

STEP Accreditation of Prior Experiential Learning

Application Form

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.

Visit www.cltint.com/privacy-policy and www.step.org/privacy-notice to find out more.

Please return the completed form to cltinternational@centlaw.com

Complete the form in English and type or print in **BLOCK LETTERS**

Complete this application to apply for 30 Entry Level towards STEP membership and progress towards studying at Diploma Level. This form cannot be accepted and your application will not be reviewed until payment has been received. The application fee of £50 + UK VAT can be paid at www.cltint.com.

Please provide the order number given on receipt of payment in the box below:

1. Personal Details

Title: _____ First Name: _____
Last Name: _____ Email Address: _____
Signature _____

2. Details of Current Experiential Learning

Complete this section if you are currently working in a relevant role. If you have been working in this role for over 12 months, you do not need to complete section 3 overleaf.

If you are not currently working in a relevant role, but have been within the last 12 months, please leave this section blank and complete section 3 overleaf regarding your prior relevant experience.

Key job responsibilities (list between 3–5):

Employer: _____

Address: _____

Town/City: _____

County/Country: _____

Postcode/Zip: _____

Industry sector: _____

Department: _____

Job role/title: _____

Dates job held: _____

Reported to (job title): _____

Briefly list the core activities carried out under each job responsibility (as listed above):

Briefly list the core activities carried out under each job:

3. Details of Prior Experiential Learning

Complete this section to give us information about your previous role.

You do not need to complete this section if you have completed section 2 and have been working in the specified role for at least 12 months.

Employer: _____

Address: _____

Town/City: _____

County/Country: _____

Postcode/Zip: _____

Industry sector: _____

Department: _____

Job role/title: _____

Dates job held: _____

Reported to (job title): _____

Key job responsibilities (list between 3–5):

Briefly list the core activities carried out under each job responsibility (as listed above):

Briefly list the core activities carried out under each job:

4. Referee

This section must be completed in full and signed and dated by your chosen referee. Your referee should have known you in a professional capacity during the relevant period and have supervised your work or be a STEP member. They are confirming your technical competence as detailed above.

I can confirm that: _____ has proven their technical competence as detailed in this form.

Signature: _____ Date: _____

Name: _____ Job title: _____

Professional Relationship to Applicant: _____ Company/Business Name: _____

Email: _____ Telephone Number: _____

STEP membership number (if applicable): _____