

Training and Development Directory

2010

Qualifications

The National Qualification Framework and the Qualifications and Credit Framework	7
CILT(UK) Level 2 Certificate in Logistics and Transport (QCF)	7
CILT(UK) Level 3 Certificate in Logistics and Transport	7
CILT(UK) Level 5 Professional Diploma in Logistics and Transport	8
CILT(UK) Level 6 Advanced Diploma in Logistics and Transport	8
CILT(UK) and University of Glamorgan Masters Programmes	9
MSc in International Logistics and Supply Chain Management	9
MSc in International Transport and Logistics	10
CILT Certificate in Traffic and Transport	10
Humanitarian Logistics	11
Fritz Institute	11
Fritz/CILT(UK) Certification in Humanitarian Logistics	11
Fritz/CILT(UK) Certification in Humanitarian Supply Chain Management	11
Fritz/CILT(UK) Certification in Humanitarian Medical Logistics Practices	11
Qualifications for Railway Operators	12
Qualifications in International Trade	12
IOM Level 3 Certificate in Operations Management	13
IOM Level 5 Diploma in Operations Management	13
IOM Advanced Diploma in Operations Management	13
APICS	14
APICS Certified in Production and Inventory Management	14
APICS Certified Supply Chain Professional	15
Qualifications for Maritime Trade and Transport	16



Our qualifications offer professionals at every level and in every sector of industry the opportunity to gain professional recognition of their knowledge and experience.

Nationally recognised and accredited by the Office of the Qualifications and Examinations Regulator (Ofqual), these qualifications are designed to raise standards and to demonstrate both professional and personal achievement.

Our qualifications are developed by practitioners for practitioners. They are constantly reviewed and updated to ensure that they continue to meet the needs of individuals and their employers.

All our qualifications include student affiliate membership of CILT or the IOM, giving you access to a wealth of exclusive benefits to support both your studies and your long-term career aspirations.

Qualifications

CILT qualifications can be studied at centres around the country, or through CILT's Distance Learning Centre. Some of the centres also offer distance learning options. A list of these centres can be found on our web site.



TESCO

'I would have no hesitation in recommending the qualifications offered by CILT.

'In the early years of my career, I studied for both the Certificate and Diploma and drew a huge benefit from them. This was not only in their ability to provide both a theoretical and case-based reinforcement to my vocational development, but also in terms of the breadth of learning and the opportunity to meet and share experiences with people from a wide range of disciplines within the supply chain field and from a variety of organisations.

'The insight provided by the materials, coupled with the contacts made and the quality of the teaching, provided a valuable source of reference and advice for many years.

'The range of formal qualifications, when viewed alongside the broad spectrum of training courses and materials available, make CILT a natural first point of contact for logistics and supply chain development for all levels within your organisation.'

Neil Ashworth, Supply Chain Director, tesco.com

THE NATIONAL QUALIFICATION FRAMEWORK AND THE QUALIFICATIONS AND CREDIT FRAMEWORK

The National Qualification Framework (NQF) sets out the levels against which a qualification can be recognised in England, Wales and Northern Ireland. It helps learners make informed decisions about the qualifications they want to pursue, by comparing the levels of different qualifications and identifying different progression routes. The Qualifications and Credit Framework (QCF) replaces the NQF and is currently being implemented.

The QCF is an innovative way of recognising skills and qualifications. It does this by awarding credit for qualifications and units (small steps of learning). It enables people to gain qualifications at their own pace along flexible routes.

The Institute's Level 2 units and qualifications are accredited in the QCF, whereas the remainder are currently accredited in the NQF and will be transferred to the QCF as of 1st September 2010.

CILT(UK) LEVEL 2 CERTIFICATE IN LOGISTICS AND TRANSPORT (QCF)

Aimed at new entrants to the logistics and transport industry, the Level 2 Certificate is an entry level qualification offering a broad understanding of the principles, applications and concepts of logistics.

