**Application for Certified Professional Logistician (CPL)**

Please complete the following form to apply for the CPL Qualification via the Chartered Institute of Logistics and Transport Australia (CILTA).

This form is designed to help you with your submission of detailed documentation in support of your entries under those of the nine 'exposure' areas that you have recorded on the Points Calculator.

You will also need to provide supporting evidence for each listed entry.

**Personal Details:**

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Position: |  |
| Email: |  |
| Contact Phone Number: |  |
| Address for Certificate: |  |

**Exposure Area 1: Current or Recent Supply Chain/Logistics Experience.**

**1. Please select:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2 Years | 3 Years | 4 Years | 5 Years | 6-10 Years | 11 Years + |
| 40 Points | 75 Points | 100 Points | 125 Points | 150 Points | 200 Points |

**2. Please list all related experience:**

|  |  |  |
| --- | --- | --- |
| Position and Organisation | Date *(ie: 2003-2010)* | No. of Years |
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***Examples of experience:*** *3 years in Supply Chain liaison, 5 years as Logistics Officer, 4 years as a Distribution Centre representative, 2 years as a Logistics Consultant, 5 years as a teacher/lecturer of Supply Chain Management or Logistics.*

**3. Please provide further detail of your job roles and how they were logistics/supply chain related**

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| --- |
| **Supporting Documentation Provided:** |
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***Examples of supporting evidence to be provided:*** *Resume with details of referees, job description(s)/position statement(s), certified by an accompanying letter from relevant employer.*

**Exposure Area 2: Current or Recent Supply Chain/Logistics Management Experience**

**1. Please select:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2 Years | 3 Years | 4 Years | 5 Years | 5 Years + |
| 40 Points | 60 Points | 80 Points | 100 Points | 150 Points |

**2. Please list all related management experience:**

|  |  |  |
| --- | --- | --- |
| Position and Organisation | Date *(ie: 2003-2010)* | No. of Years |
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***Examples of management experience:*** *6 years as Logistics Manager, 3 years as Supply Chain Team Leader, 4 years as Distribution Centre Manager.*

**3. Please provide further detail of your supply chain/logistics management experience:**

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| --- |
| **Supporting Documentation Provided:** |
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***Examples of supporting evidence to be provided:*** *Resume with details of related referees, job description(s)/position statement(s) certified by an accompanying letter from relevant employer.*

**Exposure Area 3: Higher Education in Supply Chain/Logistics Management or Related Discipline.**

**1. Please select:**

|  |  |
| --- | --- |
| [ ]  Graduate Certificate | 70 Points |
| [ ]  Bachelor Degree / Graduate Diploma | 100 Points |
| [ ]  MBA / Masters | 150 Points |
| [ ]  PHD | 200 Points |
| [ ]  Not Applicable |  |

**2. Please list:**

|  |  |
| --- | --- |
| **Name of Education Completed** | **Year Completed** |
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***Examples of educational qualifications:*** *In general terms, a university provided award or equivalent international qualification in logistics or inventory/supply chain management, such as a Bachelor degree including at least one Logistics or Supply Chain Management major, Graduate Certificate or Graduate Diploma in Logistics/Supply Chain Management, Master Degree in Logistics/Supply Chain Management , other Master/MBA Degree that includes courses in logistics, supply chain management or related areas.*

**3. Please ensure evidence is provided for all education listed.**

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| --- |
| **Supporting Documentation Provided:** |
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***Examples of supporting evidence:*** *Official or certified copy of transcript from education provider, listing modules/courses successfully completed as part of award received, together with a certified copy of award (eg Graduate Diploma, Degree).*

**Exposure Area 4A: Vocational Training Programs.**

*Please note that a maximum of 100 points can be gained over areas 4A, B and C.*

**1. Please Select:**

|  |  |
| --- | --- |
| [ ]  Certificate I | 10 Points |
| [ ]  Certificate II | 20 Points |
| [ ]  Certificate III | 30 Points |
| [ ]  Certificate IV | 50 Points |
| [ ]  Vocational Diploma | 70 Points |
| [ ]  Not Applicable |  |

**2. Please list all Vocation Training Programs:**

|  |  |
| --- | --- |
| **Name of Vocational Training Program** | **Year Completed** |
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***Examples of vocational training:*** *In general terms, a Certificate or Diploma provided under the Australian Qualification Framework (AQF) or equivalent international framework in transport and logistics/operations management/international freight forwarding/ transport security/warehousing, storage/frontline management, planning and materials or resource management.*

