



CILT(UK) Level 5 Professional Diploma in Logistics and Transport

Syllabus

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Introduction

Qualification Objectives

The CILT(UK) Level 5 Professional Diploma in Logistics and Transport is designed to enhance new and existing expertise in the supply chain, passenger transport, road freight or transport planning environments as well as developing core management skills.

Target Audience

The CILT(UK) Level 5 Professional Diploma in Logistics and Transport is designed for professionals already working within the logistics and transport sectors. It is most suited to those who are aspiring to middle management positions in specialist functional areas such as supply chain management, transport planning or transport operations.

The qualification is open entry and as such is also suitable for graduates in other disciplines who are entering the sector for the first time, although Learners would benefit from having some prior knowledge of the logistics and transport industry at a managerial level.

Structure and Content

To achieve this qualification Learners must complete one mandatory unit as well as a combination of three option units, at least one of which must be taken from Option Group 1.

Mandatory Units

- **PD01 Management in Logistics and Transport**

This unit presents the fundamental management knowledge required for managers in the logistics and transport industry. It covers aspects of the internal and external structures of organisations, the governance of the people within organisations and those financial and other planning techniques necessary to maintain organisational health. It aims to deliver the understanding and competence of those key elements of management practice that are fundamental to both commercial and non-commercial organisations.

Option Units - Group 1

- **PD02 Supply Chain Management**

This unit introduces Learners to the main principles, concepts and practices of supply chain management and covers four main themes: What is a supply chain and supply chain planning? Why is it important in any business? How does the supply chain operate? What are the principles for supply chain improvement? Where appropriate, the global nature of the supply chain is also emphasised.

- **PD03 Transport Operations**

This unit provides the basis for professionals in the transport industry to understand the principles of effective, safe and legal movement of goods and people by the principal modes in a national and international context. The unit covers the nature of transport, an appreciation of its supply and demand characteristics and the different ways in which the transport product can be delivered effectively and efficiently.

- **PD04 Transport Planning**

This unit presents the key generic aspects of transport planning. It provides foundation knowledge on the concepts and principles that govern the transport planning process. The unit investigates the nature and purpose of transport planning, the interactions between transport and land use and the transport planning process.

Option Units – Group 2

- **PD05 Inventory**

This unit addresses the application of inventory techniques within industry and its contribution to supply chain performance. It shows how effective inventory strategy can lead to competitive advantage through improvements in customer service, operational efficiency and the utilisation of company assets.

- **PD06 Movement of Goods**

This unit provides the underlying knowledge for the movement of goods in national and international contexts. It addresses the responses of the transport operator to the characteristics of goods and places, the latter's movements in the context of the total logistics concept. Choice of mode, vehicle and route are integral and the external and internal issues relating to modal infrastructures are featured. Further key elements are: the location of infrastructure and the operation of interchanges together with their supporting information links.

- **PD07 Movement of People**

This unit provides the underlying knowledge for the movement of people in national and international contexts. It addresses the responses of the operator of passenger transport to the characteristics of movements. Key elements are: the operation of the interchange points and location together with the vital communications links that supply the control and confirmation of movement.

- **PD08 Production Planning**

This unit provides the fundamental knowledge, required by managers in the logistics business sector involved in the flow of materials through a production process. It covers production planning as part of the logistics system and how it fits into a company's supply chain strategy. This unit views the logistics of production planning processes in terms of the creation of value to the customers, delivering sustainable competitive advantage and minimising waste.

- **PD09 Retail Logistics**

This unit formulates and applies principles and practices of supply chain management to retailing, focusing on retail logistics, nationally and globally. Key elements are: the ways in which changes in society, business organisation and retail structures have impacted upon logistics activity in retailing.

- **PD10 Sourcing and Procurement**

This unit covers the role and strategy of sourcing and the procurement processes that follow. It addresses the integration of these processes within the overall corporate strategy and covers the measurement and use of performance and financial controls that aid efficient and effective supplier management.

- **PD11 Transport Planning Techniques**

This unit presents the technical processes involved in transport planning. It provides technical knowledge on the quantitative processes that underpin the transport planning. It incorporates the development of strategic plans at national, regional and local levels.

- **PD12 Transport and Society**

This unit addresses the issues surrounding transport and its relationship with society. It reviews the impact of demography, politics and environmental factors on the development of transport for both passengers and freight. Further key elements are: the effect of residential choices and employment patterns on transport needs.

