



The Chartered
Institute of Logistics
and Transport

How to Become an Accredited Learning Partner of CILT (UK)



How to Become a Learning Partner for the Delivery of CILT(UK) Units or Qualifications

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How to become a CILT (UK) Learning Partner

Introduction

This Guide will provide information on the benefits of CILT (UK) Qualifications to the Logistics, Transport and Supply Chain Profession. It also outlines the process and requirements for becoming an Accredited Learning Partner of CILT (UK) and highlights key requirements for consideration

CILT (UK) is regulated by the Office of Qualifications and Examinations Regulation (Ofqual), to uphold the requirements of this regulated status CILT (UK) ensure training providers who engage with us have everything in place to deliver our qualifications in a way that upholds of the quality of training expected by our regulators and the profession

Equally our Accredited Learning Partners can expect a wealth of support and expert knowledge from the CILT (UK) Awarding Organisation .

Learning Partner Approval Procedure

Becoming a CILT (UK) Learning Partner begins with the completion of the 'Application to become an Accredited Learning Partner'.

As part of the approval process Learning Partner will be required to sign an Agreement¹; by signing this Agreement the Learning Partner confirms their understanding of the terms and conditions and agrees to adhere to the requirements therein.

Learning Partner Accreditation Fees

For the appropriate charges, please refer to either the CILT(UK) Awarding Organisation Fees document. Please note that these fees are reviewed on an annual basis and are due on the anniversary of the accreditation commencement annually.

Qualifications Literature

For all CILT(UK) Qualifications the Awarding Organisation produces a Qualification Factsheet – which gives a brief outline of the Qualification; and Standards for each Unit – which provides more detailed information on the Learning Outcomes and Assessment Criteria within the Unit, please click here to view these.

The Awarding Organisation produces learning material for the majority of Units for the CILT(UK) Qualifications, these are available to purchase from the Awarding Organisation.

These are available digital printable format (subject to licence agreement) samples can be obtained from the Awarding Organisation. For the appropriate charges, please refer to the CILT(UK) Awarding Organisation Fees document.

Support Available to Learning Partners

Once approved, Learning Partners will have access to a range of benefits and services designed to help and support them, including those detailed below:

- As a CILT (UK) Learning Partner your details will be included on the list of Training Organisations offering CILT(UK) Qualifications and your details will also be listed on the Institute's website.
- Learning Partners will receive a complimentary subscription to our monthly Focus magazine, 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.
- You will have the opportunity to feature in the Learning Partners Spotlight section of Focus. This is an ideal way to promote your Learning Partner and publicise your offering of CILT (UK) Qualifications.

¹ The Learning Partner Agreement clearly specifies the role and the responsibilities of a Learning Partner in their dealings with the Awarding Organisation. Contents of this agreement are in keeping with the requirements of the General Conditions of Recognition as issued by The Office of Qualifications and Examinations Regulation (Ofqual). The terms specified in this agreement will be referred to where there is any dispute or disagreement relating to the role and responsibilities of a Learning Partner.

- Support from the Accreditation Team at CILT (UK)
- Access to online Learning Partner Portal for all learner registration, assessment registration and accreditation administration

Support for Learning Partners

The CILT (UK) Awarding Organisation will arrange an initial visit by a members of the accreditation team (normally virtual, however we may choose to carry this out face to face if deemed necessary) within the first 3 months of Accreditation. Further visits will then be arranged annually. However should there be a request for a visit by the learning partner or a visit be required through the terms of the agreement, these could be subject to additional fees.

The purpose of the visit is to develop the working relationships between the Learning Partner and the Awarding Organisation, ensure that the administrative, managerial and physical resources are maintained and to provide ongoing support to the Learning Partner in the delivery of the qualifications

During each visit the representative of the Accreditation Team will:

- review compliance with the Learning Partner Agreement and elements of online desk top audit by the Learning Partner on the Learning Partner Portal
- discuss continuing improvements;
- review the action points from previous visits;
- review management procedures in relation to CILT(UK) qualifications;
- review actions by Learning Partner for keeping up-to-date with developments and information regarding the qualifications;
- Review the assessment and internal verification records and procedures (Approved Learning Partners only);
- Receive feedback on concerns or suggestions from the Learning Partner for improvement

In addition, the Representative of the Accreditation Team may request to:

- Meet with/or speak to CILT(UK) Learners;
- Attend a training session;

The Awarding Organisation will request feedback from you after the visit in accordance with our Customer Service Statement and to ensure that the Awarding Organisation is meeting your needs and to make continuing improvements of provision and support for Learners and Learning Partners.

Learner Registration

- It is the responsibility of the Accredited Learning Partner to register and pay a registration fee for all Learners who undertake a CILT(UK) Qualification, within one month of the Learner enrolling with the Learning Partner.