

# STEPS TO become A CPL

Logistics Association of Australia Limited

ACN 003 147 082 • ABN 27 003 147 082

PO Box 1265, Parramatta, NSW 2124

Telephone: (02) 9635 3422 or 1300 651 911

Facsimile: (02) 9635 3466

Email: [admin@laa.asn.au](mailto:admin@laa.asn.au) Website: [www.laa.asn.au](http://www.laa.asn.au)

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## CHECKLIST

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- Have you read all of the available material?
- Have you completed 'Calculate your Points' to a minimum of 400 points?
- Have you completed your Profile Document?
- Have you completed your Criteria Document?
- Is the required Supporting Evidence attached?
- Is the required Supporting Evidence Certified according to the requirements of each criteria?
- Have you made your payment of \$500?

## COMPLIMENTARY MEMBERSHIP

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### *Are you a member of the LAA?*

If not already a member, a successful applicant will be granted complimentary LAA Ltd membership for the remainder of the financial year in which their application is submitted.

For more information please call on 1300 651 911 or email [admin@laa.asn.au](mailto:admin@laa.asn.au).



## LAA REFUND POLICY FOR CPL APPLICATIONS

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An applicant must pay their \$500.00 before they are assessed.

If the applicant is assessed as not having met the required level:

- a) the LAA will communicate to the applicant the various options in achieving the correct level of assessment
- b) the LAA will work with the applicant to be reassessed once the required level/data etc has been achieved.
- c) If the applicant cannot resubmit or does not want to resubmit then a charge of \$100.00 administration fee will be incurred and a refund of \$400.00 will be given.

If the applicant has been charged an administration fee of \$100 due to ineligibility or withdrawing their CPL application, they may resubmit their application at the reduced cost of \$400 during a period not exceeding 6 calendar months from the date of the initial application.

If the applicant has been charged an administration fee and is re-submitting their application at a time beyond 6 calendar months after their last submission, the full application fee amount of \$500.00 is payable.

If not already a member, a successful applicant will be granted complimentary LAA Ltd membership for the remainder of the financial year in which their application is submitted.

## STEP 1 - CALCULATE YOUR POINTS

### Calculate your indicative points.

Using the Indicative Points Table below, calculate your points to the value of a minimum 400 using the criteria areas 1-9. This is the minimum requirement to proceed.

<p>1. Current or Recent Logistics Experience:</p> <table border="0"> <thead> <tr> <th>Years</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>40</td> </tr> <tr> <td>3</td> <td>75</td> </tr> <tr> <td>4</td> <td>100</td> </tr> <tr> <td>5</td> <td>125</td> </tr> <tr> <td>6-10</td> <td>150</td> </tr> <tr> <td>11 plus</td> <td>200</td> </tr> </tbody> </table>	Years	Points	2	40	3	75	4	100	5	125	6-10	150	11 plus	200	<p>6. Logistics Management Association Continuing Professional Development Activities during the past 3 years</p> <table border="0"> <thead> <tr> <th>Number</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10</td> </tr> <tr> <td>2</td> <td>20</td> </tr> <tr> <td>3</td> <td>30</td> </tr> <tr> <td>4</td> <td>40</td> </tr> <tr> <td>5</td> <td>50</td> </tr> <tr> <td>6</td> <td>60</td> </tr> <tr> <td>7</td> <td>70</td> </tr> <tr> <td>8</td> <td>80</td> </tr> <tr> <td>9</td> <td>90</td> </tr> <tr> <td>10 plus</td> <td>100</td> </tr> </tbody> </table>	Number	Points	1	10	2	20	3	30	4	40	5	50	6	60	7	70	8	80	9	90	10 plus	100
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**Do you meet the minimum criteria of 400 points? If so, proceed to Step 2.**



## STEP 2 - COMPLETE YOUR FULL PROFILE

**Complete your Full Profile then Proceed to Step 3**

Are you a member of the LAA?

YES

NO

First Name:

Last Name:

Prefix:

DOB:

Gender:

Email Address:

Telephone:

Fax:

Mobile:

Personal Website or Blog:

Primary Citizenship:

Valid Work Visa With:

Languages Spoken:

Disability Status:

Indigenous Status:

### **Principle Address**

Level/Suite:

Street Address:

Postcode/Zipcode:

Suburb:

Country:

State/Province:

### **Postal Address (If different to above)**

Level/Suite:

Street Address:

Suburb:

State/Province:

Postcode/Zipcode:

Country:

### **Employment Status**

Employment Status:

Industry Type:



## STEP 2 - COMPLETE YOUR FULL PROFILE

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### Employment History

Organisation Name:

Position:

Period of Employment:

Job Responsibilities:

### Education History

Edu. Institute Name:

Edu. Qualification:

Edu. Subject Major:

Edu. Year Completed:

### Professional Memberships

Professional Body:

Year Joined:

### Professional Contributions

Description of Contribution:

Date Completed:



## STEP 3: CPL CRITERIA & SUPPORTING DOCUMENTS

- a. You will need to specify and describe your criteria according to your calculated points criteria selected in Step 1.
- b. You will need to provide supporting evidence as described in each criteria list including certification witness requirements.

### 1. Current or Recent Logistics Experience

**Examples of Experience:** 6 years as Distribution and Warehouse Manager, 3 years as Warehouse Team Leader, 2 years as a Purchasing Officer, 2 years as a Warehouse Assistant, 5 years as a Teacher/Lecturer of Logistics Management.

