



# CILT(UK) Level 5 Professional Diploma in Logistics and Transport (HL)

## **Syllabus**

---

# **CILT(UK) Level 5 Professional Diploma**

**in**

## **Logistics and Transport (HL)**

### **Syllabus**

---

Published by:       The Chartered Institute of Logistics and Transport in the UK  
                          Earlstrees Road  
                          Corby  
                          Northants  
                          NN17 4AX

Tel: 01536 740100

---

All rights reserved. No part of this publication may be re-produced, stored in a retrieval system or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without prior permission of the publishers. This publication may not be lent, re-sold, hired out or otherwise disposed of by way of trade in any form of binding or cover other than that in which it is published, without prior consent of the publishers. Within the UK, exceptions are allowed in respect of any fair dealing for the purpose of research or private study, or criticism or review, as permitted under the Copyright, Designs and Patents Act, 1988, or in the case of reprographic reproduction in accordance with the terms and conditions issued by the Copyright Licensing Agency.

© The Chartered Institute of Logistics and Transport in the UK™

---

# Contents

Introduction .....	1
Qualification Objectives .....	1
Target Audience .....	1
Regulation.....	1
Structure and Content.....	1
Mandatory Unit.....	1
Elective Units .....	2
Option Units .....	2
Unit Standards.....	5
Total Qualification Time (TQT).....	5
Study Options .....	6
Assessment .....	6
Institute Assessment Route.....	6
Centre Assessment Route.....	7
Recognition of Prior Learning (RPL).....	7
Grading Type .....	8
Learner Registration .....	8
Registration Period.....	8
Registration Extensions.....	8
Membership.....	8
Student Membership .....	8
Membership Eligibility.....	9
European Certification .....	10
Progression.....	10

This page is intentionally blank

# Introduction

## Qualification Objectives

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

## Target Audience

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

The qualification is open entry and as such is also suitable for graduates in other disciplines who are entering the sector for the first time, although Learners would benefit from having some prior knowledge of the logistics and transport industry at a managerial level.

## Regulation

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.

## Structure and Content

To achieve this qualification Learners must complete four units. Completion of the Mandatory Management unit and one elective unit is compulsory and Learners must take two other units. The elective unit chosen will determine the affinity of the qualification in terms of Supply Chain, Transport Operations or Transport Planning. The two additional units can be any of the range of options or electives but only one elective can be nominated as the affinity for the award.

## Mandatory Unit

### PD01 Management in Logistics and Transport

This unit presents the fundamental management knowledge required for managers in the logistics and transport industry. It covers aspects of the internal and external structures of organisations, the governance of the people within organisations and those financial and other

planning techniques necessary to maintain organisational health. It aims to deliver the understanding and competence of those key elements of management practice that are fundamental to both commercial and non-commercial organisations.

## **Elective Units**

### **PD02 Supply Chain Management**

This unit introduces Learners to the main principles, concepts and practices of supply chain management and covers four main themes: What is a supply chain and supply chain planning? Why is it important in any business? How does the supply chain operate? What are the principles for supply chain improvement? Where appropriate, the global nature of the supply chain is also emphasised.

### **PD03 Transport Operations**

This unit provides the basis for professionals in the transport industry to understand the principles of effective, safe and legal movement of goods and people by the principal modes in a national and international context. The unit covers the nature of transport, an appreciation of its supply and demand characteristics and the different ways in which the transport product can be delivered effectively and efficiently.

### **PD04 Transport Planning**

This unit presents the key generic aspects of transport planning. It provides foundation knowledge on the concepts and principles that govern the transport planning process. The unit investigates the nature and purpose of transport planning, the interactions between transport and land use and the transport planning process.

## **Option Units**

### **PD05 Inventory**

This unit addresses the application of inventory techniques within industry and its contribution to supply chain performance. It shows how effective inventory strategy can lead to competitive advantage through improvements in customer service, operational efficiency and the utilisation of company assets.

### **PD06 Movement of Goods**

This unit provides the underlying knowledge for the movement of goods in national and international contexts. It addresses the responses of the transport operator to the characteristics of goods and places, the latter's movements in the context of the total logistics concept.

Choice of mode, vehicle and route are integral and the external and internal issues relating to modal infrastructures are featured. Further key elements are: the location of infrastructure and the operation of interchanges together with their supporting information links.

### **PD07 Movement of People**

This unit provides the underlying knowledge for the movement of people in national and international contexts. It addresses the responses of the operator of passenger transport to the characteristics of movements. Key elements are: the operation of the interchange points and location together with the vital communications links that supply the control and confirmation of movement.

### **PD08 Production Planning**

This unit provides the fundamental knowledge, required by managers in the logistics business sector involved in the flow of materials through a production process. It covers production planning as part of the logistics system and how it fits into a company's supply chain strategy. This unit views the logistics of production planning processes in terms of the creation of value to the customers, delivering sustainable competitive advantage and minimising waste.

### **PD09 Retail Logistics**

This unit formulates and applies principles and practices of supply chain management to retailing, focusing on retail logistics, nationally and globally. Key elements are: the ways in which changes in society, business organisation and retail structures have impacted upon logistics activity in retailing.