The Level 2 qualification is comprised of two elements. There are mandatory units of:

- > Introduction to Logistics (QCF)
- > Introduction to Customer Service and Marketing (QCF)

This is complemented by six elective units of which the student chooses two to study:

- > Introduction to Freight Transport Services (QCF)
- > Introduction to Passenger Transport Services (QCF)
- > Introduction to Warehousing and Inventory (QCF)
- > Introduction to Purchasing (QCF)
- > Introduction to Planning and Operation of Freight Transport (QCF)
- > Introduction to Planning and Operating Passenger Transport (QCF)

CILT(UK) LEVEL 3 CERTIFICATE IN LOGISTICS AND TRANSPORT

Aimed at team leaders, new supervisors or aspiring managers, this modular programme is designed to increase core skills and knowledge and to result in enhanced professionalism.

The course is flexible and allows students to choose either from the logistics or passenger transport option, depending upon their specialism.

The course is comprised of a compulsory core unit in management and the student can then choose to study one elective unit from the Supply Chain, Road Freight and Passenger Transport options.

Compulsory Core unit:

- > Management

Elective Units – Supply Chain:

- > Production Planning
- > Inventory
- > Procurement
- > Warehousing

Elective Units – Road Freight:

- > International Trade and Freight
- > Road Freight Transport

Elective Units – Passenger Transport:

- > Road Passenger Transport
- > Community Transport
- > Passenger Transport Co-ordinator

Completion of the elective unit of Passenger Transport Co-ordinator together with the core management unit leads to the Passenger Transport Co-ordinator's Certificate (PTCC).

This qualification is designed in conjunction with ATCO for staff working within transport co-ordination departments in local government, PTEs and Transport for London.

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

Aimed at graduate entrants to the profession or managers, the Institute's most popular modular programme is designed to enhance expertise in the supply chain, passenger transport or transport planning environments in addition to building and developing core management skills.

This flexible qualification allows students the freedom to study the elements of the course that are most appropriate to their interests, career path and current role.

The qualification is comprised of a compulsory core unit in Management in Logistics and Transport and the student can then choose whether to study one elective unit and two optional units or two elective units and one optional unit. The subjects covered are:

Elective Units

- > Supply Chain
- > Transport Planning
- > Transport Operations

Optional Units

- > International Business
- > Inventory
- > Movement of Goods
- > Warehousing
- > Production Planning
- > Project Management
- > Retail Logistics
- > Sourcing and Procurement
- > Supply Chain Network Planning
- > Supply Chain Flow Planning
- > Transport and Society
- > Movement of People
- > Transport Planning Techniques

CILT(UK) LEVEL 6 ADVANCED DIPLOMA IN LOGISTICS AND TRANSPORT

Aimed at managers aspiring to move to the strategic level, this advanced course is designed for professionals already working within the logistics and transport profession, typically in middle management. It provides the strategic management skills and tactical insight for professional and business development.

The Advanced Diploma bridges the gap between the undergraduate level of the Professional Diploma and the postgraduate standard of a Masters degree. A key requirement of the Advanced Diploma is the development of strategic awareness and understanding in candidates who may not yet be operating at a strategic level.

The course is comprised of five mandatory units covering the following subjects:

- > Logistics and Transport – Strategic Context
- > Leadership and Strategic Management in Logistics and Transport
- > Strategic Network Planning in Logistics and Transport
- > Delivering Strategic Performance in Logistics and Transport
- > Research Methods and Professional Project in Logistics and Transport

The Advanced Diploma meets the educational requirements for Chartered Membership.

CILT(UK) AND UNIVERSITY OF GLAMORGAN

Masters Programmes

MSc in International Logistics and Supply Chain Management MSc in International Transport and Logistics

CILT and the University of Glamorgan are pleased to offer our two new Masters degree programmes delivered by cutting-edge, e-learning technology, enabling you to complete your studies wherever you are in the world!

When you hold an MSc in either International Logistics and Supply Chain Management or International Transport and Logistics, you set yourself apart from your colleagues. It's not just about what you do, it's also about who you are. Everything about you, from the way you interact with colleagues and customers, to the way your department operates and the decisions you make, differentiates you from the crowd.

By deciding to study your MSc through CILT with the University of Glamorgan you are sending a clear message to colleagues and current and future employers that, for you, only the best will do.

