# Instructions

* *This form captures information on an applicant’s lean roles, achievements and qualifications that will be used as part of the Level 2 Approved Prior Learning & Experience assessment process.*
* *Please refer to the Guidance Notes document before completing and submitting.*
* *Add text under each category in each section; append or add further pages if necessary.*
* *Note that your ‘Responsibilities & Achievements’ in employment roles should be lean/CI related.*
* *Send the completed form as an MS Word document (plus any attachments) to:* *membership@leancompetency.org* *[State in your covering email the number and nature of the documents you are submitting]*



**The LCS is a licenced service of Cardiff University**

# LCS Level

**State the LCS Level to which you are applying:**  Choose an item.

*Refer to the L2 application guidance document and the document* [L2 and L3 competency profile guide](http://www.leancompetency.org/wp-content/uploads/2015/05/L2-and-L3-competency-profile-guidance-1602.1.pdf)

# Personal InformatioN

|  |  |
| --- | --- |
| Name | Telephone |
| Click here to enter text. | Click here to enter text. |
| Home Address | Email |
| Click here to enter text. | Click here to enter text. |

# Current Employer

|  |  |
| --- | --- |
| Company | Date Joined |
| Click here to enter text. | Click here to enter text. |
| Address | ROLE |
| Click here to enter text. | Click here to enter text. |
| Responsibilities & Achievements |
| Click here to enter text. |

## Current Employer – Previous Roles

|  |  |
| --- | --- |
| Previous Role 1 | Dates |
| Click here to enter text. | Click here to enter text. |
| Responsibilities & Achievements |
| Click here to enter text. |

|  |  |
| --- | --- |
| Previous Role 2 | Dates |
| Click here to enter text. | Click here to enter text. |
| Responsibilities & Achievements |
| Click here to enter text. |

# Previous Employment

|  |  |
| --- | --- |
| Company 2 | Dates |
| Click here to enter text. | Click here to enter text. |
| Responsibilities & Achievements |
| Click here to enter text. |

|  |  |
| --- | --- |
| Company 3 | Dates |
| Click here to enter text. | Click here to enter text. |
| Responsibilities & Achievements |
| Click here to enter text. |
| Company 4 | Dates |
| Click here to enter text. | Click here to enter text. |
| Responsibilities & Achievements |
| Click here to enter text. |
| Company 5 | Dates |
| Click here to enter text. | Click here to enter text. |
| Responsibilities & Achievements |
| Click here to enter text. |

# Education & Training

|  |  |  |  |
| --- | --- | --- | --- |
| Course Details & Award[[1]](#footnote-1) | Provider | Date | Certificate attached |
| 1 | Click here to enter text. | Click here to enter text. | Date | Choose an item. |
| 2 | Click here to enter text. | Click here to enter text. | Date | Choose an item. |
| 3 | Click here to enter text. | Click here to enter text. | Date | Choose an item. |
| 4 | Click here to enter text. | Click here to enter text. | Date | Choose an item. |
| 5 | Click here to enter text. | Click here to enter text. | Date | Choose an item. |
|  |
| Other Learning*Provide details of other relevant learning activity undertaken not covered above (eg less formal, learning-by-doing, self-directed study etc).* |
| Click here to enter text. |

# Statement

*Provide a statement summarising how your lean knowledge and practical experience meets the Level 2 criteria (no more than 250 words). See Section 7 of the Guidance Notes 1 for a description of LCS Level 2 competence.*

Click here to enter text.

# References

*List two references that may be contacted to support your application.*

|  |  |  |
| --- | --- | --- |
| Name | Connection/Relationship | Email |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

# Declaration

*I apply for LCS Level 2 certification via the Approved Prior Learning and Experience route. I confirm that the information contained in this application is accurate.*

*[Use image or electronic signature]*

|  |  |
| --- | --- |
| **Signed** | **or electronic signature**Click here to enter text. |

|  |
| --- |
| **Date**: Click here to enter text. |

# Checklist

|  |
| --- |
|[ ]  *Two case studies attached/appended* |
|[ ]  *Two references listed* |
|[ ]  *Certificates attached/appended (if applicable)* |
|[ ]  *Application signed and dated* |

1. *If applicable* [↑](#footnote-ref-1)