

# STEP ACCREDITATION OF PRIOR CERTIFICATED LEARNING

## Application form

Complete this application in order to apply for 30 Entry Level credits to progress towards the Diploma Level of study and advance through the STEP membership categories.  
Please read the guidance on completing this form, available at [www.clint.com/stepentrylevel](http://www.clint.com/stepentrylevel)

Please complete in **BLOCK CAPITALS**

### 1. Personal Details

Title (e.g. Mr/Mrs): \_\_\_\_\_

First Name(s): \_\_\_\_\_

Family Name(s): \_\_\_\_\_

Gender:  Male  Female

Date of Birth (optional):

Current Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_

County: \_\_\_\_\_

Country: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number (Preferred): \_\_\_\_\_

Telephone Number (Alternative): \_\_\_\_\_

Email: \_\_\_\_\_

### 2. Employment Details

Employer: \_\_\_\_\_

Employer Contact Name: \_\_\_\_\_

Employer Contact Job Title: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Town/City: \_\_\_\_\_

County: \_\_\_\_\_

Country: \_\_\_\_\_

Postcode: \_\_\_\_\_

Employer Contact Email: \_\_\_\_\_

Employer Contact Telephone Number: \_\_\_\_\_

### For office use only

### 3. Details of Prior Certificated Learning

If your prior qualification(s) is/are on the table listing those qualifications already confirmed as meeting APCL requirements [[www.clint.com/stepentrylevel](http://www.clint.com/stepentrylevel)] please complete only the Name of Award, Awarding Body and Date of Award.

1. Name of Award: \_\_\_\_\_

Awarding Body: \_\_\_\_\_

Date of Award: \_\_\_\_\_

**Please attach your qualification completion certificate (or other supporting evidence) to this form.**

What was the duration of the course (from enrolment to final examination/assignment submission)?

Approximately how many study hours were involved and how were these spent (e.g. face-to-face teaching, personal study)?

If there was an assignment/coursework component, describe the type of question set (e.g. case study) and state how many words were required.

If there was an examination component, describe the length of the examination and the type(s) of question asked, e.g. discursive essay-style questions, legal problem-solving scenarios, tax computations, MCQs, etc.

## 3. Details of Prior Certificated Learning

2. Name of Award:

Awarding Body:

Date of Award:

**Please attach your qualification completion certificate (or other supporting evidence) to this form.**

What was the duration of the course (from enrolment to final examination/assignment submission)?

Approximately how many study hours were involved and how were these spent (e.g. face-to-face teaching, personal study)?

If there was an assignment/coursework component, describe the type of question set (e.g. case study) and state how many words were required.

If there was an examination component, describe the length of the examination and the type(s) of question asked, e.g. discursive essay-style questions, legal problem-solving scenarios, tax computations, MCQs, etc.

## 4. Payment Method

The fee for making an APCL application is £50 plus UK VAT

**Please tick the appropriate box**

- Please invoice me at my home address  
 Please invoice my employer

**Please ensure all fields below are completed**

Invoice contact name:

Invoice telephone number:

Employer VAT number:

- I wish to pay by credit/debit card

Please note to comply with the PCIDSS policy all card details must be supplied to CLT International via telephone. In order for the Client Services team to contact you regarding payment, please provide the relevant contact information for the cardholder/supplier below:

Full Name:

Contact Number:

- I enclose a cheque/bankers draft made payable to Wilmington Shared Services

Account Name: Wilmington Shared Services Ltd

Receipts Bank: Barclays Bank PLC

Sort Code: 20-20-70

Account No: 63867870

Bank Swift: BARCGB22

Please supply a remittance advice with payments quoting the invoice number. All cheque payments to be made payable to Wilmington Shared Services Ltd and sent to Accounts receivable, Beechwood House, 2-3 Commercial Way, Christy Close, Southfields, Basildon SS15 6EF.

All payment must be made in pounds sterling.

## 5. Data Protection

CLT International and STEP are committed to protecting the privacy and security of your personal information. By signing this document, you confirm that you have read, understood, and agree to CLT International's Privacy Policy which describes how CLT International and STEP collect and use personal information about you in accordance with data protection law. Please visit [www.cltint.com/our-privacy-policy](http://www.cltint.com/our-privacy-policy) and [www.step.org/privacy-notice](http://www.step.org/privacy-notice) to find out more.

Signature of Applicant:

Date:

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### To return this form

#### By Post:

CLT International, Fort Dunlop  
6th Floor, Fort Parkway, Birmingham B24 9FD

**By Email:** [cltinternational@centlaw.com](mailto:cltinternational@centlaw.com)

