

**CILT (UK) LEVEL 3 CERTIFICATE IN  
LOGISTICS AND TRANSPORT**

**CANDIDATE INFORMATION PACK  
ONLINE DISTANCE LEARNING**

**The  
Business  
School  
UK**

## Programme Information

The CILT(UK) Level 3 Certificate in Logistics and Transport is designed to provide a sound foundation for a career within the transport and supply chain fields and to provide Learners with a complete set of management skills. This qualification follows on from the general knowledge gained in the CILT(UK) Level 2 Certificate and provides more in-depth information on the core business subjects and specialist areas.

## Qualification Awarded

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 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 3 Certificate is designed for team leaders, new supervisors or aspiring managers and is also recommended for anyone making a career change. This is an open access qualification, although Learners would benefit from having some prior knowledge of logistics and transport operations and awareness of the integrated nature of supply chain activities.

## Structure of Programme:

The qualification is made up of 3 units. Units are measured by level, 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.

Each learner must complete the two mandatory units – Business Theory and Business Application. They must then choose one optional unit. 240 total guided learning hours. For the RLC and military personnel undertaking this qualification after completion of their Class 1 course, the optional unit is Warehousing.

Unit	Guided Learning Hours
<b>Mandatory Units</b>	
Business Theory	80
Business Application	80
<b>Optional Units</b>	
Warehousing	80
Inventory	80
Procurement	80
Supply Chain Operations	80
Freight Transport Operations	80
Local Authority Passenger Transport Planning and Provision	80
Passenger Transport Operations	80
Transport Planning	80

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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.

Your answers 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.

### **Delivery of the Programme**

The units marked in red above are available via our Virtual Learning Environment in full.

If you wish to undertake one of the unmarked optional units instead or in addition to those marked, the learning materials will be delivered electronically, marked as your copy. You should contact [training@thebusinessschool.uk.com](mailto:training@thebusinessschool.uk.com) to discuss this and order the materials.

### **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 89 hours, including 19 Guided Learning Hours.

The Total Qualification Time for this qualification is 267 hours, including 57 Guided Learning Hours.

### **Progression**

This qualification will provide progression opportunities to other qualifications including the CILT (UK) Level 5 Professional 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 two years.

- It is vital that you complete the registration information on the VLE prior to the submission of your first assessment work to your tutor. Your CILT registration will be processed at this time so that you are able to claim successful completion of your units and qualifications at the appropriate time. If you are not registered, you will be able to claim your certificate, regardless of whether you have produced the work and been assessed as passing.

At the end of the registration period all Learners will be withdrawn from the relevant qualification. 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 2 years study time to complete this certificate. The online system will contain the following information:

- Course materials relevant to your chosen course (unless you have chosen units delivered by CD)
- Assessments briefs relevant to your chosen course
- Personal Tutor Contact Details
- Welcome Pack and Study Guide
- Recommended Reading List

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

## **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 – By Written Assignment**

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).

You will need to complete a written assignment for each unit.

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. Please note that this may take up to 4 months, but you will be able to download a successful module completion certificate from the system at the end of each module.

## **Membership Eligibility**

Upon successful completion of the Level 3 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](http://www.ciltuk.org.uk) or alternatively contact the Membership Department on +44 (0)1536 740100.

## **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).

### **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. Please ensure you complete the module feedback form online.

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 are available to learners on the Virtual Learning Environment in the Help or Information sections:

- Privacy Notice

- Health and Safety Policy
- Equal Opportunities Policy
- Customer Service Statement
- Learner Registration Policy
- Safeguarding of Vulnerable Adults Policy
- Complaints and Appeals Policy
- Maladministration and Malpractice Policy
- Reasonable Adjustments and Special Considerations Policy

There is also a full Site Guide and Study Guide on the Virtual Learning Environment.

### **Appeals against Assessment Procedure**

This is the procedure to be used where a candidate wishes to appeal against an assessment decision made on a programme carried out by The Business School (UK) Ltd. All appeals must be made through your assessor at The Business School (UK) Ltd.

### **Making an appeal against an assessment decision**

Where a candidate wishes to appeal against an assessment decision taken on a CILT (UK) programme this is the process:

- The candidate must make an appeal by email to The Business School (UK) Ltd within 14 working days of the candidate receiving the assessment decision.
- The Business School (UK) Ltd will acknowledge receipt of an appeal, in writing to the candidate, within 5 working days.
- The Business School (UK) Ltd will check the status of the candidate's registration.
- The original piece of work will be re-assessed by an internal quality assurance assessor.
- The outcome of the appeal will be notified in writing to the candidate within 35 working days of its receipt by The Business School (UK) Ltd.
- This decision will be final.

Please note that all assessment and verification staff at The Business School (UK) Ltd are registered with the Awarding Organisation and suitably qualified both as assessors and verifiers and at an appropriate occupational level.

### **Plagiarism**

Plagiarism, that is the presentation of another person's thoughts or words as though they were your own, must be avoided, with particular care in assignments. Note that you are encouraged to read, evaluate, critique, contrast and compare the work of others as much as possible at this level. You are expected to incorporate this in your thinking and in your assignments. You must acknowledge and reference your sources.