**3. Please ensure evidence is provided for all vocational training programs listed.**

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| --- |
| **Supporting Documentation Provided:** |
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***Examples of supporting evidence:*** *Official or certified copy of transcript from training provider, listing modules/courses successfully completed as part of award received, together with a certified copy of award (eg Certificate).*

**Exposure Area 4B: Number of Short Training Programs**

*Please note that a maximum of 100 points can be gained over areas 4A, B and C.*

**1. Please Select:**

|  |  |
| --- | --- |
| [ ]  1 Short Course | 10 Points |
| [ ]  2 Short Courses | 20 Points |
| [ ]  3 Short Courses | 30 Points |
| [ ]  4 Short Courses | 40 Points |
| [ ]  5 Short Courses | 50 Points |
| [ ]  6 Short Courses | 60 Points |
| [ ]  7 Short Courses | 70 Points |
| [ ]  8 Short Courses | 80 Points |
| [ ]  9 Short Courses | 90 Points |
| [ ]  10 Short Courses | 100 Points |
| [ ]  Not Applicable |  |

**2. Please list all Short Training Programs:**

|  |  |  |
| --- | --- | --- |
| **Name of Short Training Program** | **Length of Program** | **Year Completed** |
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***Examples of short courses:*** *Short course in logistics/supply chain management/ modal operations (air, road, rail, stevedoring)/ operations and materials management, planning and forecasting.*

**3. Please ensure evidence is provided for all short training programs listed.**

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| --- |
| **Supporting Documentation Provided:** |
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***Examples of supporting evidence: A*** *record of attendance and outcomes.*

**Exposure Area 4C: Number of Intensive Training Programs**

*Please note that a maximum of 100 points can be gained over areas 4A, B and C.*

**1. Please Select:**

|  |  |
| --- | --- |
| [ ]  1 Intensive Training Program | 30 Points |
| [ ]  2 Intensive Training Programs | 60 Points |
| [ ]  3 Intensive Training Programs | 90 Points |
| [ ]  More than 3 Intensive Training Programs | 100 Points |
| [ ]  Not Applicable |  |

**2. Please list all Intensive Training Programs:**

|  |  |  |
| --- | --- | --- |
| **Name of Intensive Training Program** | **Length of Program** | **Year Completed** |
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***Examples of Intensive Training Programs:*** *Intensive program in logistics, supply chain management, operations and materials management, and/or related leadership development program.*

**3. Please ensure evidence is provided for all intensive training programs listed.**

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| --- |
| **Supporting Documentation Provided:** |
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***Examples of supporting evidence:*** *Official or certified copy of transcript from training provider, listing modules/courses successfully completed as part of award received, together with a certified copy of award (eg Certificate).*

**Exposure Area 5: Professional Membership of Supply Chain/Logistics Management Associations.**

**1. Please select:**

|  |  |
| --- | --- |
| [ ]  1 Year | 10 Points |
| [ ]  2 Years | 20 Points |
| [ ]  3 Years | 30 Points |
| [ ]  4 Years | 40 Points |
| [ ]  5 Years | 50 Points |
| [ ]  Not Applicable |  |

**2. Please list your Professional Memberships**

|  |  |  |
| --- | --- | --- |
| **Name of Professional Membership** | **Grade / Level** | **Year Joined** |
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***Example of professional membership:*** *CILTA, LAA, SCLAA, Apics, AITPM.*

**3. Please provide evidence of your Professional Membership**

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| --- |
| **Supporting Documentation Provided:** |
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***Examples of supporting evidence to be provided:*** *Official letter of membership and length of membership from association. Official membership certificate showing join date.*

**Exposure Area 6: Supply Chain/Logistics Management Association Continuing Professional Development (CPD) Activities during the past three years.**

**1. Please Select:**

|  |  |
| --- | --- |
| [ ]  1 CPD Activity | 10 Points |
| [ ]  2 CPD Activities | 20 Points |
| [ ]  3 CPD Activities | 30 Points |
| [ ]  4 CPD Activities | 40 Points |
| [ ]  5 CPD Activities | 50 Points |
| [ ]  6 CPD Activities | 60 Points |
| [ ]  7 CPD Activities | 70 Points |
| [ ]  8 CPD Activities | 80 Points |
| [ ]  9 CPD Activities | 90 Points |
| [ ]  10 CPD Activities | 100 Points |
| [ ]  Not Applicable |  |

**2. Please list all Continuing Professional Development Activity:**

|  |  |
| --- | --- |
| **CPD Activity** | **Date Completed** |
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***Examples of CPD Activity:*** *Industry Conference, Association Conferences, Seminars*

