



# CILT(UK) Level 3 Award in Inventory Management

## Syllabus

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**Published by:** The Chartered Institute of Logistics and Transport in the UK  
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# **Introduction**

## **Qualification Objectives**

The CILT(UK) Level 3 Award in Inventory Management provides Learners with the knowledge and understanding in the relevant industry and the techniques involved in balancing trade-offs to deliver optimum supply chain performance.

## **Target Audience**

The Level 3 Award is aimed at potential supervisors and aspiring managers and is also suitable for anyone making a career change. This qualification is open access, although Learners would benefit from having some prior knowledge of the logistics and transport industry.

# Structure and Content

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

## Mandatory Unit

- **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.

## 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) and Total Qualification Time (TQT)

Unit	GLH	TQT
O2-L3 Inventory	80	95

The total GLH<sup>1</sup> for this qualification, made up of one mandatory unit, is 80 hours and the TQT<sup>2</sup> is 95 hours.

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<sup>1</sup> The activity of a Learner in being taught or instructed by – or otherwise participating in education or training under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

<sup>2</sup> The number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.

# 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](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 Regulated Qualification Framework (RQF) and can be assessed via the Institute Assessment Route (IAR) and 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:

For the unit O2-L3 Learners must complete two assignments, each made up of 1,500 words.

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.



# **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 one year.

## **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 3 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** – This gives Learners access to 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** – Benefitting from discounts on over 180 publications, which can be purchased through the Webshop.
- **Logistics & Transport Focus** – 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 a Learners research.
- **Careers Service (UK)** – our Careers Service offers Learners a dedicated career consultant who can help them with a CV review to assist them in making that crucial first impression count with potential employers, as well as free downloads to help with the job search and interview coaching to help them get that job.
- **Weekly News Bulletin** – the Institute's weekly e-newsletter brings Learners updates on the latest events nationally as well as the latest industry news from their sector, giving them the chance to have your say on current topics.
- **Legal Helpline (UK)** - as a member Learners can receive personal legal advice and support with immediate, clear and concise guidance from a professional and qualified service that understands their needs. This resource is available to members 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.
- **Appointments Online** - use our advanced search facility to find their ideal job.

## **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 Award in Inventory Management 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).

# Progression

Learners can progress from the CILT(UK) Level 3 Award in Inventory Management onto any of the CILT(UK) Level 3 Certificate qualifications, the full suite of which is detailed below:

- 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.

Learners can also progress onto the CILT(UK) Level 5 Professional 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](mailto:ao@ciltuk.org.uk).