**Examples of evidence to be attached:** resume with details of referees, job description(s)/position statement(s), certified by an accompanying letter from relevant employer.

Describe Briefly \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Current or Recent Logistics Management Experience

**Examples of Management experience:** 6 years as Distribution and Warehouse Manager, 3 years as Warehouse Team Leader.

**Examples of evidence to be attached:** resume with details of related referees, job description(s)/position statement(s) certified by an accompanying letter from relevant employer.

Describe Briefly \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. Formal Education in Logistics Management or Related Discipline

**Examples of Formal Education:** Bachelor of Business/Commerce with or without a Logistics Management Major, Post Graduate Certificate in a Logistics Management area (e.g. Warehousing, Purchasing, Transport, Operations Management, etc), Post Graduate Diploma/Masters/MBA majoring in Logistics Management area (e.g. Warehousing, Purchasing, Transport, Operations Management, etc).

**Examples of evidence to be attached:** Official or certified copy of transcript from education provider listing modules/subjects successfully completed as part of award received, together with a certified copy of award (i.e. Diploma, Degree, etc). (*Witnessed by a JP*)

Describe Briefly \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4. TAFE/University or equivalent Executive Programs in Logistics Management

**Example of Executive Programs:** Supply Chain Executive Development Program.

**Examples of evidence to be attached:** program overview and proof of attendance/graduation certificate. (*Witnessed by a JP*)

Describe Briefly \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## STEP 3: CPL CRITERIA & SUPPORTING DOCUMENTS

### 5. Professional Membership of Logistics Management Associations

**Example of Professional Membership:** LAA, APICS.

**Examples of evidence to be attached:** official letter (incl. length) of Membership from Association.

Describe Briefly \_\_\_\_\_

### 6.a Logistics Management Association Continuing Professional Development Activities During The Past Three Years

#### Annual Education / Management Conferences

**Examples of programs:** Industry Conference, Association Conferences, Seminars

**Examples of evidence to be attached:** program overview and proof of attendance - receipt or association print out.

Describe Briefly \_\_\_\_\_

### 6.b Association Education Programmes

Describe Briefly \_\_\_\_\_

### 6.c Association Social Talk Seminars

Describe Briefly \_\_\_\_\_

### 7. Leadership Roles In Logistics Industry During The Past Three Years

**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 .

**Examples of evidence to be attached:** Letter of appointment or reference letter from entity or group chair/president

Describe Briefly \_\_\_\_\_

### 8. Logistics-related Industry Participation and Contributions (non company contributions)

**Examples of Participation:** Published Work, Presentation/Speaking engagement, Conference Chair, Breakout Leader, Judging Panel, Industry Mentor.

**Examples of evidence to be attached:** overview/copy of event paper, etc and proof of participation/ contribution therein. How many?

Describe Briefly \_\_\_\_\_



## STEP 3: CPL CRITERIA & SUPPORTING DOCUMENTS

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### 9. Logistics Recognition/Awards

Examples of Recognition/Awards: Scholarships, Study Tours (e.g. LAA's Logistics Development Award), Graduation Awards, Industry Award. How many?

Examples of evidence to be attached: overview of recognition/award and proof of receipt.

Describe Briefly \_\_\_\_\_  
\_\_\_\_\_

## CHECK BEFORE PROCEEDING

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- Have you specified and described your criteria?
  
- Have you provided the supporting documents for that criteria?
  
- Have the supporting documents been certified according to the requirements of each criteria?



## STEP 4: SUBMISSION AND PAYMENT

I, \_\_\_\_\_ wish to submit my application for CPL accreditation.

I have completed all of the information requirements according to the checklist.

I have read and agree to be bound by the LAA refund policy for CPL applications.

I have read and agree to be bound by the CPL Code of Conduct.

Signed. \_\_\_\_\_ Date \_\_\_\_\_

Cheque for: \$500.00 payable to Logistics Association of Australia Limited is enclosed

Please charge: \$500.00 to my credit card (a 3% credit card fee applies to all credit card transactions)

Type of credit card: *(please circle)*      Mastercard      Visa      AMEX      Diners Card

Name on credit card: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Card holder's signature: \_\_\_\_\_

Credit card number: | | | | - | | | - | | | - | | | |

I have electronically transferred \$500 to:      Account Name: Logistics Association of Australia Ltd  
BSB: 332 053  
Account Number: 100025627  
Reference: Surname and Company



## CPL CODE OF CONDUCT

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Certified Professional Logisticians (CPLs) shall at all times:

1. Seek to uphold and enhance the integrity and professionalism of the transport and logistics industry.
2. Be responsible for the welfare, health and safety of their employees and the community in general, before their private interest.
3. Continue their professional development throughout their careers and actively assist and encourage fellow professionals, whether CPLs or not, to advance their knowledge and expertise.
4. Strive to serve the interest of their employers loyally and without compromising professional integrity or ethics.
5. Ensure that they carry out their duties in such a way as to promote a professional image of their organisation, the Logistics profession, and industry.
6. Build their professional reputation on merit and only compete in a fair manner, thus encouraging fair competition between transport modes.
7. Promote actively international understanding, goodwill and co-operation among professionals in logistics and supply chain management disciplines.

### Logistics Association of Australia Limited

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