



The Chartered
Institute of Logistics
and Transport

CILT(UK) Level 3
Certificate in Operations Management

Syllabus

CILT(UK) – Level 3 Certificate in Operations Management

Syllabus

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Introduction

Qualification Objectives

The CILT(UK) Level 3 Certificate in Operations Management is designed to provide an introduction to production and operations management. It gives a good overview of all the necessary elements and provides an excellent springboard to further development and career achievement.

Target Audience

The Level 3 Certificate is suitable for individuals new to the profession and also for those already employed in operations management who need to understand more about the context of their job and gain recognition of their knowledge and skills.

This is an open access qualification, although Learners would benefit from having some prior knowledge of the professional sector and an awareness of the integrated nature of supply chain management, production and operations management 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

- **C1 Business for Operations Managers**

This unit looks at the local, national and international environments that influence business development and the factors that affect operations. Business goals and their communication throughout organisations are introduced, as well as the concept of people working together, teamwork and management styles. The unit also looks at quality, cost management and performance measurement.

- **C2 Demand and Supply Chain Management**

This unit introduces the demand and supply chain concepts, covering aspects such as customer focus, inventory management, planning and scheduling, procurement management, production operations and distribution.

- **C3 Improvement Techniques for Operations Management**

This unit explains the concept of empowerment in the context of continuous change with aspects including team working, customer/supplier partnerships, training and motivation. The unit also looks at a quality-driven approach to improvement and operational and investigative improvement techniques.

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 48 hours, including 18 Guided Learning Hours.

The Total Qualification Time for this qualification is 144 hours, including 54 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:

A 3 hour long examination comprising of two parts (section A, where 8 out of 10 short answer questions must be attempted and section B, where 3 out of 5 essay questions must be attempted) is used to assess the following unit:

- C2 - Demand and Supply Chain Management

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.

One assignment comprising of 1,500 to 2,000 words is required for each of the units below:

- C1 Business for Operations Managers
- C3 Improvement Techniques for Operations Management

The overall pass mark for each examination and 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. 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.

Successful completion of the CILT(UK) Level 3 Certificate in Operations Management qualification Learners meets the educational requirement for Member grade of the Institute; however, in order to attain this grade Learners must also have 2 years' experience in the relevant 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 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 3 Certificate in Operations Management onto the following suite of CILT(UK) qualifications:

CILT(UK) Level 5 Award in Supply Chain and Inventory Management

CILT(UK) Level 5 Certificate in Operations Management for the Service Environment

CILT(UK) Level 5 Diploma in Operations Management for the Service Environment

CILT(UK) Level 5 Diploma in Operations Management

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