



The Chartered  
Institute of Logistics  
and Transport

# CILT(UK) Level 1 Award in Logistics and Transport

## Syllabus

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# **CILT(UK) Level 1 Award in Logistics and Transport Syllabus**

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# Introduction

## Qualification Objectives

The new CILT(UK) Level 1 Award in Logistics and Transport has been designed to offer an entry-level overview and a basic insight into the logistics and transport industry. It also introduces Learners to different types of business communications, teaching them the skills to draw information from a variety of documents and equipping them for successful progression to other CILT(UK) qualifications.

## Target Audience

The CILT(UK) Level 1 Award in Logistics and Transport is ideally suited to younger Learners or anyone looking for a general overview of the logistics and transport industry. This is an entry-level qualification and is open access for all Learners.

## 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-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-L1     Transport Distribution in Logistics**

This unit introduces Learners to the vital role played by transport in every part of logistics. It also aims to show how distribution of goods is key to logistics success. The unit is made up of seven sections that cover the different transport modes, legal requirements, vehicles, passenger transport and transport infrastructure.

- **M3-L1     Introduction to Business Communications**

This unit provides an introduction to a variety of business communications, including: letters, emails, reports and electronic presentations. The unit gives Learners the ability to distinguish between facts, opinions, anecdotes, ideas and examples, as well as providing the skills to understand when to use different communication types.

## **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 38 hours, including 18 Guided Learning Hours.

The Total Qualification Time for this qualification is 112 hours, including 53 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 over:

## **Mandatory Units**

Learners must sit and pass a total of two examinations and also complete a Workbook as detailed below:

- M1-L2 Introduction to Logistics – 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.
- M2-L1 Transport Distribution in Logistics – 1 hour examination that comprises of 20 multiple choice questions.
- M3-L1 Introduction to Business Communications – The Workbook has been designed to assess the knowledge and understanding of the unit content through a number of tasks built around various workplace scenarios. There is no time limit for completing the Workbook.

The overall pass mark for each examination and the Workbook is 50%.

## **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 the Level 1 Award 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](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 1 Award in Logistics and Transport onto the CILT(UK) Level 2 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).