

Keeping your knowledge and skills up to date in today's fast-changing world of work is vitally important, yet some people find it more challenging to plan and systematically improve their own skills than to set up systems for continuous improvement in the workplace. For this reason, the Institute offers CILT and IOM members guidance and support to help them get the best out of their Continuing Professional Development (CPD).

CPD is described as 'the systematic maintenance and improvement of knowledge, skills and competence throughout a professional's working life.' A commitment to CPD is an integral part of being a professional.

Continuing Professional Development

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FUTURE BUSINESS LOGISTICS

One of the most powerful benefits of CILT membership is its online Knowledge Bank and The Knowledge Centre based at the 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 Director
Gist Limited

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CILT Approach to CPD

As a leading professional institute, CILT has made a strong commitment to CPD and all members, across the eight Professional Sectors, are expected to adopt the philosophy as part of their own career paths. Commitment to CPD will be seen as a key indicator when seeking to upgrade to higher levels of CILT membership.

Professional
Sector relevance



The CPD Plan asks members to reflect on a number of areas:



To underpin this philosophy and to assist members undertaking CPD, CILT has established the following process:

Stage 1	Review	Assess your personal and professional experience and current competencies to identify priority areas for development and to keep track of what you have already achieved.
Stage 2	Planning and setting your goals	Set objectives for appropriate learning, together with priorities and timescales. Twelve months is generally a good timeframe, within which smaller targets can be identified to fit in with other commitments. At this stage you could work with CILT, with a mentor, on your own or with your employer (as appropriate).
Stage 3	Development activities	Plan a range of learning activities to meet your development needs. Look for opportunities to build these activities into other aspects of your life: for instance day-to-day work experiences, membership of CILT and of other organisations and your wider non-work related activities.
Stage 4	Evaluate the outcomes	Keep a record of your learning activities and achievements. You should include a realistic assessment of the extent to which the objectives you set at Stage 2 have been achieved. It is no longer enough to claim vaguely that you have 'learnt on the job'. To gain full benefit, you also need to make sure the results of your learning are properly recorded and measured in some way. This evidence can then be built into your future CPD reviews, and can also be used in support of applications for promotion or a new job and, if applicable, professional upgrading to Chartered status.

At each stage CILT provides general support and guidance free of charge. This could include:

- Discussing and providing expert advice on your individual needs
- Identifying your options and sources of support to meet your objectives, eg, allocating a mentor
- Developing an individual plan using the CILT Professional Development Planner

CILT Approach to CPD

DEVELOPING YOUR CAREER

In a knowledge-based economy, having the right tools and techniques for your job will set you apart from the crowd. Your benefits package 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

- **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 the latest news.
- **www.ciltuk.org.uk or www.iomnet.org.uk** – your online source of Institute information, policy and research documents and a members-only area where you can network and share opinions and best practice.
- **The Knowledge Centre** (more information on page 106) provides a wealth of information at the click of a button.

- **Sector Forums** – covering the eight sectors: Supply Chain; Transport Planning; Rail; Active Travel & Travel Planning; Bus & Coach; Ports Maritime Waterways; Freight Forwarding; and Aviation.

Enhancing your skills

- **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** – access to practical advice, guidance and opportunities for investing in your own continuous 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.

ACCREDITATION OF IN-COMPANY PROGRAMMES

Whatever the state of the economy, in-company training and development offers a cost-effective, flexible solution to meeting the training and development needs of your staff. Adding external accreditation to this training and development offers an independent quality benchmark of the internal programme.

There are benefits for the organisation and individual alike:

- For the organisation, having company training accredited by a professional body can help in the recruitment and retention of high-quality professionals
- For individuals, it can also provide a direct route to membership and in some cases to Chartered status in CILT(UK). Accreditation can also provide individuals with the external recognition of the hard work and learning that has taken place.

CILT offers two accreditation services. We can accredit training and development programmes that are already in place, so long as they meet the standards set by the Institute. We can also help an organisation develop a new programme, set of programmes and professional development pathway for logistics, supply chain or transport professionals.

