**IST RECOGNITION OF PRIOR LEARNING (RPL) APPLICATION FORM**

This form is required to request entry or progression to a specified membership level of the Institute of Sustainable Trade (IST) where the minimum academic requirements for that level have not been met by formal certification. This form should be completed in BLOCK CAPITALS and submitted together with a cover letter/email and relevant supporting documentation.

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| **APPLICANT DETAILS** | | | |
| Personal data submitted in this form will be securely stored and never shared with a third party in compliance with GDPR regulations. For more on the IEA’s privacy policy, please see irishexporters.ie/privacy-policy/ | | | |
| SURNAME: |  | FIRST NAME: |  |
| EMAIL: |  | PHONE NO.: |  |

**CURRENT IST MEMBERSHIP GRADE (IF APPLICABLE):**

SUSTAINABLE TRADE MANAGER (STM):

SUSTAINABLE TRADE PRACTITIONER (STP):

SUSTAINABLE TRADE ASSOCIATE (STA):

**IST MEMBERSHIP GRADE APPLYING FOR:**

SUSTAINABLE TRADE MANAGER (STM):

SUSTAINABLE TRADE PRACTITIONER (STP):

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| **CURRENT EMPLOYER DETAILS** | | | | | |
| ORGANISATION NAME: |  | | | | |
| TITLE / POSITION: |  | | | | |
| EMPLOYMENT START DATE: |  | | EMPLOYMENT END DATE (IF APPLICABLE): | |  |
|  |  | |  | |  |
| **OTHER INTERNATIONAL TRADE / SUPPLY CHAIN EXPERIENCE** | | | | | |
| ORGANISATION: | |  | | | |
| POSITION: | |  | | | |
| DURATION OF EMPLOYMENT: | |  | | | |
|  | | | | | |
| ORGANISATION: | |  | | | |
| POSITION: | |  | | | |
| DURATION OF EMPLOYMENT: | |  | | | |
| **TOTAL NO. OF YEARS INTERNATIONAL TRADE INDUSTRY EXPERIENCE:** | | | |  | |

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| **FORMAL LEARNING: CERTIFIED EDUCATION AND TRAINING** | |
| INSTITUTION: |  |
| TITLE OF QUALIFICATION: |  |
| NFQ LEVEL (IF APPLICABLE): |  |
| DURATION OF COURSE: |  |
| YEAR OF GRADUATION: |  |
|  | |
| INSTITUTION: |  |
| TITLE OF QUALIFICATION: |  |
| NFQ LEVEL (IF APPLICABLE): |  |
| DURATION OF COURSE: |  |
| YEAR OF GRADUATION |  |
|  | |
| INSTITUTION: |  |
| TITLE OF QUALIFICATION: |  |
| NFQ LEVEL (IF APPLICABLE): |  |
| DURATION OF COURSE: |  |
| YEAR OF GRADUATION: |  |

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| PLEASE PROVIDE A SUMMARY OF ANY INDUSTRY-RELEVANT **NON-FORMAL LEARNING** SUCH AS UNCERTIFIED TRAINING COURSES, CPD OR SELF-STUDY:  Please attach supporting documentation where available |
|  |
| PLEASE PROVIDE A SUMMARY OF ANY INDUSTRY-RELEVANT **INFORMAL LEARNING** SUCH AS WORK PORTFOLIOS, ACHIEVEMENTS OR PRACTICE:  Please attach supporting documentation where available |
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| **DECLARATION** | |
| I CONFIRM THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION I HAVE SUBMITTED IN THIS APPLICATION FORM AND ANY SUPPORTING DOCUMENTATION IS ACCURATE AND TRUTHFUL. | |
| SIGNATURE: |  |
| DATE: |  |

This application and all supporting documents will be reviewed by the IST Curriculum, Quality and Standards Committee following the IST’s RPL Policy Guidelines to ensure all applications are assessed in a fair and transparent manner. The outcome of the application will be communicated to the applicant by email no later than four weeks after all relevant documentation is received.

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| **FOR IST CURRICULUM, QUALITY AND STANDARDS COMMITTEE USE ONLY** | |
| LEVEL APPLIED FOR: |  |
| SUPPORTING DOCUMENTATION RECEIVED: | YES  NO |
|  | |
| SUFFICIENT EVIDENCE OF FORMAL LEARNING TO MEET MEMBERSHIP LEVEL ENTRY REQUIREMENTS: | YES  NO |
| SUFFICIENT EVIDENCE OF NON-FORMAL LEARNING TO MEET MEMBERSHIP LEVEL ENTRY REQUIREMENTS: | YES  NO |
| SUFFICIENT EVIDENCE OF INFORMAL LEARNING TO MEET MEMBERSHIP LEVEL ENTRY REQUIREMENTS: | YES  NO |
|  | |
| APPLICATION APPROVED? \* | YES  NO |
| \*A MINIMUM OF ONE OF FORMAL, NON-FORMAL OR INFORMAL LEARNING ACHIEVEMENTS APPROPRIRATE TO THE MEMBERSHIP LEVEL MUST BE DEMONSTRATED. | |