The programmes have all the rigour and quality of traditionally taught courses with the increased flexibility of innovative delivery via your PC. With intakes in April and September each year, CILT and University of Glamorgan MSc programmes are flexible enough to fit in with your busy schedule.

online
delivery



MSc IN INTERNATIONAL LOGISTICS AND SUPPLY CHAIN MANAGEMENT

The MSc in International Logistics and Supply Chain Management is delivered in three stages where you can choose which subjects you want to study (within the course requirements) from the options below.

Stage 1 – 60 Credits

(2 x 20 credits + 2 x 10 credits)

PS4S14

Strategic Supply Chain Management
(20 credits)

PS4S03

Applied Economics & Marketing for Managers
(20 credits)

AF4H17

Strategic Accounting for Decision Making
(10 credits)

LC4H17

Common Law & Practice
(10 credits)

Stage 2 – 120 Credits

(2 x 20 credits + 2 x 10 credits + stage 1)

PS4H07

Future Logistics & Supply Chain Landscapes
(10 credits)

PS4S01

Globalisation of Logistics & Supply Chains

PS4H04

Strategic Operations Management
(10 credits)

4S02

Research Methods
(20 credits)

Stage 3 – 180 Credits

(1 x 20 credits + 1 x 40 credits + stages 1 & 2)

4S06

Strategy as Practice
(20 credits)

PS4D01

Dissertation (International Logistics & Supply Chain Dissertation)
(40 credits)

(Please refer to the course timetable for specific module delivery)

MSC IN INTERNATIONAL TRANSPORT AND LOGISTICS

The MSc in International Transport and Logistics is delivered in three stages where you can choose which subjects you want to study (within the course requirements) from the options below.

Stage 1 – 60 Credits

(2 x 20 credits + 2 x 10 credits)

PS4S14

Strategic Supply Chain Management
(20 credits)

PS4S03

Applied Economics & Marketing for Managers
(20 credits)

AF4H17

Strategic Accounting for Decision Making
(10 credits)

LC4H17

Common Law & Practice
(10 credits)

Stage 2 – 120 Credits

(2 x 20 credits + 2 x 10 credits + stage 1)

PS4H08

Future Logistics & Supply Chain Landscapes
(10 credits)

PS4S02

Globalisation of Logistics & Supply Chains

PS4H04

Strategic Operations Management
(10 credits)

4S02

Research Methods
(20 credits)

Stage 3 – 180 Credits

(1 x 20 credits + 1 x 40 credits + stages 1 & 2)

4S06

Strategy as Practice
(20 credits)

PS4D01

Dissertation (International Logistics & Supply Chain Dissertation)
(40 credits)

(Please refer to the course timetable for specific module delivery)

CILT CERTIFICATE IN TRAFFIC AND TRANSPORT

This new qualification introduces students to the key components of transport planning. The Certificate will enable you to demonstrate your knowledge of traffic and transport planning that in addition to the development of key skills will help you to become the well-rounded professional that employers need.

Target audience

It is intended for all recent entrants to the highways traffic and transport planning profession and those seeking professional recognition.

With many new entrants to the profession coming in from non-traditional backgrounds, it will be particularly relevant for those with degrees in non-transport-related subjects. It will also appeal to those with relevant first and second degrees who wish to obtain a professional qualification.

What does it cover?

There are five units in the qualification, which are based on a grouping of the 20 seminars of the PTRC evening seminar series. The units and standards are carefully aligned to nationally recognised standards (or national occupational standards) for transport planners.

The units are:

- > Context of Traffic and Transport Planning
- > Foundations of Transport Modelling
- > Traffic Management
- > Modal Choice and Demand Management
- > Information, Control, Safety and Access

HUMANITARIAN LOGISTICS

The Fritz/CILT suite of qualifications is designed for humanitarian logistics professionals, with the courses developed in collaboration with a number of leading humanitarian agencies.

The programmes are competence based, so candidates will demonstrate that they can apply the knowledge gained in a practical context.

Candidates receive their learning materials on CD and have access to a specialist coach with experience of operating in emergency environments, throughout the programme.

The learning process is centred on the study of the supply chain of a simulated humanitarian relief organisation. The candidate is also provided with relevant reference material, produced in partnership with many leading relief agencies.