**3. Please ensure evidence is provided for all CPD Activity listed.**

|  |
| --- |
| **Supporting Documentation Provided:** |
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***Examples of supporting evidence to be provided:*** *Conference overview and proof of attendance.*

**Exposure Area 7: Leadership Roles in Supply Chain/Logistics Industry during the past three years.**

**1. Please select:**

|  |  |
| --- | --- |
| [ ]  1 Role | 15 Points |
| [ ]  2 Roles | 30 Points |
| [ ]  3 Roles | 45 Points |
| [ ]  4 Roles | 60 Points |
| [ ]  Not Applicable |  |

**2. Please list your Leadership Roles during the past three years:**

|  |  |
| --- | --- |
| **Leadership Roles:** | **Dates:** |
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***Example of roles:*** *Chair, President, Vice President, Director, Committee Member, and/or Sub Committee Member of Government and/or Non Government entities or project groups.*

**3. Please provide evidence of your Leadership Role:**

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| --- |
| **Supporting Documentation Provided:** |
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***Examples of supporting evidence to be provided:*** *Letter of appointment or reference letter from entity or group chair/president.*

**Exposure Area 8: Industry Participation and Contributions.**

**1. Please Select:**

|  |  |
| --- | --- |
| [ ]  1 Unpublished | 15 Points |
| [ ]  2 Unpublished | 30 Points |
| [ ]  3 Unpublished | 45 Points |
| [ ]  4 Plus Unpublished | 60 Points |
| [ ]  1 Published | 40 Points |
| [ ]  2 Plus Published | 60 Points |
| [ ]  Not Applicable |  |

**2. Please list all Industry Participation and Contributions:**

|  |  |
| --- | --- |
| **Industry Participation and Contribution** | **Date Completed** |
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***Examples of participation:*** *Published work, presentation/speaking engagement, conference chair, breakout leader, judging panel, industry mentor.*

**3. Please ensure evidence is provided for all participation and contributions listed**

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| --- |
| **Supporting Documentation Provided:** |
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***Examples of supporting evidence to be provided:*** *Overview/copy of event paper, etc and proof of participation/contribution therein.*

**Exposure Area 9: Supply Chain/Logistics Recognition/Awards.**

**1. Please select:**

|  |  |
| --- | --- |
| [ ]  1 Award | 25 Points |
| [ ]  2 Awards | 50 Points |
| [ ]  3 Awards | 75 Points |
| [ ]  4 Awards + | 100 Points |
| [ ]  Not Applicable |  |

**2. Please list your Awards:**

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| --- | --- |
| **Awards:** | **Date Received:** |
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***Examples of recognition/awards:*** *Scholarships, study tours, graduation awards, industry award.*

**3. Please provide evidence of your Awards:**

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| **Supporting Documentation Provided:** |
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***Examples of supporting evidence to be provided:*** *Overview of recognition/award and proof of receipt.*

**Further Comments (if applicable)**

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Thank you for submitting your CPL Application via CILTA.

Once submitted your application is sent on to the CILTA Quality Review Panel for approval. If approved at this stage it is then sent to the Transport and Logistics Certification Council for final approval and granting of the CPL Qualification.

**PAYMENT**

**Please accept my application for Certified Passenger Professional $500.00 inc GST**

Payment must be provided with your supporting documentation. A receipt will be issued once payment has been processed.

If your application is not successful, you will be refunded your application fee less a $100.00 administration fee.

**PAYMENT OPTIONS: (A receipt will be issued upon payment)**

[ ]  **Credit Card:**

[ ]  Visa [ ]  Mastercard [ ]  AMEX [2% Surcharge Applies] Amount Authorised: \_\_\_\_\_\_\_\_\_\_

Cardholder Name: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CCV Code:\_\_\_\_\_\_\_\_\_\_\_\_

Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cardholder Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **Direct Deposit:**

Bank: ANZ, Branch: Robina, QLD 4230

Account Name: The Chartered Institute of Logistics and Transport Australia

BSB: 014 536

Account: 193 612 387

[ ]  **Cheque / Money Order:**

 Please make payable to - Chartered Institute of Logistics and Transport Australia

If you have any queries about this process please do not hesitate to contact CILTA National Office:

Wendy Hillman

Professional Development Coordinator

Chartered Institute of Logistics and Transport Australia

E: education@cilta.com.au

P: 1300 68 11 34 / 0459 363 271

Please send your completed application and supporting documentation via either Email or Post. If you are sending by post please do not include any staples on your documents as the entire application will need to be scanned.

Email: education@cilta.com.au

Post: CILTA

PO Box 4594

Robina, QLD 4230