



# CILT(UK) Level 3 Certificate in Logistics and Transport

## Syllabus

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# **Introduction**

## **Qualification Objectives**

The CILT(UK) Level 3 Certificate in Logistics and Transport is a free-standing qualification designed to provide a sound foundation for a career within the transport and supply chain fields and to provide Learners with a complete set of management skills.

This qualification follows on from the general knowledge gained in the CILT(UK) Level 2 Certificate and provides more in-depth information on the core business subjects and specialist areas.

## **Target Audience**

The CILT(UK) Level 3 Certificate in Logistics and Transport is aimed at team leaders, new supervisors or aspiring managers and is also recommended for anyone making a career change.

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 integrated nature of supply chain activities.

# Structure and Content

To achieve this qualification Learners must complete two mandatory units and one option unit, from a choice of eight; the units available are detailed below.

## Mandatory Units

- **M1-L3 Business Theory**

This unit gives Learners the ability to understand and use theory from such elements as: marketing and product positioning, managing information, reporting to finance and aspects of legality.

- **M2-L3 Business Application**

This unit contains a wide spread of information covering key management practices and theory across functional management through to business planning, motivation and the art of managing people.

## Option Units

- **O1-L3 Warehousing**

This unit provides Learners with essential knowledge and understanding to deliver the skills required by an aspiring warehouse manager in order to operate effectively. The unit covers all the key areas of warehousing operations and the key activities involved in each area.

- **O2-L3 Inventory**

This unit is designed to introduce Learners to the knowledge and understanding of inventory management and the techniques involved in balancing trade-offs, to deliver optimum supply chain performance. It shows that inventory management is a key contributor to competitive advantage in the sector and can lead to improvements in customer service, operational efficiency and company asset utilisation.

- **O3-L3 Procurement**

This unit is designed to equip Learners with the necessary skills and knowledge required to perform procurement effectively. It comprises of procurement environment, procurement operations, commercial management in procurement and performance management in procurement.

- **O4-L3 Supply Chain Operations**

This unit provides the skills and knowledge required to understand the operation of supply chains in various business settings. The unit provides an exploration of supply chain origins and concepts, as well as the different flows in a supply chain, with the upstream and downstream linkages identified. It also analyses the supply chain environment for both local and global operations.

- **O5-L3 Freight Transport Operations**

This unit gives knowledge and understanding of the structure and operation of all types of freight transport operations, including supply chain operation across all the major transport modes. It examines the role of freight transport today and includes environmental issues and freight management. Importantly, freight transport planning and the regulation and control of the freight transport industry are included. The unit closes by introducing freight transport specific business activity.

- **O6-L3 Local Authority Passenger Transport Planning and Provision**

This unit seeks to help equip Learners with the necessary skills and knowledge to deliver effective and efficient services that meet the identified needs of local communities. As well as technical capabilities, the unit aims to develop Learners' abilities to contribute to the authority's aims and objectives in respect of passenger transport provision.

- **O7-L3 Passenger Transport Operations**

This unit aims to provide Learners with the knowledge and understanding of the structure and operation of all types of passenger transport operations for local, national and international journeys, in all the major modes of transport. It examines the role of passenger transport in today's society, including environmental issues and management. The unit also includes structure, planning, regulation and control of the passenger transport industry. Finally, the unit looks at funding and finance and the roles played by both public and private sector organisations.

- **O8-L3 Transport Planning**

This unit seeks to give a flavour of the different elements of transport planning, showing the part played by each in the decision-making, planning, development and implementation of transport projects. In addition, it also covers relevant issues concerning travel behaviour, mode choice and accessibility. In particular, this unit aims to broaden Learners' thinking on the various factors that have to be balanced in transport decisions, such as: economic prosperity, environment, congestion, social inclusion and accessibility, equity, choice and safety.

## 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](mailto:ao@ciltuk.org.uk).

## Guided Learning Hours (GLH)

Unit	GLH
M1-L3: Business Theory	80
M2-L3: Business Application	80
O1-L3: Warehousing	80
O2-L3: Inventory	80
O3-L3: Procurement	80
O4-L3: Supply Chain Operations	80
O5-L3: Freight Transport Operations	80
O6-L3: Local Authority Passenger Transport Planning and Provision	80
O7-L3: Passenger Transport Operations	80
O8-L3: Transport Planning	80

The total GLH for this qualification, made up of two mandatory units and one option unit, is 240 hours.



# Study Options

This qualification is delivered by a network of over 35 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](mailto:ao@ciltuk.org.uk) or alternatively, visit the CILT(UK) web site at [www.ciltuk.org.uk](http://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:

- **Mandatory Units**

Learners must sit and pass a total of two examinations, one in each of the mandatory units:

- M1-L3: Business Theory
- M2-L3: Business Application.

Each examination is 2½ hours' duration and is in two parts.

Part A consists of 25 questions, each requiring an answer in the form of short sentences, or a simple calculation.

Part B requires Learners to answer 2 out of 3 questions, each requiring a longer answer in the form of an essay or a more lengthy calculation.

Each examination is weighted 40% for Part A and 60% for Part B.

The overall pass mark for each examination is 50%.

- **Option Units**

For option units Learners must complete two assignments, each made up of 1,500 words.

Each assignment is worth 50% of the total marks available for each unit.

The overall pass mark for each assignment 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.
- **CAB (Current Awareness Bulletin)** – A weekly e-newsletter delivering the most up to date industry news, for each of the Learner's selected Professional Sectors, direct to a 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. Successful completion of the CILT(UK) Level 3 Certificate in Logistics and Transport meets the educational requirement for Member grade of the Institute; however in order to attain this grade Learners must also have 3 years' experience in the Logistics and Transport industry. Member grade allows Learners to use the designatory letters MILT after their name. For further details on applying for membership please refer to the membership section of the website at [www.ciltuk.org.uk](http://www.ciltuk.org.uk) or alternatively contact the Membership Services Department on 01536 740104 or by emailing [membership@ciltuk.org.uk](mailto:membership@ciltuk.org.uk).

# European Certification

CILT(UK) is the National Certification Centre, within the UK, for the European Certification Board for Logistics (ECBL) which is part of the European Logistics Association (ELA).

Learners who have successfully completed the CILT(UK) Level 3 Certificate in Logistics and Transport with the relevant units, as detailed below, are automatically eligible for the ELA qualification: EJLog – European Junior Logistician.

European accreditation will be particularly useful if you are a logistician who is already working within a European or worldwide supply-chain, or if you are planning to work outside of the UK. There are now 20 participating countries in this certification process, ensuring recognition of your logistics skills and competencies.

ECBL certification will entitle you to use designatory letters after your name. You will also be able to register your name on the ELA website so that people will know you have achieved European standards of competence.

In order to be eligible for European Junior Logistician (EJLog) Learners must have completed the CILT(UK) Level 3 Certificate in Logistics and Transport with the Business Theory and Business Application units and any of the following option units: Supply Chain Operations, Inventory, Warehousing or Procurement.

To request an application form, please contact the Awarding Organisation on 01536 740170 or alternatively by emailing [ao@ciltuk.org.uk](mailto:ao@ciltuk.org.uk).

# Progression

Learners can progress from the CILT(UK) Level 3 Certificate in Logistics and Transport onto the CILT(UK) Level 5 Professional Diploma in Logistics and Transport.

For further information please contact the Awarding Organisation on 01536 740170 or alternatively by emailing [ao@ciltuk.org.uk](mailto:ao@ciltuk.org.uk).



## Appendix A – CILT(UK) Grading

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

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