For more information on these qualifications in humanitarian logistics, visit the following web sites:

www.fritzinstitute.org

www.logisticslearningalliance.co.uk

www.ciltuk.org.uk

FRITZ INSTITUTE

Fritz/CILT(UK) Certification in Humanitarian Logistics

The Certification in Humanitarian Logistics (CHL) is suitable for professionals working in operational management positions within the field of humanitarian logistics. It also provides a valuable grounding for those with relevant supply chain experience from the commercial sector who are aiming to enter the humanitarian logistics arena for the first time.

The course comprehensively covers the subjects of:

- > Humanitarian aid supply chains
- > Warehouse and inventory
- > Procurement

- > Transport
- > Fleet management
- > Import/export
- > Managing a humanitarian supply chain response

This course is also available in French:

- > Certification en Logistique Humanitaire

Fritz/CILT(UK) Certification In Humanitarian Supply Chain Management

The Certification in Humanitarian Supply Chain Management (CHSCM) is the next level qualification in this range. It is aimed at humanitarian logisticians who are operating at a tactical level and are engaged in the planning, resourcing and management of the supply chain and the implementation of supply chain strategy.

Typically, candidates will hold such positions as logistics coordinator, logistics manager and head of logistics centre. The course is more detailed than the first qualification and provides in depth learning of the two main topics:

- > Supply chain planning
- > Supply chain operation and co-ordination

Fritz/CILT(UK) Certification in Humanitarian Medical Logistics Practices

This new qualification is aimed at humanitarian logisticians and medical specialists involved in medical supply chains. It will increase humanitarian logisticians' and medical specialists' ability to plan and operate the medical supply, and safeguard against the high rate of substandard and counterfeit medical items pervading the international medical supply chain.

new

QUALIFICATIONS FOR RAILWAY OPERATORS

CILT is pleased to be able to promote professional qualifications for railway operational managers, as offered by the Institution of Railway Operators (IRO).

The IRO, in conjunction with Glasgow Caledonian University, offers a BSc degree programme in railway operational management. Students undertaking the programme will be awarded a BSc, a Diploma in Higher Education or a Foundation Certificate (each accredited by CILT).

All three courses will give successful students a transferable academic qualification recognised by the railway industry, as well as the opportunity to improve their industry knowledge, which will inevitably boost career prospects.

These courses are delivered by distance learning, requiring self study and the use of interactive, web-based modules using the GCU online study facility (Blackboard), so students will need to have access to a web-enabled computer.

The courses are divided into modules and include day study events and weekend tutorials. The programmes have a set timetable requiring the student to follow a predetermined study plan. Each module runs for 12 weeks, with students submitting assignments during this 12-week block. Each module requires students to read the core text, along with any referenced publications, and also to undertake their own research.

Tutors experienced in the module concerned will mark student answers and provide feedback. All tutors are accredited by Glasgow Caledonian University, and students will also have access to a course mentor to enable the student overcome any learning issues.

CILT members have access to the CILT's renowned Knowledge Centre, which has a raft of passenger and freight transport and transport planning information, all of which will help students studying the range of IRO qualifications.

Full details and application forms can be downloaded from the IRO web site: www.railwayoperators.org If you have any questions email: education@railwayoperators.org

QUALIFICATIONS IN INTERNATIONAL TRADE

At CILT, we recognise the need to promote best practice in all aspects of logistics and transport for the benefit of individuals and organisations within each specific sector which will raise standards throughout the profession as a whole. In doing so, we are very pleased to include the following qualifications from the Institute of Export (IOE) as part of this overall qualifications portfolio.

As with all recognised professional bodies, the IOE qualifications will provide students with an in-depth and progressive route in importing and exporting goods and services across the globe. The following qualifications cover the fundamentals of international trade as well as marketing, finance, legal aspects, transport and distribution, documentation, logistics and purchasing and all aspects of global trade – from supervisory and operational level through to senior strategic management.

- > Certificate in International Trade
- > Advanced Certificate in International Trade
- > Diploma in International Trade

All of these qualifications are modular based and are delivered by distance learning – either full tuition or self study.



Short Courses in International Trade

As well as recognised professional qualifications, the IOE also provide a specific range of training programmes which cover all aspects of international trade. This training can also be tailored to companies' specific needs. These one to three day short courses are delivered by experienced practitioners and will keep you abreast of current issues and changes in legislation and count towards your own continuing professional development (CPD) plan.

