



The Chartered  
Institute of Logistics  
and Transport

# CILT(UK) Level 3 Certificate in Port Operations

## Syllabus

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# **CILT(UK) Level 3 Certificate in Port Operations**

## **Syllabus**

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# Contents

Introduction.....	3
Qualification Objectives .....	3
Target Audience.....	3
Regulation.....	3
Structure and Content.....	3
Mandatory Units.....	3
Unit Standards.....	4
Total Qualification Time (TQT) .....	4
Study Options .....	5
Assessment.....	5
Institute Assessment Route.....	5
Centre Assessment Route .....	6
Recognition of Prior Learning (RPL).....	7
Grading Type .....	7
Learner Registration .....	7
Registration Period .....	7
Registration Extensions .....	7
Membership .....	7
Learner Affiliate Membership .....	7
Membership Eligibility.....	9
Progression .....	9

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# Introduction

## Qualification Objectives

The CILT(UK) Level 3 Certificate in Port Operations provides the Learners with the knowledge and understanding of the types and functions of ports and terminals and their management, operation and maintenance. It includes global, international and national freight movements, types of goods and vessels, port and area controls, physical and human resource requirements, consignments, unitisation and consignment monitoring. The qualification also seeks to provide Learners with a complete set of management skills.

## Target Audience

The Level 3 Certificate is aimed at team leaders, supervisors or first-line managers. It is suitable for individuals working in the logistics and transport industry, or at least for those who have an awareness or understanding of the field.

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.

## Regulation

The CILT(UK) Awarding Organisation is regulated by The Office of Qualifications and Examinations Regulation (Ofqual), Qualifications Wales and CCEA Regulation. This qualification is available on the Regulated Qualifications Framework (RQF) and Qualifications in Wales (QiW) database.

## Structure and Content

To achieve this qualification Learners must complete three mandatory units as 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.

- **O11-L3 Port Operations**

The unit examines the roles of Port and Customs authorities and how goods are moved under regulations, conventions and other general and trading agreements and the associated documentation. The unit also provides an examination of port development and planning requirements, port support and ancillaries and associated infrastructure requirements and environmental considerations.

## **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).

## **Total Qualification Time (TQT)**

**Total Qualification Time (TQT)** is defined as 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. TQT is comprised of the following two elements:

- The number of hours which an Awarding Organisation has assigned to a qualification for Guided Learning; and
- An estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by - but not under the Immediate Guidance or Supervision of - a Lecturer, Supervisor, Tutor or other appropriate provider of education or training.

**Total Unit Time (TUT)** is defined as 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 unit.

**Guided Learning Hours (GLH)** is defined as 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.

**Immediate Guidance or Supervision** is defined as the guidance or supervision provided to a Learner by a lecturer, supervisor, tutor or other appropriate provider of education or training with the simultaneous physical presence of the Learner and that person, or remotely by means of simultaneous electronic communication.

The Total Unit Time is 89 hours, including 19 Guided Learning Hours.

The Total Qualification Time for this qualification is 267 hours, including 57 Guided Learning Hours.

## 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 offers flexible assessment opportunities depending on the Learner's prior experience and future aspirations. Learners may select to study by the Institute Assessment Route (IAR) or the Centre Assessment Route (CAR). Further information on each of these assessment routes is detailed below.

### Institute Assessment Route

The Institute Assessment Route (Knowledge 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 a total of two examinations, one in each of the following 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 the examination is 50%.

Learners will be given the opportunity of two re-sits per examination. If after two re-sits Learners do not achieve a pass, then they will be required to re-register on the qualification to continue.

For the unit O11-L3 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%.

Each assignment will be assessed as either a PASS (50% or over) or REFER (49% or below) grade. If the Learner has received a refer grade, then following the necessary amendments and revisions, the assignment can be re-submitted for assessment.

Learners will be given the opportunity of two referrals/re-submissions per assignment. If after two re-submissions Learners do not achieve a pass, then they will be required to re-register on the qualification to continue.

## **Centre Assessment Route**

The Centre Assessment Route (Competence 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. 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 Type**

This qualification is not graded. All examinations are pass/fail and assignments are also pass/fail, but may be referred as previously stated in the Institute Assessment Route section.

## **Learner Registration**

### **Registration Period**

The registration period for this qualification is two years, which is the period in which a Learner is expected to complete the qualification.

### **Registration Extensions**

At the end of the registration period all Learners will be withdrawn from the relevant qualification and their complimentary Learner Associate membership (as detailed below) will cease. However, if an extension is required, Centres must contact the Awarding Organisation to request this. Extensions may be granted on a three-month basis and will be granted up to a maximum of eighteen 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 complementary Learner Affiliate membership of CILT(UK) and will remain so for the entire duration of their study within their registration period. This will give Learners 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**

As a member, Learners will have unlimited access to our Knowledge Centre; Europe's largest collection of logistics, transport and supply chain resources including: over 7,000 newspapers, magazines and journals, market intelligence and the latest legal and compliance documentation

- **News from the Institute and the Industry**

The Chartered Institute of Logistics and Transport is at the forefront of the latest news in the transport and logistics industry. News stories are published on our website daily and as a member Learners will receive our weekly sector-specific e-bulletin ensuring they are always up-to-date with the most relevant news. Members also receive online access to Logistics & Transport Focus, our monthly magazine, keeping you informed about your Institute as well as featuring leading industry articles and the latest news.

- **Careers Service**

Looking for a new job, thinking of a promotion or even a career change? As a member of CILT, Learners can use the Careers Service free of charge! Learners will gain access to a specialist web site offering a vast range of invaluable careers advice and also have unlimited telephone and email access to a dedicated careers consultant. The website itself provides easy to use examples of the best and the worst CVs, covering letters, audio recordings of jobseekers being interviewed, information and guidance for Learners to download. Our career assessment tool will help analyse Learners work preferences and match them to their current or preferred career.

- **Legal Advice**

CILT Members can access confidential, accurate and high quality, telephone legal advice, information and consultancy services via their My CILT Portal. The legal service can be used for both personal and commercial legal enquires. The lines are manned by employed qualified legal professionals including experienced solicitors, barristers, & legal executives. As a member of CILT there is no limit to the number of calls that Learners can make to this service.

- **Professional Sectors and Forums**

Logistics and transport professionals work across a wide variety of disciplines and modes, and we are the Chartered Institute for everyone, wherever they are in the profession. We operate through our structure of Professional Sectors that provide specialist activity for a particular area of interest whilst continuing to offer plenty of opportunity for involvement across the whole spectrum. As well as our nine sectors, we have over 40 special interest groups. We also have groups that span across all sectors such as public policy and young professionals.

- **Institute Events**

Each year we host +300 national, regional and sector-specific events offering members an unrivalled opportunity to meet and hear influential figures within each sector, network with other members, and learn from experts working in all of the nine sectors that we serve.

## **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 Port Operations 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 Certificate in Port Operations 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).

