

**CILT (UK) LEVEL 5 PROFESSIONAL  
DIPLOMA IN LOGISTICS AND  
TRANSPORT**

**REME TSS (Full)**

**CANDIDATE INFORMATION PACK**

**DISTANCE LEARNING**

**The  
Business  
School  
UK**

## Programme Information – Logistics Specialists at Level 5

The CILT(UK) Level 5 Professional Diploma in Logistics and Transport is designed to enhance new and existing expertise in the supply chain management environments as well as developing core management skills.

### Qualification Awarded

The Chartered Institute of Logistics and Transport (CILT (UK)) is recognised by Ofqual as an Awarding Organisation. The CILT (UK) Level 5 Professional Diploma in Logistics and Transport is on the Register of Regulated Qualifications, and is delivered by The Business School (UK) Ltd, an approved CILT (UK) centre for the delivery of its qualifications.

### Target Audience

The CILT(UK) Level 5 Professional Diploma in Logistics and Transport is designed for professionals already working within the logistics and transport sector. It is most suited to those who are aspiring to middle management positions in specialist functional areas such as supply chain management, transport planning or transport operations.

### Structure of Programme:

The qualification is made up of 4 units. Units are measured by level, by credit value and by guided learning hours (the numbers of hours learners will devote to their study). These are designated by CILT (UK) and approved by Ofqual, the regulatory body for qualifications in the UK.

Unit	Guided Learning Hours
Management in Logistics and Transport	90
Supply Chain Management	90
Warehousing	90
Inventory	90
<b>TOTAL to complete qualification</b>	<b>360</b>

The aims of these units and other information are to be found in the Syllabus, which can be obtained from us.

These units are all assessed by The Business School (UK) through the completion of a variety of activities, detailed on assessment briefs. Your assessment briefs are available for download on the system.

Assessment work should be completed and uploaded to your assessor in either Adobe pdf or Microsoft Word format. You should, of course, keep a secure copy yourself. When your assessment work is completed, please upload onto the system.

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## **Guided Learning Hours**

This denotes the general amount of time you will spend on the unit. This includes working on materials and reading you have been sent, responding to tutorial input, additional reading and research, completing your assessment, receiving and acting upon feedback from your assessor, contact with your assessor.

## **Progression**

This qualification will provide progression opportunities to other qualifications including the CILT (UK) Level 6 Advanced Diploma in Logistics and Transport.

## **Learner Registration**

The registration period is the time in which a Learner is registered onto the qualification and in which they must complete this. For this qualification, the registration period is three years.

At the end of the registration period all Learners will be withdrawn from the relevant qualification and their complimentary Learner Affiliate membership (as detailed below) will be ceased. However, if an extension is required, we can contact the Awarding Organisation to request this. Extensions may be granted on a 6 month basis and will be granted up to a maximum of 18 months. If after this period a Learner has not completed, but wishes to continue, then the Centre will have to register the Learner again. A cost will be incurred for this, along with the full Registration fee.

We would strongly recommend that you complete your studies and assessment work as soon as possible!

## **Distance Learning**

You have chosen to study via online Distance Learning. You have a maximum of 3 years study time to complete this Diploma although obviously it is much more effective to complete it as soon as possible. The online system will contain the following information:

- Course materials relevant to your chosen course – these may include written materials, leaflets, links, videos, slides and presentations
- Assignments relevant to the units you are studying which have been specially developed to cover the areas that you need to cover only
- Personal Tutor Contact Details
- Recommended Reading List

Please ensure you read the welcome pack and study guide thoroughly before commencing your studies.

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## **Your Tutor**

Your tutor is personally assigned to you and their role is to offer advice, guidance and support for your learning, and to assess your work. Contact is made with your tutor via the online learning system. They should be your first contact in case of any query.

## **Assessment – Assignments**

Each unit is assessed through the Centre Assessment Route by your tutor. Assessment activities have been developed by The Business School (UK) Ltd, which have been approved by CILT (UK). Each assessment brief gives information regarding exactly what needs to be covered and other supporting information such as word count and referencing guide.

If you have already successfully completed the SNCO CLM course, please ensure that you upload your certificate in the Management In Logistics and Transport module, and you will not therefore have to complete the People Management section of this assignment.

You should submit your assessment work or any queries regarding the assessment work to your tutor for assessment.