For further information on the range of qualifications and courses available, please visit: www.export.org.uk or contact the Institute of Export on: 01733 404400.

CILT members will receive a special 10% discount off the normal IOE distance learning prices and 20% off the IOE short course prices. CILT members will also have access to CILT's Knowledge Centre which will help with aspects of each IOE qualification and training programme.

To receive your membership discount, please quote "CILT" when you call or email the IOE.

IOM LEVEL 3 CERTIFICATE IN OPERATIONS MANAGEMENT

The Certificate in Operations Management is designed to provide an introduction to production and operations management, giving a good overview of all the necessary elements and providing an excellent springboard to further development and career achievement.

The course is broadly based and generalist. It is suitable for professionals currently working in a supervisory role but wanting to develop their skills and career path further.

The course is comprised of three mandatory units:

- > Business for Operations Managers
- > Demand and Supply Chain Management
- > Operations Improvement Techniques

IOM LEVEL 5 DIPLOMA IN OPERATIONS MANAGEMENT

The Diploma in Operations Management provides students with detailed and specific coverage of the various elements of supply chain, operations and inventory management within the global environment.

It is aimed at managers involved with planning and implementation at an operational level.

The course is comprised of the following nine mandatory units:

- > Operations Management Strategy
- > Operations Resource Management
- > Business Excellence for Operations Managers
- > Customer Focus in Operations Management
- > Supply Chain and Inventory Management
- > Enterprise Planning for Operations Managers
- > Manufacturing Planning
- > Added Value for Manufacturing
- > Operations Management Project

IOM ADVANCED DIPLOMA IN OPERATIONS MANAGEMENT

There is no formal syllabus requirement for the Advanced Diploma in Operations Management, nor is it assessed by formal written examination papers. The Advanced Diploma is approached through project work, either individually or in teams. It is designed to provide an education that combines a broad foundation in research and project techniques with a specific applied research investigation.

Candidates are required to demonstrate their ability to carry out a supervised but independent investigation, to collate their findings from it and to analyse and assess their significance. They are then expected to present a well-structured and lucid report or thesis.

Since the programme is intended to provide a foundation in research methods, it should contain an element of relevant research methods. Normally, a candidate would be expected to commit approximately 200 hours study to complete the Advanced Diploma.

APICS

IOM – the International Associate for APICS in Great Britain

The new partnership between APICS – the prestigious US Association for Operations Management – and the IOM provides increased availability of education, certification and membership programmes for professional personnel in operations and supply chain management throughout the UK.

The alliance will expand APICS' presence in the UK and will result in APICS' internationally recognised certification examinations, related products and membership services, including local meetings, conferences and other networking opportunities, being readily available in the UK. APICS certification will now be accessible to members of the IOM and CILT, within which IOM is a membership organisation.

The partnership makes two key internationally recognised certification programmes available in the UK: Certified in Production and Inventory Management (CPIM) is a programme designed to test candidates' in-depth knowledge of a variety of subjects specific to production and inventory management; Certified Supply Chain Professional (CSCP) extends beyond internal operations to encompass all steps throughout the supply chain. APICS certification can be undertaken via distance learning or through instructor-led programmes, according to your preferred learning style.

APICS CERTIFICATION

Certified in Production and Inventory Management (CPIM)

A CPIM education can help you to:

- Increase your functional knowledge of production and inventory management
- Improve efficiency across the processes of your organisation's supply chain
- Streamline operations through accurate forecasting
- Predict outcomes more accurately
- Maximise customer satisfaction by delivering products and services just-in-time (JIT)
- Increase profitability by optimising your organisation's inventory investment
- Enhance your credibility among peers, employers and customers

Course Content

Module 1: Basics of supply chain management

The basic concepts in managing the complete flow of materials in a supply chain from suppliers to customers are covered. Supply chain concepts are introduced and basic terminology emphasised, as are relationships among activities in the supply chain.

Module 2: Master planning of resources

Explore the processes used to develop sales and operations plans and identify and assess internal and external demand and forecasting requirements. The module focuses on the importance of producing achievable master schedules that are consistent with business policies, objectives and resource constraints.

