: Exit and entry clearance                            |
| 07: Building diversity in trade  | 43: Customs law   |
| 08: Strategic planning   | 44: Marine and air shipping                             |
| 09: Risk management and control  | 45: International trade law                             |
| 10: International market research  | 46: International commercial contracts                  |
| 11: Financial management for international business                                    | 47: Intellectual property (IP) management               |
| 12: Understanding value and pricing  | 48: Trade law specialist                                |
| 13: Import/export operations (general)   |   |
| 14: Logistics  |   |
| 15: E-commerce, internet selling and technology in trade                               |   |
| 16: International human resource management  |   |
| 17: Global value chains (GVCs) and international supply chain                          |   |
| 18: Trade in services  |   |
| 19: International marketing and sales  |   |
| 20: Foreign investment   |   |
| 21: Trade finance and capital risks (including fraud, currency and reputational risks) |   |
| 22: Trade finance  |   |
| 23: Currency, foreign exchange and repatriation of funds                               |   |
| 24: Documentary credits and collections  |   |
| 25: Digital trade finance and fintech  |   |
| 26: Advanced documentary credits and collections                                       |   |
| 27: Advanced supply chain finance  |   |
| 28: Trade finance regulation   |   |
| 29: Trade diplomacy (including LDC trade principles)                                   |   |
| 30: Non-tariff barriers (NTBs) and technical barriers to trade (TBTs)                  |   |
| 31: Trade facilitation   |   |
| 32: Trade promotion  |   |
| 33: Trade policy   |   |
| 34: Government procurement   |   |
| 35: Global trade policy development  |   |
| 36: Strategic security   |   |

## A.2 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"> <li>• At least 1-year work experience</li> <li>• Foundation competency standards</li> <li>• Understanding value and pricing</li> <li>• Import/Export operations (general)</li> <li>• Logistics</li> </ul>	At least 2 other competency standards	<ul style="list-style-type: none"> <li>• At least 2-years work experience</li> <li>• GTP equivalence</li> <li>• Strategic planning</li> <li>• Risk management and control</li> <li>• International marketing and sales</li> <li>• Financial management for international business</li> </ul>	At least 2 other competency standards	<ul style="list-style-type: none"> <li>• At least 5-years work experience</li> <li>• GTM Equivalence</li> <li>• Leadership in trade strategy</li> <li>• Risk leadership and governance</li> <li>• Building diversity in trade</li> </ul>	At least 3 other competency standards
Trade Finance and Supply Chain Finance	<ul style="list-style-type: none"> <li>• At least 1-year work experience</li> <li>• Foundation competency standards</li> <li>• Trade finance</li> <li>• Currency, foreign exchange and repatriation of funds</li> <li>• Documentary credits and collections</li> </ul>	At least 2 other competency standards	<ul style="list-style-type: none"> <li>• At least 2-years work experience</li> <li>• GTP equivalence</li> <li>• Strategic planning</li> <li>• Risk management and control</li> <li>• Foreign investment</li> <li>• Trade finance and capital risks (including fraud, currency and reputational)</li> </ul>	At least 2 other competency standards		

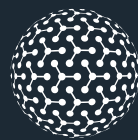
Trade Regulation and Compliance	<ul style="list-style-type: none"> <li>• At least 1-year work experience</li> <li>• Import/Export processes</li> <li>• International freight</li> <li>• Exit and entry clearance</li> </ul>	At least 2 other competency standards	<ul style="list-style-type: none"> <li>• At least 2-years work experience</li> <li>• GTP equivalence</li> <li>• Strategic planning</li> <li>• Risk management and control</li> <li>• Trade controls and regulatory compliance specialist</li> <li>• Customs operations and border security</li> </ul>	At least 2 other competency standards	
Trade Policy	<ul style="list-style-type: none"> <li>• At least 1-year work experience</li> <li>• Foundation competency standards</li> <li>• Trade facilitation</li> <li>• Trade promotion</li> <li>• Trade policy</li> </ul>	At least 2 other competency standards	<ul style="list-style-type: none"> <li>• At least 2-years work experience</li> <li>• GTP equivalence</li> <li>• Strategic planning</li> <li>• Risk management and control</li> <li>• Trade diplomacy (including LDC trade principles)</li> <li>• Non-tariff barriers (NTB) &amp; technical barriers to trade (TBT)</li> </ul>	At least 2 other competency standards	
Trade Law	<ul style="list-style-type: none"> <li>• At least 1-year work experience</li> <li>• Foundation competency standards</li> <li>• International trade law</li> <li>• International commercial contracts</li> <li>• Intellectual property (IP) management</li> </ul>	At least 2 other competency standards	<ul style="list-style-type: none"> <li>• At least 2-years work experience</li> <li>• GTP equivalence</li> <li>• Strategic planning</li> <li>• Risk management and control</li> </ul>	At least 2 other competency standards	

Programme areas to be developed

Specialisation	Certification level					
	Practitioner (GTP)		Manager (GTM)		Executive (GTE)	
	Core	Electives	Core	Electives	Core	Electives
Market Development	<ul style="list-style-type: none"> <li>At least 1-year work experience</li> <li>Foundation competency standards</li> <li>Understanding value and pricing</li> <li>International market research</li> <li>International marketing and sales</li> </ul>	At least 2 other competency standards	<ul style="list-style-type: none"> <li>At least 2-years work experience</li> <li>GTP equivalence</li> <li>Strategic planning</li> <li>Risk management and control</li> </ul>	At least 2 other competency standards		
Global Supply Chain Management	<ul style="list-style-type: none"> <li>At least 1-year work experience</li> <li>Foundation competency standards</li> <li>Global value chains (GVC) and international supply chains</li> </ul>	At least 2 other competency standards	<ul style="list-style-type: none"> <li>At least 2-years work experience</li> <li>GTP equivalence</li> <li>Strategic planning</li> <li>Risk management and control</li> </ul>	At least 2 other competency standards		
Trade Research and Economics	<ul style="list-style-type: none"> <li>At least 1-year work experience</li> <li>Foundation competency standards</li> </ul>	At least 2 other competency standards	<ul style="list-style-type: none"> <li>At least 2-years work experience</li> <li>GTP equivalence</li> <li>Strategic planning</li> <li>Risk management and control</li> </ul>	At least 2 other competency standards		

 Programme areas to be developed





**GTPA**  
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## Contact Us

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