Direct quotations from the published or unpublished work of others, from the internet, or from any other source must always be clearly identified as such. A full reference to their source must be provided in the proper form and quotation marks used. Remember

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that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally, if you summarise another person's ideas or judgements, figures, diagrams or software, you must refer to that person in your text, and include the work referred to in your bibliography or as footnotes or endnotes.

The direct and unacknowledged repetition of your own work which has already been submitted for assessment can constitute self-plagiarism.

TBS may run your work through specially designed plagiarism software which identifies where there is a match between what you have written and another source. This returns a report which shows the percentage of your work which has been lifted from elsewhere, and we adopt the following policy regarding this:

Similarity Rating	Action	Comments
0%-24%	No action – the submission will be taken through the next stage of quality assurance processes.	The decision to take no action at this stage does not preclude any action being taken, should plagiarism be identified by the awarding organisation during moderation or quality assurance.
25%-49%	We reserve the right to return the submission to the learner for further work to ensure the amount of plagiarism is reduced and appropriate referencing techniques are included.	The decision to return a submission will be dependent on the level of plagiarised content identified, and the source.
50%+	The submission will be rejected and we will investigate further and address the issue directly with the learner.	We reserve the right to enact the TBS Malpractice and Maladministration Policy.

## Complaints and Appeals Procedure

### Introduction

Before having recourse to the Complaints Procedure, a learner should make every effort to resolve a problem with the individual(s) concerned or consult his/her tutor for help and advice. Only when these steps have failed, or when the learner has good cause for not pursuing these means of resolving the issue, should the Complaints Procedure be



invoked. Submission of the Complaints Form initiates the formal Complaints Procedure. The Complaints Procedure shall not apply to cases in which an individual wishes to appeal against an academic decision by the centre or an awarding organisation; in such instances the applicant should follow the Appeals Procedure, information on which is given above.

No action will be taken in the case of complaints made anonymously. Learners shall not be disadvantaged for lodging a complaint in good faith.

### **Procedure**

Complaints received more than 6 months after the event in question will not normally be investigated.

The complaint should be in writing and addressed to the Operations Director at The Business School (UK) Ltd.

The Operations Director shall acknowledge receipt of the Complaint within 7 days of the receipt of the completed Complaints form. The purpose of the first stage of the procedure is to ascertain the nature and details of the complaint. For this purpose the Operations Director may invite the complainant to a meeting to clarify the complaint. The complainant may be accompanied by a friend or representative at this meeting and at any other meetings under this procedure. The friend or representative may make notes during the meeting. The purpose of the second stage of the procedure is to gather all material evidence relating to the complaint and for the Operations Director either to reach an immediate decision on the complaint.

Subject to the written consent of the complainant, and sufficient evidence, the following provisions apply:

- In order to investigate the complaint, the Operations Director will seek information as necessary from anyone else likely to be helpful in resolving the matter, including the complainant. Information may be sought in writing, via oral interview or both.
- Once all necessary information has been gathered, the Operations Director shall decide whether it is possible to reach a final decision on the complaint. Any decision will be communicated in writing to all parties to the complaint, with a summary of reasons for the decision.
- Appropriate action shall be taken in the light of the outcome of the investigation. The action will be intended to resolve the matter but may include the initiation of formal disciplinary action against a member of staff or a learner under the centre's disciplinary procedures.
- On the completion of the investigation the Operations Director shall notify the complainant and other parties to the complaint in writing of the outcome and of any consequential action to be taken. This will include a summary of the reasons for the decision.
- A complaint will normally be determined within 12 weeks from receipt of the complaint. However, you should be informed of the reasons should a longer period

of investigation be required.

### **Appeals against the outcome**

A complainant may seek a review of the outcome of their complaint only on the ground of procedural irregularity on the part of the Operations Director.

A complainant wishing to lodge an appeal about the outcome of a complaint which has been investigated shall do so in writing, addressing the appeal to the Business Development Director of The Business School (UK) Ltd, within 14 days of notification of the outcome of the investigation. The Business School (UK) Ltd will normally complete the review of an appeal within three weeks following its receipt.

If the Business Development Director, having reviewed the original complaint file and sought any evidence as appears to be necessary to reach a decision, considers there to be grounds for the appeal, he may make appropriate arrangements to have the complaint reconsidered. Any further action or outcome will be decided by the Business Development Director and will be final.

If a complaint from or on behalf of a learner remains unresolved after consideration by the school, there is provision for resolution of the complaint through a process which includes consideration by two alternative external independent adjudicators who have not been directly involved in the matters detailed in the complaint, and who are independent of the management and running of the school. All relevant paperwork needs to be provided to the independent adjudicators, who will consider and give their verdict within one month. A fee may be chargeable at this stage.

### **Monitoring**

The Operations Director will monitor:

- The number of complaints made, and upheld or rejected;
- The nature of the matters raised and any remedial action recommended and taken;
- The ethnic origin, gender and other data relating to the complainants for diversity monitoring purposes.

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### Contacts:

#### The Business School (UK) Ltd

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VLE Technical enquiries	<a href="mailto:natasha@thebusinessschool.uk.com">natasha@thebusinessschool.uk.com</a>
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