### **PD10 Sourcing and Procurement**

This unit covers the role and strategy of sourcing and the procurement processes that follow. It addresses the integration of these processes within the overall corporate strategy and covers the measurement and use of performance and financial controls that aid efficient and effective supplier management.

### **PD11 Transport Planning Techniques**

This unit presents the technical processes involved in transport planning. It provides technical knowledge on the quantitative processes that underpin the transport planning. It incorporates the development of strategic plans at national, regional and local levels.

## **PD12 Transport and Society**

This unit addresses the issues surrounding transport and its relationship with society. It reviews the impact of demography, politics and environmental factors on the development of transport for both passengers and freight. Further key elements are: the effect of residential choices and employment patterns on transport needs.

## **PD13 Warehousing**

This unit covers the role of the warehouse and how warehouse strategy fits into the logistics environment. The key elements are: operational functioning of a warehouse and its technology and effective control. The unit aims to deliver the understanding and competence of those key elements of warehouse management practice that are fundamental to both commercial and non-commercial organisations.

## **PD14 International Business**

This unit deals with the complex issues of the identification and management of risk inherent in an international supply chain and how government trade policies/promotion and Inter-governmental regulation impact on international business practice. The key issues involved in developing a global logistics strategy and delivering the competence necessary to implement and manage a global logistics operation are also addressed. Key elements are: the contribution to the successful fulfilment of the broader commercial and financial issues associated with international commerce and trade.

## **PD15 Project Management**

This unit deals with projects and the elements of project management. It provides Learners with the knowledge required to assess feasibility, design, plan, implement, undertake, manage, record and make final assessment of projects carried out in a controlled environment.

## **PD16 Supply Chain Flow Planning**

This unit deals with the issues of identifying the demand for products and then balancing it with the appropriate supply. The key issues involved with determining the level of demand are addressed and aspects of supply planning are then explored, highlighting the need for different strategies for different products. The unit also covers the use of inventory to balance the flows between supply and demand, together with the management issues surrounding the attainment of a consensus supply chain plan.

## PD17 Supply Chain Network Planning

The aim of this unit is to provide Learners with the knowledge to plan, implement and manage a supply chain network in which products flow from their source to the end user. It deals with the complex issues of identifying the network requirements for different types of facilities based upon cost and service criteria.

### Unit Standards

Standard documents outlining the Learning Outcomes and associated Assessment Criteria for each unit of this qualification are available on request from the Awarding Organisation on 01536 740170 or alternatively by emailing [ao@ciltuk.org.uk](mailto:ao@ciltuk.org.uk).

### 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 115 hours, including 34 Guided Learning Hours.

The Total Qualification Time for this qualification is 460 hours, including 136 Guided Learning Hours.

## Study Options

This qualification is delivered by a network of Centres, and is available to study by a variety of routes, including: distance learning, classroom-taught courses and blended learning.

For more information on the study options available please contact the Awarding Organisation on [ao@ciltuk.org.uk](mailto:ao@ciltuk.org.uk) or alternatively, visit the CILT(UK) web site at [www.ciltuk.org.uk](http://www.ciltuk.org.uk) for a list of Centres.

## Assessment

This qualification offers flexible assessment opportunities depending on the Learner's prior experience and future aspirations. Learners may select to study by the Institute Assessment Route (IAR) or the Centre Assessment Route (CAR). Further information on each of these assessment routes is detailed below.

### Institute Assessment Route

The Institute Assessment Route (Knowledge Route) requires Learners to pass examinations and assignments that are set, marked and moderated by the Awarding Organisation. Full details on the IAR for this qualification are detailed below:

To achieve this qualification Learners must complete four units. Completion of the Mandatory Management unit and one elective unit is compulsory but Learners must also take two other units.

The mandatory and elective units will be assessed by a time-constrained, unseen examination conducted under closed-book arrangements. This will consist of a single paper of three hours duration with ten minutes reading time prior to the start of the examination. No notes may be made during this reading time. The paper will contain four questions, from which Learners will be required to answer three.

Learners will be given the opportunity of two re-sits per examination. If after two re-sits Learners do not achieve a pass, then they will be required to re-register on the qualification to continue.

The overall pass mark for each examination is 50%.

For each of the optional units, four assignment questions are provided, that between them cover the required Learning Outcomes and related Assessment Criteria for the unit. Learners must pass all four assignments for each unit. Each of the assignments is made up of 2,500-3,000 words.

Each assignment will be assessed as either a PASS (50% or over) or REFER (49% or below) grade. If the Learner has received a refer grade, then following the necessary amendments and revisions, the assignment can be re-submitted for assessment.

Learners will be given the opportunity of two referrals/re-submissions per assignment. If after two re-submissions Learners do not achieve a pass, then they will be required to re-register on the qualification to continue.

The overall pass mark for each assignment is 50%.

