



CILT(UK) Level 3 Certificate of Professional Competence for Transport Managers (Road Haulage)

Syllabus

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Introduction

Qualification Objectives

The CILT(UK) Level 3 Certificate of Professional Competence (CPC) for Transport Managers in Road Haulage is offered by CILT(UK) on behalf of the Department for Transport and includes a range of subjects related to the business of road transport. The objective of the qualification is for individuals to obtain the competency requirements for a Transport Manager as laid out in Regulation (EC) No. 1071/2009¹.

Target Audience

The CILT(UK) Level 3 Certificate of Professional Competence (CPC) for Transport Managers in Road Haulage is aimed at individuals who want to enter the profession of Transport Manager, or demonstrate their professional competence to meet Operator Licencing requirements. Holding a CPC is one of the elements an applicant must satisfy for the Transport Commissioner to grant an 'O' Licence.

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

¹Regulation (EC) No. 1071/2009 of the European Parliament and the Council of 21 October 2009 establishing common rules concentrating the conditions to be complied with to pursue the occupations of road transport operator repealing Council Directive 98/76/EC.

Structure and Content

To achieve this qualification Learners must complete one mandatory unit, as detailed below.

Mandatory Units

- **RH-L3 Road Haulage**

The Road Haulage unit consists of the following elements, as listed below:

- A - Civil Law
- B - Commercial Law
- C - Social Law
- D - Fiscal Law
- E - Business and Financial Management of the Undertaking
- F - Access to the Market
- G - Technical Standards and Technical Aspects of Operation
- H - Road Safety.

Unit Standards

Standard documents outlining the Learning Outcomes and associated Assessment Criteria for 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
RH-L3 Road Haulage	160

The total GLH for this qualification, made up of one mandatory unit, is 160 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) and is assessed via the Institute Assessment Route (IAR). Further information on this assessment route is detailed below.

Institute Assessment Route

The CILT(UK) Level 3 Certificate of Professional Competence (Road Haulage) consists of two open book written examinations, each lasting two and a half hours. In order to be awarded the qualification, Learners must achieve a minimum score of 60% on each paper.

Each examination paper is in two parts:

- Part A consists of 20 mandatory short-answer questions, requiring answers in the form of a few sentences, or a simple calculation. This part will test knowledge of both national and international areas of the standards.
- Part B consists of 4 long-answer/case study type questions (3 to be answered), requiring longer answers in the form of an essay or a more lengthy calculation. This part will test application of knowledge of both national and international areas of the standards. Learners will not be expected to give, nor will they be able to gain marks for demonstration of straightforward knowledge; for example, lists of bullet points of facts.

The following element areas will be tested in Paper One:

- Part A - short-answer questions (all to be answered):
 - A - Civil Law – 3 questions
 - B - Commercial Law – 2 questions
 - E - Business and Financial Management of the Undertaking – 5 questions
 - F - Access to the Market – 10 questions.
- Part B - long-answer/case study type questions:
 - The questions (3 to be answered from 4) will come from any part of:
 - A - Civil Law
 - B - Commercial Law
 - E - Business and Financial Management of the Undertaking
 - F - Access to the Market.

The following element areas will be tested in Paper Two:

- Part A - short-answer questions (all to be answered):
 - C - Social Law – 4 questions
 - D - Fiscal Law – 4 questions
 - G - Technical Standards and Technical Aspects of Operation – 6 questions
 - H - Road Safety – 6 questions.

- Part B - long-answer/case study type questions:
 - The questions (3 to be answered from 4) will come from any part of:
 - C - Social Law
 - D - Fiscal Law
 - G - Technical Standards and Technical Aspects of Operation
 - H - Road Safety.

Please note the learning outcomes and associated assessment criteria in the elements listed in Part B of the examination papers may be tested as discrete questions. They may also be combined into questions which test more than one element area listed above.

Please be aware that if a Learner fails the same examination three times, they will be required to re-register onto the qualification. If they have already passed one examination, they will be able to carry this forward as long as the qualification Standards have not changed.

Allocation of Marks

The allocation of marks between the two parts of each examination paper is:

- For the short-answer questions in Part A, a maximum of 2 marks per question, with a total of 40 marks available.
- For the long-answer/case study questions in Part B, a maximum of 20 marks per question, with a total of 60 marks available.
- Each paper is weighted with 40% of the overall marks available for Part A and 60% of the overall marks available for Part B.

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 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 of Professional Competence for Transport Managers (Road Haulage) 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 or alternatively contact the Membership Services Department on 01536 740104 or by emailing membership@ciltuk.org.uk.