



The Chartered  
Institute of Logistics  
and Transport

# CILT(UK) Level 2 Award in Employee Rights and Responsibilities in the Logistics Industry

## **Syllabus**

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Earlstrees Road  
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# Introduction

## Qualification Objectives

The CILT(UK) Level 2 Award in Employee Rights and Responsibilities in the Logistics Industry qualification is designed to equip Learners with a solid knowledge of the areas they need to know and understand about the sector, business organisation and the legal framework within which they operate.

## Target Audience

The Level 2 Award is for the apprentices working in the logistics sector.

This is an open access qualification, although Learners would benefit from having some prior knowledge of logistics and transport operations and associated legal rights and responsibilities in the professional sector.

## 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 one mandatory unit, as detailed below.

### Mandatory Units

- **ERR-L2 Employee Rights and Responsibilities in the Logistics Industry**

The unit covers areas such as understanding of the general structure of one's own organisation together with knowledge of organisational policies and procedures relevant to one's work role.

The unit gives a comprehensive scope of the logistics organisation's role in terms of employee's rights and responsibilities giving essential sources of information relating to those.

The qualification will introduce Learners to the main types of legislative documents and procedures used by employees and will enable Learners to develop an understanding of public concerns about the logistics sector.

## Unit Standards

Standards 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](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 50 hours, including 32 Guided Learning Hours.

The Total Qualification Time for this qualification is 50 hours, including 32 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 is assessed via the Centre Assessment Route (CAR). Further information on each of these assessment routes is detailed below.

### 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.

### 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 Enrolment

### Enrolment Period

The enrolment period for this qualification is one year, which is the period in which a Learner is expected to complete the qualification.

### Enrolment Extensions

At the end of the enrolment 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 enrol the Learner again as detailed above.

## Membership

### Student Membership

Upon enrolment, 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](http://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 Level 2 Award in Employee Rights and Responsibilities in the Logistics Industry 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](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 2 Award in Employee Rights and Responsibilities in the Logistics Industry onto the CILT(UK) Level 2 Certificate in Logistics and Transport.

Alternatively, Learners may also progress 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](mailto:ao@ciltuk.org.uk).

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