Accreditation can be benchmarked against standards of knowledge or competence such as those for Chartered Membership of CILT. The accreditation process provides a fast track route to different grades of membership, against national occupational standards such as the scheme for transport planners or accreditation can simply be against quality standards for training and development. The relevant benchmark for accreditation is established in discussion with each organisation.

Steps in the process

- Hold an initial meeting to identify training and development needs for your staff
 - Establish which standards are relevant and set the criteria for accreditation
 - Ensure existing in-company programmes fit these criteria
- Or
- Develop new programmes and pathways to meet the agreed criteria

Accreditation can provide a direct route to professional membership and in some cases to Chartered status, providing professional recognition for those intending to develop their careers in all areas of transport, logistics, operations management and supply chain management.

CILT Approach to CPD

GRADUATE DEVELOPMENT SCHEME

Supply chain – this route gives employers the opportunity to help their staff to keep up-to-date in this rapidly changing sector, and to give them a strategic overview.

Transport planners – there is a shortage of skilled professionals working in this sector. The scheme enables candidates to develop on the job, to the immediate benefit of the individual and the employer.

Passenger transport – this programme can be used to keep up-to-date with technical advances whilst also addressing key areas such as safety.

The Graduate Development Scheme provides a direct route into Chartered Membership of the Institute.

What are the entry requirements?

- Entrants to the scheme must be graduates, employed by a company or agency operating or intending to offer an in-house professional development scheme
- Candidates will be formally nominated to the Institute by means of a completed membership application form and curriculum vitae

The Institute reserves the right not to accept candidates who, in the opinion of its Director of Professional Development, do not meet the requirements.

What is the process?

Candidates will undertake the CILT(UK)-approved company professional development scheme and comply with all the requirements of the scheme.

Candidates will maintain a portfolio of evidence during the scheme. An in-company mentor or assessor will sign off evidence of achievement for the key objectives contained in the company scheme. This will be made available for inspection by the Institute.

A verifier, nominated by the Institute, will visit the company at intervals to inspect the candidates' records.

At the conclusion of the formal in-company scheme, candidates will produce and submit to the Institute a reflective overview of their learning and development during the period. This will be of approximately 2,000–3,000 words and comply with criteria laid down by the Institute. To help them in this process candidates are advised to keep a learning log during the period of the scheme.

What is the outcome?

Candidates who complete the programme successfully will be eligible for Chartered Membership of the Institute, subject to having achieved the minimum period of qualifying experience.

CHARTERED MEMBERSHIP

Chartered Membership of CILT is the senior professional grade of membership. It is an internationally recognised and highly valued professional title.

Chartered Membership is awarded if the candidate can satisfy the criteria in two distinct areas:

- Educational attainment
- Level of managerial responsibility

There are a number of ways that these criteria can be met:

- An accredited degree and four years' experience in logistics or transport (including two years at senior level), or the CILT Advanced Diploma or a relevant Level 6 qualification and five years' experience in logistics or transport, including two years at senior level

Or

- A non-accredited degree and at least seven years' experience in logistics or transport, including two years at senior level.

In addition, there is a Professional Entry route for those who do not meet the standard academic requirements but have seven years' experience in logistics or transport (including two years at senior level). This requires applicants to submit a portfolio of evidence to demonstrate that they meet the Institute's criteria.

Chartered status is a significant personal achievement and acts as accreditation of an individual's professional competence and standing. Chartered Membership indicates the ability to:

- Exercise professional judgement
- Assume responsibility for planning and direction
- Influence strategy through innovation, creativity and change
- Apply principles to develop and apply new technologies, promote advanced designs and design methods, introduce new and efficient techniques and concepts and pioneer new services and management methods
- Manage and direct high-risk and resource-intensive projects

For more information on Chartered Membership, please contact the Membership department by email: membership@ciltuk.org.uk or tel: **01536 740104**

CILT Approach to CPD

ONLINE CAREERS SERVICE

Looking for a new job, thinking of a promotion or even a career change? Then you should visit CILT's Online Careers Service. This fantastic members-only benefit offers a range of online and helpline services on an array of topics to help you find and apply for the promotion or job that you are after – whether you are currently employed or looking to get back into the job market.