Your tutor will assess your work and complete a mark-sheet and give you feedback. You will be allowed one re-submission of your work. Once your tutor is satisfied that your work reaches the required standards, this will then go through a process of internal quality assurance within The Business School (UK) Ltd and then a process of external quality assurance through CILT (UK). These procedures are laid down by the Awarding Organisation and are rigidly followed by The Business School (UK) Ltd. These are all administered through the online learning system.

## **Certification**

Once you have successfully completed all the assessment work necessary for your qualification, your certificate will be claimed through the CILT (UK) external quality assurance process by The Business School (UK) Ltd.

## **Membership Eligibility**

Successful completion of the CILT (UK) Level 5 Professional Diploma in Logistics and Transport 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 Logistics and Transport 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](http://www.ciltuk.org.uk) or alternatively contact the Membership Department on +44 (0)1536 740100.

CILT (UK) is the National Certification Centre within the UK, for the European Certification Board for Logistics (ECBL) which is part of the European Logistics Association (ELA). Learners who have successfully completed CILT (UK) Level 5 Professional Diploma in Logistics and Transport with the relevant units, as detailed below, are automatically

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eligible for ESLog – European Senior Logistician. European accreditation will be particularly useful if you are a logistician who is already working within a European or worldwide supply-chain, or if you are planning to work outside of the UK. There are now 20 participating countries in this certification process, ensuring recognition of your logistics skills and competencies.

ECBL certification will entitle you to use designatory letters after your name. You will also be able to register your name on the ELA website so that people will know you have achieved European standards of competence. Your course meets the requirements.

### **About The Business School (UK) Ltd**

We provide training and qualifications to corporate organisations, individuals and graduates both in the UK and internationally. We offer credible, professional delivery, quality assurance and administration to national and international audiences in the UK and overseas. Our comprehensive spread of complementary skills and experiences, spanning more than 50 years, includes logistics, transport and management training, business development, quality assurance, inspection and moderation, assessment and verification, strategy and business planning, and administration. We are a first-class professional development provider, delivering leading edge training to give a unique advantage to our clients. We do this by building on academic achievements, exploring the application of key theories, tools and techniques, expert training and broader education, and through excellent administration, customer service and support.

Our trainers have extensive international and national experience across a range of sectors including petroleum, oil & gas, maritime, defence, manufacturing and education. We work only with trainers who are qualified, accredited and committed to their own development.

Our directors are both qualified and experienced External Verifiers and have a range of other qualifications and experience including EQFM, professional body Fellows and Strategic Management. Quality assurance is key to any training establishment, and we work with a number of bodies who externally assure the quality of what we do. These include the Institute of Leadership and Management and the Chartered Institute of Logistics and Transport. We are able to deliver qualifications, accredited or bespoke development via taught, distance or blended learning.

### **The Chartered Institute of Logistics and Transport in the UK (CILT (UK))**

CILT (UK) is the UK territorial body of CILT, which has a presence in more than 30 countries across the world. This network of members and contacts can connect all CILT members wherever they are in the world and constitutes the greatest resource of professional expertise within our areas of interest. See [www.ciltuk.org.uk](http://www.ciltuk.org.uk).

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## **Policies and Principles**

All Business School courses are developed and designed to be delivered in English, and therefore a good standard of English is required to offer maximum chance of success, enjoyment, participation and learning.

We will use your feedback within course reviews, annual self-evaluation for our business and will ask permission to use this for marketing purposes.

We believe that no student should be disadvantaged by reason of disability. We expect reasonable behaviour from our learners and their representatives, and for them to refrain from language that may be thought of as offensive, abusive, racist, libellous or defamatory. We reserve the right to terminate the registration of students or their representatives should behaviour be found, in our opinion, to be unreasonable.

Other policies and documents on the Virtual Learning Environment in the Information section:

- Data Protection Policy
- Health and Safety Policy and checklist
- Equal Opportunities Policy
- Internal Quality Assurance Policy
- Access to Assessment Policy
- Appeals against Assessment Procedure and decisions
- Plagiarism
- Complaints and Appeals

There is also a useful Study Guide, and a Complete Site Guide.

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### Contacts:

#### The Business School (UK) Ltd

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#### The Chartered Institute of Logistics and Transport in the UK

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