

Training and Development Directory

2010

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All members of CILT and IOM are encouraged to keep their knowledge and skills up to date. CPD is 'The systematic maintenance and improvement of knowledge, skills and competence throughout a professional's working life.'

Continuing Professional Development (CPD)



'One of the most powerful benefits of CILT membership is its online Knowledge Bank and The Knowledge Centre based at Corby Office. Being able to carry out detailed research across such an authoritative range of sources with a few simple searches is a massive timesaver. The range of source material that the Knowledge Bank can draw from is very extensive and enables access to a far wider information base than I could ever hope to access through reading trade journals and taking online news feeds. When a particularly challenging research need arises, even more time can be saved by drawing on the expertise of the CILT Research Team. They are always thorough and prompt in turning round such requests and the value this delivers is huge.'

Alan Devine, Business Account Director, Gist

CPD ONLINE – The best CPD tool at your fingertips

Your commitment to CPD proves that you take a positive approach to your personal and professional development, equipping you to meet the needs of a fast-moving world of work, ensuring your skills are up to date.

CPD Online from CILT is free to members, allowing you to plan and record your development, highlight future goals and demonstrate your skills to current and potential employers.

This easy-to-use system helps you to analyse, plan and record your continuing achievements and activities. These may include informal or unstructured learning (e.g. work experience, coaching/mentoring, planned reading, networking), as well as

formal or structured learning (e.g. qualifications, training courses, teaching and attendance at events, seminars or conferences).

CPD Online provides an easy means of recording current skills, competencies and future activities forming your personal CPD plan. You can then select from a variety of activities, including Institute events and training, and insert them into your diary. CPD Online provides a statement of currency detailing your CPD plan – both completed and outstanding activities – and you can upload and store certificates and other evidence of achievement in the system's e-portfolio.

Log on and start your CPD profile today at <http://cpd.ciltuk.org.uk>

STAFFMARK

People compliance solutions - don't chance it

CILT understands the pressures you face to ensure that your staff's licences, certifications and training requirements remain up to date – just as we understand the penalties and consequences for your business if they don't.

That's why we have developed Staffmark to help you to manage these issues, meaning that you don't have to leave your compliance to chance. This exclusive, groundbreaking service manages your organisation's compliance needs for you by ensuring that expiry dates of licences and compulsory

qualifications are held within its online system, so that your organisation can continue to operate efficiently and legally. Staffmark also lets you know when you need to plan and schedule training and re-certification in line with the needs of your business. It can also be used to facilitate the planning, recording and monitoring of all your staff training and development. So don't leave your staff compliance to chance.

ACCREDITATION OF IN-COMPANY PROGRAMMES

In-company training and development offers a cost-effective and flexible solution to your training and development needs. Adding external accreditation to your internal training and development activities provides an independent quality benchmark of your programme.

Accreditation of company training by a professional body can assist an organisation in the recruitment and retention of high-quality professionals.

For candidates, accreditation can provide a direct route to membership and in some cases to Chartered status in CILT. Accreditation can also provide individuals with recognition of their commitment to the hard work and learning that has taken place.

CILT can accredit training and development programmes that are already in place and also help an organisation develop a new programme or programmes, which then can be accredited once they have met the set criteria.

Accreditation can (a) provide a fast-track route to different grades of membership (b) be benchmarked against standards of knowledge or competence such as those for Chartered

Membership of CILT (c) be benchmarked against National Occupational Standards, such as the scheme for Transport Planners or (d) be benchmarked with quality standards for training and development. The relevant benchmark for accreditation is established in discussion with each organisation.

As well as helping in the recruitment and retention of high-quality staff and providing an assurance of high standards, accreditation clearly demonstrates an organisation's commitment to the training and development of its employees.

Steps in the process

- > Meet to identify training and development needs
- > Establish relevant standards and criteria for accreditation
- > Ensure existing programme fits these criteria
- or
- > Develop a programme to meet agreed criteria

For candidates, accreditation will provide a direct route to Chartered status in CILT, which will give professional recognition for those intending to develop their careers in all areas of transport, logistics, operations management and supply chain management.