The specialist website offers a vast range of invaluable careers advice, including examples of the best (and worst) CVs, covering letters, audio recordings of jobseekers being interviewed, information and guidance for you to download. The career assessment tool will help analyse your work preferences and match them to your current or preferred career. Our independent provider also offers a 'CV MOT' and a full CV production service. In addition, members get unlimited telephone and email access to a dedicated careers consultant.

They will also conduct detailed searches for company and sector information, plus maps and directions to and from any future interviews. This invaluable, labour-intensive service will help you to shine at interview and is provided absolutely free to members.

Our outstanding Online Careers Service is designed to ensure members always find and get the jobs they really want.

An Institute member was looking for support to prepare for a competency-based assessment day for a new job. He knew that the day would involve role play, report writing and a gruelling 50-minute interview, with a panel of three pitching rapid-fire questions. He was worried it would be worse than the BBC's *The Apprentice!* He contacted CILT's careers service and was delighted with the help he received - and the successful outcome!

Find out more about our Online Careers Service and other member benefits at: www.ciltuk.org.uk



"After various conversations and emails, I thank you for the materials and assistance you gave to me to prepare for what I can only describe as a very harrowing day. I was fortunately well prepared for the day in question and two weeks later received notification that I had passed the 'Board' and had been recommended for appointment. After waiting for references to be taken up, I have now received my start date from my new employer.

I would just like to say that you provide an excellent service and are very professional in the way that you conduct yourself and for that I would just like to say thank you for your time, patience and advice that you gave me. Without it I know I would have struggled to get through the day and this would probably have been picked up by the members on the board and would have led to me failing. I would not hesitate to recommend your services to anyone else who requires assistance. I wish you and your colleagues well for the future."

Brian Lafferty MILT



ASPIRE CAREERS FOUNDATION

Aspire, the CILT Careers Foundation, is managed as an independent fund within the main charity. Funded by today's professionals and businesses, the Foundation has already attracted some significant donations from senior professionals, but is keen to encourage others working in the sector to support this worthwhile venture to build professional excellence.

The aim of Aspire is to help transport, logistics and supply chain professionals who might not otherwise secure the necessary funding to develop their careers. It will do this by providing financial assistance for education and professional development. Aspire is an international foundation designed to support professionals operating in a truly global profession.

Aspire has been established to provide support to qualifying individuals who want to develop and progress their career in transport, logistics and supply chain. People of all ages, nationalities and levels of experience will be able to benefit from Aspire, which can provide help with:

- Fees for professional education and training programmes
- Expert mentoring
- The purchase of appropriate books and other technical and educational materials
- Tailored training events, summer schools and master classes
- Access to a shared body of unparalleled practical knowledge

If you would like to learn more about how to apply for support or if you are interested in contributing to the Foundation, then please visit the website for further information: www.aspire-cilt.org.uk

CILT Approach to CPD

THE KNOWLEDGE CENTRE

The Knowledge Centre, at the CILT Corby office, houses one of the largest collections of specialist logistics and transport information in the world, and has been established to help you succeed in your studies, research and work.

Its traditional resources give you access to the renowned John Williams Library, together with a range of online databases, bringing a wealth of online, just-in-time information direct to your computer or mobile phone.

To help you get the most out of The Knowledge Centre's resources, experienced staff are available to help, advise and support you with your research and information needs.

John Williams Library

The traditional library facility holds all of the leading specialist print-based publications, trade journals, research papers, industry reports, conference papers, Acts of Parliament and other Government papers, covering all aspects of transport, logistics and supply chain.

The Knowledge Bank

The Online Library Catalogue is the best starting point for any search and provides remote access to catalogued records of over 46,000 individual items from the Library stock. This is kept up to date daily, as new books are added and journals are reviewed for sector-relevant articles, which are abstracted and added to the catalogue.

In addition, members have online access to the Business Intelligence Service (BIS), which contains a vast range of business-related materials, including approximately 4,500 journals from around the world with the added bonus that most of the article content comes to your screen in full text format. BIS also offers country reports from a number of sources, including the Economist Intelligence Unit and over 10,000 global company reports produced by Datamonitor.

