



CILT(UK) Level 2 Certificate in Logistics and Transport

Syllabus

CILT(UK) Level 2 Certificate in Logistics and Transport Syllabus

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Contents

Introduction	3
Qualification Objectives	3
Target Audience	3
Structure and Content	4
Mandatory Units	4
Option Units	4
Unit Standards.....	5
Guided Learning Hours (GLH).....	6
Credit Value	6
Study Options	7
Assessment	8
Institute Assessment Route	8
Centre Assessment Route.....	8
Recognition of Prior Learning (RPL)	9
Learner Registration	10
Registration Period.....	10
Registration Extensions.....	10
Membership	11
Learner Affiliate Membership.....	11
Membership Eligibility	12
Progression.....	13
Appendix A – CILT(UK) Grading	14

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Introduction

Qualification Objectives

The CILT(UK) Level 2 Certificate in Logistics and Transport offers a broad understanding of the principles, applications and concepts of logistics and transport industry. It gives Learners the opportunity to focus on an area of specialism to gain introductory knowledge of their professional sector.

Target Audience

The CILT(UK) Level 2 Certificate in Logistics and Transport is designed for new entrants to the logistics and transport sector and is suitable for front line and supervisory staff working in the industry.

This is an open access qualification, although Learners would benefit from having some prior knowledge of logistics and transport operations and an awareness of the main principles of the industry.

Structure and Content

To achieve this qualification Learners must complete two mandatory and two option units from a choice of six, as detailed below.

Mandatory Units

- **M1-L2 Introduction to Logistics**

This unit is designed to introduce Learners to the concept of logistics in its widest sense and to some of the general practices that are important in every part of the logistics working environment. Introduction to Logistics covers people in the working environment, sustainability and the environment and communications technology.

- **M2-L2 Introduction to Customer Service and Marketing**

This unit introduces Learners to the main principles of customer service and marketing in a logistics and transport environment. Learners will study the customer processes with particular focus on retaining customers and developing effective relationships with them.

The unit comprises of the concept of the market, market segmentation and the importance of understanding customer requirements. Learners are also introduced to the concepts of developing a marketing plan, market research and the influence of the external environment on marketing.

Option Units

- **O1-L2 Introduction to Freight Transport Services**

This unit introduces Learners to freight transport services. The unit covers: transport and freight movements; freight transport characteristics; the organisational structure of the industry and freight transport costs and charges.

- **O2-L2 Introduction to Passenger Transport Services**

This unit provides an introduction to passenger transport services. It covers transport and passenger movements; characteristics; structures and organisations in the passenger transport industry and passenger transport costs.

- **O3-L2 Introduction to Warehousing and Inventory**

This unit is designed to introduce Learners to the concept of warehousing and inventory and its place in a supply chain. The unit covers such topics as: storage and materials handling, warehousing principles and processes and managing inventory.

- **O4-L2 Introduction to Purchasing**

This unit introduces Learners to the concept of procurement. The process of procurement is having an increasing influence on the profitability and competitive advantage of organisations today and this unit emphasises the need to achieve a professional procurement function. The introduction to purchasing will examine the scope of purchasing; sourcing and contract law; progress monitoring; control and global sourcing.

- **O5-L2 Introduction to Planning and Operation of Freight Transport**

This unit is designed to introduce Learners to the systems and mechanisms used in planning, organising and operating of freight transport in local, regional, national and international operations. The unit includes: route planning and scheduling; collection storage and distribution centres; mechanisms for controlling operations; regulation and enforcement of freight transport.

- **O6-L2 Introduction to Planning and Operating Passenger Transport**

This unit is designed to introduce Learners to the systems and mechanisms used in planning, organising and operating passenger transport in local, regional, national and international operations. The unit covers planning passenger transport: route planning and passenger transport scheduling; interchanges and terminals; mechanisms for controlling operations and regulation and enforcement of passenger transport.

Unit Standards

Standard documents outlining the Learning Outcomes and associated Assessment Criteria for each unit of this qualification are available on request from the Awarding Organisation on 01536 740170 or alternatively by emailing ao@ciltuk.org.uk.