OPEN UNIVERSITY

CILT works closely with the Open University Corporate and Employer Services to deliver customised training courses and programmes for organisations. The courses feature all the distinctive strengths of the OU from its years of expertise in work-based learning and this is normally condensed into approximately 20–30 hours of study.

Each flexible, online course is divided into one-two-hour chunks of learning around your chosen subject. These can be started, studied and completed at your own convenience, when and where it suits you, providing structured and evidenced professional development.

Affordably priced at £450 (representing a very competitive hourly rate of £15!) the courses build over several months to give up to 30 hours of professional skills development linked directly to your work and practice. Each course comes with support and personal feedback from expert learning advisors and upon successful completion you are awarded an Open University Certificate that makes a welcome addition to your CV and your CPD Online portfolio.

Course subjects available include travel planning, food production, management skills, marketing and IT.

For more information visit www.ciltuk.org.uk/pages/ou



The Open University

'The Open University is delighted to work in partnership with CILT as the professional leading body for individuals in logistics, supply chain and transportation. We are pleased to be able to support CILT members with their professional development in both the provision of bespoke training opportunities for corporate members or to individuals.

Drawing on years of experience providing high-quality learning, The Open University has developed a portfolio of over 50 flexible online courses in management, leadership, strategy and other skills areas, for example travel planning. These courses support professionals with their skills development, contributing to your CPD requirements. CILT members also benefit from a 10% discount.'

David Robinson, Business Development Manager,
Professional Bodies

THE KNOWLEDGE CENTRE

CILT houses one of the largest collections of specialist logistics and transport information in the world to help you succeed in your studies, research, job and career.

Its traditional resources give you access to the renowned John Williams Library and online databases, bringing a wealth of online information direct to your PC, keeping you informed with the most up-to-date information when and where you need it.

The Knowledge Centre's experienced and dedicated staff are also on hand to help, advise and support you with your research and information needs.

MEMBER BENEFITS

In a knowledge-based economy, having the right tools and techniques for your job will set you apart from the crowd. Your benefits packages from CILT and IOM will keep you informed of the latest news and information, and help you develop the skills and techniques you need to realise your ambitions and progress through your career.

If you're not already a member, you will receive one year's free affiliate (CILT) or associate (IOM) membership when you attend a training course or enrol on one of our qualifications. Membership gives you access to a toolkit that can really enhance your studies and career.

Keeping you informed:

- > Your professional journals – Logistics & Transport Focus and Operations Management – bringing you industry news, reports and profiles, delivered to your door!
- > Regular e-newsletters – keeping you informed of relevant industry events and latest news
- > www.ciltuk.org.uk or www.iomnet.org.uk – your online source of Institute information, policy and

research documents and members only area where you can network and share opinions and best practice

Developing your career:

- > Qualifications and training – your membership gives you discounted access to our qualifications and training courses
- > Designatory letters – as an assessed member of CILT or IOM, you are able to use post-nominal letters highlighting your experience and professionalism as soon as you hand over your business card
- > CPD scheme offering practical advice, guidance and opportunities for investing in your own continuing professional improvement
- > Networking – unparalleled networking opportunities with colleagues and industry leaders through our 300+ local, regional and national events each year
- > Careers – keeping your career moving forward with advice, feedback and preparation, increasing your confidence and helping you get to where you want to be
- > Mentoring – providing professional advice and support throughout your studies and career

Saving you time:

- > The Knowledge Centre – the only information and research resource you need! Journals, reports and benchmarking available online and in hard copy
- > Research support – our researchers can help you access the information you need, when you need it, for work or study

Saving you money:

- > Webshop – with an exclusive resource that is dedicated to providing members with discounted publications, has a large range of logistics, supply chain, transport and management titles with substantial savings
- > Legal Helpline – FREE legal advice and support 24/7, giving you immediate, clear, concise and confidential guidance