Another valuable service is World Newspapers Today, which gives members access to full text articles from 1,700 newspapers and magazines from more than 92 countries in 42 languages, which is searchable, printable and has a translation facility from English into 12 languages and any foreign newspapers into English.

The Knowledge Centre staff have access to additional resources, such as the Corporate Business Review, Retail Week Knowledge Bank and the Legal and Compliance Service. While these are not available to members online, they can use the resources if they visit the John Williams Library in Corby, or they can submit an email request to ask for searches to be undertaken on their behalf, which are usually turned around quickly.

Services

Library - facilities include study areas, photocopier and free computer internet access to the Knowledge Bank.

Loan - as you would expect, the John Williams Library stock is available for loan to members, who can borrow up to four items at a time, which will be sent by post, free of charge, and articles may also be sent electronically, giving members access to information wherever they may be.

Research - CILT is proud to offer a bespoke and professional information and research service with access to the latest journals, reports and newspapers. The Knowledge Centre staff are information specialists and are available to support your research activities, helping you to access the relevant information you need, when you need it, for work or study.

Webshop - an exclusive resource that is dedicated to providing members with discounted publications. The Webshop has a large range of logistics, supply chain, transport and management titles and offers substantial savings to CILT members.

Open Days - The Knowledge Centre hosts regular Open Days throughout the year, providing an opportunity to learn about the range of information resources available to support you at work or in your studies. Open to both members and non-members, these events provide an insight into how The Knowledge Centre and the Webshop can help you save time and money when sourcing information. The free morning or afternoon sessions demonstrate how to use the online resources and also provide an opportunity to purchase books at discounted prices.

A number of Open Days have been scheduled on five Thursdays over the next 12 month period:

- 20th October 2011
- 19th January 2012
- 19th April 2012
- 19th July 2012
- 18th October 2012

Visit The Knowledge Centre page on the CILT website: www.ciltuk.org.uk for full details on individual dates and information on how to reserve a place.

Benefits

The Knowledge Centre is one of the main member benefits and offers a chance to recoup the cost of membership by gaining access to valuable reports and articles that could cost a considerable amount of money if sourced elsewhere.

For students on part-time or full-time logistics and transport learning programmes, then their first act on joining the Institute must be to check out The Knowledge Centre - it can make their lives so much easier, especially if trying to balance work and study.

It is not just a resource for students studying for qualifications or short courses. It is just as relevant in the workplace, for instance, if you are working on a market research project or want to know the latest thinking on green logistics or sustainable transport or a host of other supply chain and transport related topics, then The Knowledge Centre offers a quick, accurate and relevant service, saving you the time of wading through thousands of inappropriate Google hits.

Logistics and Transport-related Publications

CILT works closely with several authors and the specialist business publisher Kogan Page to develop a range of books to support the professional qualifications and short courses included in the current training and development programme.

Books from Kogan Page

Current titles include the following:

Supply Chain Risk Management

Vulnerability and Resilience in Logistics

Donald Waters

Examines the different and varying risks to supply chains, from traffic congestion to major environmental disasters. It provides guidance on identifying and analysing risk, as well as advice on building a resilient supply chain.

Published Price: £45.00

**Published: October 2011, Paperback,
ISBN: 9780749463939**

Warehouse Management

A Complete Guide to Improving Efficiency and Minimizing Costs in the Modern Warehouse

Gwynne Richards

Examines how to operate an efficient and cost-effective warehouse. It includes guidance on using the latest technology, reducing inventory, people management and location and design.

Published Price: £39.99

**Published: June 2011, Paperback,
ISBN: 9780749460747**

Humanitarian Logistics

Meeting the Challenge of Preparing for and Responding to Disasters

Martin Christopher, Peter Tatham

Examines how to organise effectively the delivery and warehousing of supplies to the affected area and people during natural disasters or complex emergencies.

Published Price: £39.99

**Published: April 2011, Paperback,
ISBN: 9780749462468**

Lowe's Transport Manager's and Operator's Handbook 2011

David Lowe

The definitive guide for fleet operators and anyone in the road transport industry. Includes legal requirements and operational advice and solutions.