Guided Learning Hours (GLH)

Unit	GLH
M1-L2 Introduction to Logistics	40
M2-L2 Introduction to Customer Service and Marketing	40
O1-L2 Introduction to Freight Transport Services	40
O2-L2 Introduction to Passenger Transport Services	40
O3-L2 Introduction to Warehousing and Inventory	40
O4-L2 Introduction to Purchasing	40
O5-L2 Introduction to Planning and Operation of Freight Transport	40
O6-L2 Introduction to Planning and Operating Passenger Transport	40

The total GLH for this qualification, made up of two mandatory units and two option units, is 160 hours.

Credit Value

This qualification is available on the National Qualifications Framework (NQF) and the Qualifications Credit Framework (QCF) and the assessment method will depend on the chosen qualification framework. Further details on this can be found at Assessment section of this document.

For the QCF qualifications each unit has a credit value as detailed in the table below:

Unit	Credit Value for QCF
M1-L2 Introduction to Logistics	5
M2-L2 Introduction to Customer Service and Marketing	5
O1-L2 Introduction to Freight Transport Services	5
O2-L2 Introduction to Passenger Transport Services	5
O3-L2 Introduction to Warehousing and Inventory	5
O4-L2 Introduction to Purchasing	5
O5-L2 Introduction to Planning and Operation of Freight Transport	5
O6-L2 Introduction to Planning and Operating Passenger Transport	5

The total credit value for this qualification, made up of four units, is 20.

Study Options

This qualification is delivered by a network of Centres, and is available to study by a variety of routes, including: distance learning, classroom taught courses and blended learning.

For more information on the study options available please contact the Awarding Organisation on ao@ciltuk.org.uk or alternatively, visit the CILT(UK) web site at www.ciltuk.org.uk for a list of Centres.

Assessment

This qualification is available on the National Qualifications Framework (NQF), if assessed via the Institute Assessment Route (IAR); or the Qualifications Credit Framework (QCF), if assessed via the Centre Assessment Route (CAR). Further information on each of these assessment routes is detailed below.

Institute Assessment Route

The Institute Assessment Route requires Learners to pass examinations and/or assignments that are set, marked and moderated by the Awarding Organisation. Full details on the IAR for this qualification are detailed below:

Learners must sit and pass one examination for each of the four units necessary to complete this qualification, as detailed below:

- 1 hour examination that consists of 15 multiple choice questions and 15 questions that require an answer in the form of short sentences, or a simple calculation.

The overall pass mark for each examination is 50%.

Centre Assessment Route

The Centre Assessment Route requires Learners to complete assessment that is designed, assessed and internally verified by the Centre; which is approved by the Awarding Organisation.

As such, assessment methods will vary from Centre to Centre; however, to achieve this qualification Learners must provide evidence that successfully demonstrates achievement of all of the learning outcomes and associated assessment criteria for the mandatory units and for their chosen option unit.

For further details on the CAR, Learners should contact their chosen Centre.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is where a Learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding and/or skills they already possess and therefore do not need to develop these through further learning.

Some Centres may offer RPL to the Learners, providing they can demonstrate that they have achieved the required criteria by the appropriate assessment method. This evidence can take a variety of forms, including: other qualifications, work records or witness testimony. Learners are only able to claim a maximum of 50% of this qualification by RPL.

For further details on the availability of RPL, Learners should contact their chosen Centre.

Grading

This qualification is graded on a scale of A* - D, further details can be found at Appendix A of this document.

Learner Registration

Registration Period

The registration period is the time in which a Learner is registered onto the qualification and in which they must complete this. For this qualification the registration period is two years.

Registration Extensions

At the end of the registration period all Learners will be withdrawn from the relevant qualification and their complimentary Learner Affiliate membership (as detailed in the section overleaf) will be ceased. However, if an extension is required, Centres must contact the Awarding Organisation to request this. Extensions may be granted on a 6 month basis and will be granted up to a maximum of 18 months. If after this period a Learner has not completed, but wishes to continue, then the Centre will have to register the Learner again as detailed above.

Membership

Learner Affiliate Membership

Upon registration all CILT(UK) Learners will receive complimentary Learner Affiliate membership of CILT(UK) and will remain so for the entire duration of their study within their registration period. This will give them privileged access to a range of benefits and services designed to help and support them throughout their studies and future careers, as detailed below. If Learners are already members of CILT(UK), they will retain their existing member grade.