## **Centre Assessment Route**

The Centre Assessment Route (Competence) requires Learners to complete assessment that is designed, assessed and internally verified by the Centre; which is approved by the Awarding Organisation. As such, assessment methods will vary from Centre to Centre; however, to achieve this qualification, Learners must provide evidence that successfully demonstrates achievement of all of the learning outcomes and associated assessment criteria for the mandatory unit, the chosen elective unit and the chosen option units. For further details on the CAR, Learners should contact their chosen Centre.

## **Recognition of Prior Learning (RPL)**

Recognition of Prior Learning is where a Learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding and/or skills they already possess and therefore do not need to develop these through further learning.

Some Centres may offer RPL to the Learners, providing they can demonstrate that they have achieved the required criteria by the appropriate assessment method. This evidence can take a variety of forms, including: other qualifications, work records or witness testimony. Learners are only able to claim a maximum of 50% of this qualification by RPL. For further details on the availability of RPL, Learners should contact their chosen Centre.

## **Grading Type**

This qualification is not graded. All examinations are pass/fail and assignments are also pass/fail, but may be referred to as previously stated in the Institute Assessment Route section.

## **Learner Registration**

### **Registration Period**

The registration period for this qualification is three years, which is the period in which a Learner is expected to complete the qualification.

### **Registration Extensions**

At the end of the registration period all Learners will be withdrawn from the relevant qualification. However, if an extension is required, Centres must contact the Awarding Organisation to request this. Extensions may be granted on a three-month basis and will be granted up to a maximum of eighteen months. If after this period a Learner has not completed, but wishes to continue, then the Centre will have to register the Learner again as detailed above.

## **Membership**

### **Student Membership**

Upon registering, all CILT(UK) Learners will be eligible to apply for Student Membership at a reduced rate.

Learners can apply for Membership by either visiting [ciltuk.org.uk/join](http://ciltuk.org.uk/join) or calling Membership Services on 01536 740104 quoting their Centre Name and Promotional Code 'CILTAO'

Joining CILT(UK) offers Learners an unrivalled opportunity to advance their career.

Our exclusive range of Member benefits include:

- professional recognition through achievement of our assessed membership grades including Chartered Member (CMILT) status
- improved career prospects via our career development platform (CILTSuccess!), Jobs Board and Mentoring Service
- improved career opportunities via our tailored professional development training courses and globally-recognised qualifications

- access to a powerful network of contacts via our national conferences, specialist Forums and National/Regional events
- the latest news and insights from industry experts via monthly *Logistics & Transport Focus* magazine and access to our highly-regarded Knowledge Centre
- access to an exclusive range of health, well-being, lifestyle benefits and the reassurance of free legal advice
- discounts on CILT(UK) conferences, events, courses, monthly publications and specialist books.

By engaging with us, Learners will benefit from:

**Connection** – we help you to build powerful communities of like-minded professionals

**Professional voice** – we help you get your messages heard by key influencers

**Professional recognition** – we promote your commitment and achievements to employers

**Personal development** – we support you to achieve your career goals.

## Membership Eligibility

Membership of CILT(UK) gives access to a unique range of benefits and unbeatable services designed to support individuals, personally and professionally, throughout their career.

On successful completion of the CILT(UK) Level 5 Professional Diploma in Logistics and Transport, Learners meet the educational requirement for Member grade of the Institute; however in order to attain this grade Learners must also have 2 years' experience in the Logistics and Transport industry. Member grade allows individuals to use the designatory letters MILT after their name.

For further details on applying for membership please refer to the membership section of the website at [www.ciltuk.org.uk](http://www.ciltuk.org.uk) or alternatively contact the Membership Services Department on 01536 740104 or by emailing [membership@ciltuk.org.uk](mailto:membership@ciltuk.org.uk).

## European Certification

CILT(UK) is the National Certification Centre, within the UK, for the European Certification Board for Logistics (ECBL) which is part of the European Logistics Association (ELA).

Learners who have successfully completed the CILT(UK) Level 5 Professional Diploma in Logistics and Transport with the relevant units, as detailed below, are automatically eligible for ESLog – European Senior Logistician.

European accreditation will be particularly useful if individuals are logisticians who are already working within a European or worldwide supply-chain, or if they are planning to work outside of the UK. There are now +20 participating countries in this certification process, ensuring recognition of logistics skills and competencies.

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

In order to be eligible for European Senior Logistician (ESLog) Learners must have completed the CILT(UK) Level 5 Professional Diploma in Logistics and Transport with the Management in Logistics and Transport and Supply Chain Management units and any of the following option units: Sourcing and Procurement, Transport Operations, Production Planning, Inventory or Warehousing.

To request an application form, please contact the Awarding Organisation on 01536 740170 or alternatively by emailing [ao@ciltuk.org.uk](mailto:ao@ciltuk.org.uk).

## Progression

Learners can progress from the CILT(UK) Level 5 Professional Diploma in Logistics and Transport onto the CILT(UK) Level 6 Advanced Diploma in Logistics and Transport qualification.

For further information please contact the Awarding Organisation on 01536 740170 or alternatively by emailing [ao@ciltuk.org.uk](mailto:ao@ciltuk.org.uk).

This page is intentionally blank