



The Chartered
Institute of Logistics
and Transport

CILT(UK) Level 2 Certificate in Logistics and Transport

Syllabus

CILT(UK) Level 2 Certificate in Logistics and Transport Syllabus

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Contents

Introduction.....	4
Qualification Objectives	4
Target Audience	4
Regulation.....	4
Structure and Content.....	4
Mandatory Units.....	4
Option Units	5
Unit Standards.....	6
Total Qualification Time (TQT)	6
Study Options	7
Assessment.....	7
Institute Assessment Route.....	7
Centre Assessment Route	8
Recognition of Prior Learning (RPL).....	8
Grading Type	8
Learner Registration	8
Registration Period.....	8
Registration Extensions	9
Membership	9
Student Membership.....	9
Membership Eligibility.....	10
Progression	11

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Introduction

Qualification Objectives

The CILT(UK) Level 2 Certificate in Logistics and Transport offers a broad understanding of the principles, applications and concepts of logistics and transport industry. It gives Learners the opportunity to focus on an area of specialism to gain introductory knowledge of their professional sector.

Target Audience

The CILT(UK) Level 2 Certificate in Logistics and Transport is designed for new entrants to the logistics and transport sector and is suitable for front line and supervisory staff working in the industry.

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 main principles of the industry.

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 two mandatory and two option units from a choice of six, as detailed below.

Mandatory Units

- **M1-L2 Introduction to Logistics**

This unit is designed to introduce Learners to the concept of logistics in its widest sense and to some of the general practices that are important in every part of the logistics working environment. Introduction to Logistics covers people in the working environment, sustainability and the environment and communications technology.

- **M2-L2 Introduction to Customer Service and Marketing**

This unit introduces Learners to the main principles of customer service and marketing in a logistics and transport environment. Learners will study the customer processes with particular focus on retaining customers and developing effective relationships with them.

The unit comprises of the concept of the market, market segmentation and the importance of understanding customer requirements. Learners are also introduced to the concepts of developing a marketing plan, market research and the influence of the external environment on marketing.

Option Units

- **O1-L2 Introduction to Freight Transport Services**

This unit introduces Learners to freight transport services. The unit covers: transport and freight movements; freight transport characteristics; the organisational structure of the industry and freight transport costs and charges.

- **O2-L2 Introduction to Passenger Transport Services**

This unit provides an introduction to passenger transport services. It covers transport and passenger movements; characteristics; structures and organisations in the passenger transport industry and passenger transport costs.

- **O3-L2 Introduction to Warehousing and Inventory**

This unit is designed to introduce Learners to the concept of warehousing and inventory and its place in a supply chain. The unit covers such topics as: storage and materials handling, warehousing principles and processes and managing inventory.

- **O4-L2 Introduction to Purchasing**

This unit introduces Learners to the concept of procurement. The process of procurement is having an increasing influence on the profitability and competitive advantage of organisations today and this unit emphasises the need to achieve a professional procurement function. The introduction to purchasing will examine the scope of purchasing; sourcing and contract law; progress monitoring; control and global sourcing.

- **O5-L2 Introduction to Planning and Operation of Freight Transport**

This unit is designed to introduce Learners to the systems and mechanisms used in planning, organising and operating of freight transport in local, regional, national and international operations. The unit includes: route planning and scheduling; collection storage and distribution centres; mechanisms for controlling operations; regulation and enforcement of freight transport.

- **O6-L2 Introduction to Planning and Operating Passenger Transport**

This unit is designed to introduce Learners to the systems and mechanisms used in planning, organising and operating passenger transport in local, regional, national and international operations. The unit covers planning passenger transport: route planning and passenger transport scheduling; interchanges and terminals; mechanisms for controlling operations and regulation and enforcement of passenger transport.

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.

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 41 hours, including 15 Guided Learning Hours.

The Total Qualification Time for this qualification is 164 hours, including 60 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 or alternatively, visit the CILT(UK) web site at 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 one examination for each of the four units necessary to complete this qualification, as detailed below:

- 1 hour examination that consists of 15 multiple choice questions and 15 questions that require an answer in the form of short sentences, or a simple calculation.

The overall pass mark for each 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.

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 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 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. 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

Student Membership

Upon registering, all CILT(UK) Learners will be eligible to apply for Student Membership at a reduced rate.

Learners can apply for Membership by either visiting ciltuk.org.uk/join or calling Membership Services on 01536 740104 quoting their Centre Name and Promotional Code 'CILTAO'

Joining CILT(UK) offers Learners an unrivalled opportunity to advance their career.

Our exclusive range of Member benefits include:

- professional recognition through achievement of our assessed membership grades including Chartered Member (CMILT) status
- improved career prospects via our career development platform (CILTSuccess!), Jobs Board and Mentoring Service
- improved career opportunities via our tailored professional development training courses and globally-recognised qualifications
- access to a powerful network of contacts via our national conferences, specialist Forums and National/Regional events
- the latest news and insights from industry experts via monthly *Logistics & Transport Focus* magazine and access to our highly-regarded Knowledge Centre
- access to an exclusive range of health, well-being, lifestyle benefits and the reassurance of free legal advice
- discounts on CILT(UK) conferences, events, courses, monthly publications and specialist books.

By engaging with us, Learners will benefit from:

Connection – we help you to build powerful communities of like-minded professionals

Professional voice – we help you get your messages heard by key influencers

Professional recognition – we promote your commitment and achievements to employers

Personal development – we support you to achieve your career goals.

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.

Upon successful completion of the Level 2 Certificate in Logistics and Transport Learners may apply for Affiliate membership or a higher grade, if they possess the necessary qualifications and/or experience.

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.

Progression

Learners can progress from the CILT(UK) Level 2 Certificate in Logistics and Transport onto any of the CILT(UK) Level 3 qualifications, the full suite of which is detailed below:

- CILT(UK) Level 3 Award in Local Authority Passenger Transport Planning and Provision
- CILT(UK) Level 3 Award in Green Logistics
- CILT(UK) Level 3 Award in Global Logistics
- CILT(UK) Level 3 Award in Warehousing
- 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

For further information please contact the Awarding Organisation on 01536 740170 or alternatively by emailing ao@ciltuk.org.uk.

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