- **The Knowledge Centre** – Access to the only information resource a Learner will need - journals, reports, research and benchmarking available online and in hard copy (hard copies only available in the UK), which will prove invaluable when researching, revising and writing subject matter.
- **Webshop** – Benefits from discounts on over 180 publications, which can be purchased through the Webshop.
- **CPD Online** – An online tool to help Learners identify their development needs, detail their plans and how these can be met during their study.
- **Careers Service** – Learners can access a specialist website offering a vast range of invaluable careers advice and have unlimited telephone and email access to a dedicated careers consultant.
- **Focus Magazine** – Monthly online copies of the leading magazine covering disciplines of logistics, passenger transport, transport planning and supply chain management - each issue is full of topical articles, reports and case studies, which will help with much of the research.
- **Weekly News Bulletin** – A weekly e-newsletter delivering the most up to date industry news, for each of the Learner's selected Professional Sectors, direct to their PC.
- **Legal Service** - Access to a legal advice helpline to answer both personal and commercial issues, 24 hours a day, 365 days a year.
- **Events** - Engage with a wealth of knowledge and information, plus network with professionals at the renowned CILT Annual Conference, lecture series and specialised events.

Membership Eligibility

Membership of CILT(UK) gives access to a unique range of benefits and unbeatable services designed to support individuals, personally and professionally, throughout their career.

Upon successful completion of the Level 2 Certificate in Logistics and Transport Learners may apply for Affiliate membership or a higher grade, if they possess the necessary qualifications and/or experience.

For further details on applying for membership please refer to the membership section of the website at www.ciltuk.org.uk or alternatively contact the Membership Services Department on 01536 740104 or by emailing membership@ciltuk.org.uk.

Progression

Learners can progress from the CILT(UK) Level 2 Certificate in Logistics and Transport onto any of the CILT(UK) Level 3 qualifications, the full suite of which is detailed below:

- CILT(UK) Level 3 Award in Local Authority Passenger Transport Planning and Provision
- CILT(UK) Level 3 Award in Green Logistics
- CILT(UK) Level 3 Award in Global Logistics
- CILT(UK) Level 3 Award in Port Operations
- CILT(UK) Level 3 Award in Warehousing
- CILT(UK) Level 3 Certificate in Local Authority Passenger Transport Planning and Provision
- CILT(UK) Level 3 Certificate in Green Logistics
- CILT(UK) Level 3 Certificate in Global Logistics
- CILT(UK) Level 3 Certificate in Port Operations
- CILT(UK) Level 3 Certificate in Logistics and Transport

For further information please contact the Awarding Organisation on 01536 740170 or alternatively by emailing ao@ciltuk.org.uk.

Appendix A – CILT(UK) Grading

Grade	Characteristics	
	Institute Assessment Route	Centre Assessment Route
A* Demonstration of outcomes is to a very high level.	85% and over.	<ul style="list-style-type: none"> There is more than sufficient evidence in all areas and the work demonstrates knowledge, understanding and application that are well above the normally expected in all areas.
A Demonstration of outcomes is to a much higher than minimum acceptable level.	70% - 84%.	<ul style="list-style-type: none"> There is more than sufficient evidence that most key issues are understood with accurate facts and thorough analysis taken to logical conclusions. The evidence shows a perceptive and critical approach and is properly presented, well-structured and clearly expressed.
B Demonstration of outcomes is to a higher than minimum acceptable level.	60% - 69%.	<ul style="list-style-type: none"> There is more than sufficient evidence that many key issues are understood, facts are correct and that a balanced and objective approach is taken. There may be some weaknesses in the application of theory or drawing of inappropriate conclusions.
C Demonstration of outcomes is to a minimum acceptable level.	50% - 59%.	<ul style="list-style-type: none"> There is evidence that some key issues are understood and that theoretical background has mostly been correctly and accurately applied. Evidence in some minor aspects may be limited, demonstrate gaps or errors in factual knowledge or inappropriate application to the situation.
D Unsatisfactory demonstration of outcomes.	49% and below.	<ul style="list-style-type: none"> Insufficient evidence is presented or evidence that is presented is irrelevant, inaccurate, wrongly interpreted, or demonstrates lack of understanding of essential theoretical background. Unsubstantiated conclusions may be drawn or opinions stated.