Module 3: Detailed scheduling and planning

Focus on the various techniques for material and capacity scheduling. Study detailed descriptions of material requirements planning (MRP), capacity requirements planning (CRP), inventory management practices, and procurement and supplier planning.

Module 4: Execution and control of operations

Focus on the areas of prioritising and sequencing work, executing work plans and implementing controls, reporting activity results, and providing feedback on performance. Techniques are explained for scheduling and controlling production processes, the execution of quality initiatives and continuous improvement plans, and the control and handling of inventories.

Module 5: Strategic management of resources

Explore the relationship of existing and emerging processes and technologies to manufacturing strategy and supply chain-related functions. Three main topics are addressed: aligning resources with the strategic plan; configuring and integrating operating processes to support the strategic plan; and implementing change.

Examinations

One exam per module - five exams

Certified Supply Chain Professional (CSCP)

A CSCP education can help you to:

- Manage global supply chain activities effectively where suppliers, plants, distributors and customers are located around the world
- Interact with existing resources and your ERP system to increase the efficiency of the workplace environment
- Create consistency and foster collaboration through best practices, common terminology and corporate-wide communication
- Gain knowledge and organisational skills to streamline operations strategically
- Gain more credibility and recognition in your workplace and among peers, employers and customers

Course Content

Module 1: Supply chain management fundamentals

Understand how successful supply chain management adds value to your organisation. Learn how to develop a supply chain strategy that aligns with corporate strategy.

Module 2: Building competitive operations, planning and logistics

Understand natural dynamics within the supply chain to optimise performance and profitability. Evaluate the process constraints and choices within global logistics to establish a plan linked to overall strategy.

Module 3: Managing customer and supplier relationships

Effectively use customer data to improve service performance and increase value to suppliers and customers. Understand the strategic importance of purchasing and supplier relationships.

Module 4: Using information technology to enable supply chain management

Understand the innovative technologies enabling collaborative commerce and global visibility. Apply technology to enhance performance of distribution, reverse logistics and global supply chain communications.

Examinations

One exam

QUALIFICATIONS FOR MARITIME TRADE AND TRANSPORT

Lloyd's Maritime Academy and its sister training company IBC Global Academy are trusted brands for the shipping, ports and logistics disciplines, working with leading industry and academic bodies, as well as independently, to offer high-quality training via distance learning, corporate training and seminars.

Lloyd's Maritime Academy distance learning courses for the shipping industry cover subjects including transport, finance, law, insurance, ship operation, charting, surveying and purchasing at varying levels of accreditation, from introductory courses to postgraduate level.

The Fundamentals of Maritime Trade and Transport is supported by the International Federation of Shipmasters' Associations (IFSMA) and is a 12-week, distance learning course providing a comprehensive grounding in the major aspects of the shipping industry. This is an excellent course for new entrants into the industry, or for those who want to expand their understanding of this dynamic sector; with content covering an introduction to international trade by sea, the finance of vessels, operation of ships, management of ships, legal issues and marine insurance – and will benefit members of CILT.

The course is delivered online and comprises of six modules. Modules are released every two weeks, with each assessed by an online quiz, allowing participants to check their learning.



Students can access their materials wherever they have an internet connection, allowing freedom and flexibility for their studies. Students also have access to the online forums and chat rooms, allowing networking and sharing of ideas with fellow participants. On successful completion of the online assessments, all participants receive a certificate from Lloyd's Maritime Academy.

Other IBC Global Academy courses that receive CPD support from the CILT are the Diploma in Logistics Management and Diploma in Port Management, both run in conjunction with the North West Kent College. For full details of these and other relevant courses, please visit www.ibcglobalacademy.com or email ibcga@informa.com

For full details of other courses and training opportunities with Lloyd's Maritime Academy, please visit the web site: www.lloydsmaritimeacademy.com or email lma@informa.com

Lloyd's are also pleased to be able to offer members of CILT a 10% discount on the fees for our Fundamentals courses in Maritime Trade and Transport, Freight Forwarding, International Freight Documentation, and Oil and Gas, as well as our Diplomas in Logistics Management and Port Management.

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