Published Price: £55.00

**Published: December 2010, Paperback,
ISBN: 9780749461324**

Lowe's Transport Manager's and Operator's Handbook 2012

David Lowe

Annual update of the Handbook is due to be published in December 2012. The updated most comprehensive guide to the operational rules and guidelines governing the UK's road transport operators.

Published Price: £55.00

**Published: December 2011, Paperback,
ISBN: 9780749464035**

Global Logistics

New Directions in Supply Chain Management

Donald Waters

Covers current and future trends in logistics and distribution from an international perspective. Includes guidance on agile supply chains, IT, sustainability and performance management.

Published Price: £39.95

**Published: June 2010, Paperback,
ISBN: 9780749457037**

The Handbook of Logistics and Distribution Management

Alan Rushton, Phil Croucher, John Oxley, Peter Baker

Explores all stages of the supply chain from raw materials through to the final distribution of the finished product. It is an invaluable guide for distribution, logistics and supply chain managers and students.

Published Price: £45.00

**Published: June 2010, Paperback,
ISBN: 9780749457143**

Green Logistics

Improving the Environmental Sustainability of Logistics

Alan McKinnon, Sharon Cullinane, Michael Browne, Anthony Whiteing

Analyses the environmental consequences of logistics operations and how to deal with them in an effective and cost-efficient way. Including chapters on climate change, air pollution, noise, vibration and accidents.

Published Price: £35.00

**Published: March 2010, Paperback,
ISBN: 9780749456788**

Logistics and Transport-related Publications

Aftersales Management

Creating a Successful Aftersales Strategy to Reduce Costs, Improve Customer Service and Increase Sales

David Brock

Explores the immense amount of money that is wasted in the retail industry every year on badly managed aftersales processes, and how to prevent this happening. What happens after the sale has taken place, if problems then occur? How are they dealt with, and what processes can be implemented to make sure that they are dealt with more cost-effectively for the company, while at the same time improving customer service and increasing sales?

Published Price: £29.95

Published: October 2009, Hardback, ISBN: 9780749456412

Dangerous Goods

A Guide to Exemptions from the Carriage of Dangerous Goods by Road Regulations

Roger Wrapson

Provides a reference to the various exemptions available to transport operators for the transport of dangerous goods by road.

Published Price: £50.00

Published: August 2009, Paperback, ISBN: 9780749456344

Logistics and Retail Management

Emerging Issues and New Challenges in the Retail Supply Chain

John Fernie, Leigh Sparks

This book brings together current thinking on supply chain management, global logistics, fashion logistics, e-logistics and green supply chains. Also includes coverage of RFID and ERP systems.

Published Price: £35.00

Published: April 2009, Paperback, ISBN: 9780749454074

Retailing Logistics and Fresh Food Packaging

Managing Change in the Supply Chain

Kerstin Gustafsson, Gunilla Jonson, David Smith, Leigh Sparks

An innovative book that enables retail and logistics professionals to recognise new opportunities and successfully manage change in the supply chain. It includes sections on product sourcing and distribution, merchandising and selling, and implementation of changes and improvements.

Published Price: £30.00

Published: March 2009, Paperback, ISBN: 9780749455170

Supply Chain Risk Management

Vulnerability and Resilience in Logistics

Donald Waters

Examines the different and varying risks to supply chains, from traffic congestion to major environmental disasters. It provides guidance on identifying and analysing risk, as well as advice on building a resilient supply chain.

Published Price: £45.00

Published: October 2011, Paperback, ISBN: 9780749463939

International Logistics and Supply Chain Outsourcing

From Local to Global

Alan Rushton, Steve Walker

Comprehensive guide to outsourcing logistics and supply chain operations. Includes review of the market, assessment of major providers and information relating to contract management.

Published Price: £50.00

Published: June 2007, Hardback, ISBN: 9780749448141

A Study Manual of Professional Competence in Road Haulage

A Complete Study Course for the OCR CPC Examination

David Lowe

Provides a complete resource for anyone taking the Oxford Cambridge and RSA CPC examination for National and International Road Haulage.

Published Price: £29.95

Published: May 2010, Paperback, ISBN: 9780749456665