- **PD13 Warehousing**

This unit covers the role of the warehouse and how warehouse strategy fits into the logistics environment. The key elements are: operational functioning of a warehouse and its technology and effective control. The unit aims to deliver the understanding and competence of those key elements of warehouse management practice that are fundamental to both commercial and non-commercial organisations.

- **PD14 International Business**

This unit deals with the complex issues of the identification and management of risk inherent in an international supply chain and how government trade policies/promotion and Inter governmental regulation impact on international business practice. The key issues involved in developing a global logistics strategy and delivering the competence necessary to implement and manage a global logistics operation are also addressed. Key elements are: the contribution to the successful fulfilment of the broader commercial and financial issues associated with international commerce and trade.

- **PD15 Project Management**

This unit deals with projects and the elements of project management. It provides Learners with the knowledge required to assess feasibility, design, plan, implement, undertake, manage, record and make final assessment of projects carried out in a controlled environment.

- **PD16 Supply Chain Flow Planning**

This unit deals with the issues of identifying the demand for products and then balancing it with the appropriate supply. The key issues involved with determining the level of demand are addressed and aspects of supply planning are then explored, highlighting the need for different strategies for different products. The unit also covers the use of inventory to balance the flows between supply and demand, together with the management issues surrounding the attainment of a consensus supply chain plan.

- **PD17 Supply Chain Network Planning**

The aim of this unit is to provide Learners with the knowledge to plan, implement and manage a supply chain network in which products flow from their source to the end user. It deals with the complex issues of identifying the network requirements for different types of facilities based upon cost and service criteria.

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
PD01 Management in Logistics and Transport	90
PD02 Supply Chain Management	90
PD03 Transport Operations	90
PD04 Transport Planning	90
PD05 Inventory	90
PD06 Movement of Goods	90
PD07 Movement of People	90
PD08 Production Planning	90
PD09 Retail Logistics	90
PD10 Sourcing and Procurement	90
PD11 Transport Planning Techniques	90
PD12 Transport and Society	90
PD13 Warehousing	90
PD14 International Business	90
PD15 Project Management	90
PD16 Supply Chain Flow Planning	90
PD17 Supply Chain Network Planning	90

The total GLH for this qualification, made up of one mandatory unit and three option units, is 360 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 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:

To achieve the CILT(UK) Level 5 Professional Diploma in Logistics & Transport Learners must complete four units; one mandatory unit as well as a combination of three option units, at least one of which must be taken from Option Group 1. The mandatory unit and the chosen unit from Option Group 1 are assessed by examination. The other option units can be chosen from the remaining units of Option Group 1 or Option Group 2 (as detailed below); each of these units will be assessed by a set of four assignments.

Each examination is 3 hours long and requires Learners to answer 3 out of 4 questions, each requiring a longer answer in the form of an essay or a more lengthy calculation. Each of the eight assignments is made up of 2,500-3,500 words.

The overall pass mark for each examination and assignment is 50%.

Mandatory Units

- Management in Logistics and Transport

Option Group 1

- Supply Chain Management
- Transport Operations
- Transport Planning

Option Group 2

- Inventory
- Movement of Goods
- Movement of People
- Production Planning

- Retail Logistics
- Sourcing and Procurement
- Transport Planning Techniques
- Transport and Society
- Warehousing
- International Business
- Project Management
- Supply Chain Flow Planning
- Supply Chain Network Planning.

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 three 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 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 Level 5 Professional Diploma in Logistics and Transport Learners meets the educational requirement for Member grade of the Institute; however in order to attain this grade Learners must also have 2 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 or alternatively contact the Membership Services Department on 01536 740104 or by emailing 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 CILT(UK) Level 5 Professional Diploma in Logistics and Transport with the relevant units, as detailed below, are automatically eligible for ESLog – European Senior 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 Senior Logistician (ESLog) Learners must have completed the CILT(UK) Level 5 Professional Diploma in Logistics and Transport with the Management in Logistics and Transport and Supply Chain Management units and any of the following option units: Sourcing and Procurement, Transport Operations, Production Planning, Inventory or Warehousing.

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

Progression

Learners can progress from the CILT(UK) Level 5 Professional Diploma in Logistics and Transport onto the CILT(UK) Level 6 Advanced Diploma in Logistics and Transport qualification.

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.

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