



CILT International Advanced Diploma in Logistics and Transport

Syllabus

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Introduction

Qualification Objectives

The CILT International Advanced Diploma in Logistics and Transport qualification provides the strategic management skills and tactical insight necessary for professional and business development in the logistics and transport industry.

Target Audience, Entry and Progression

The CILT International Advanced Diploma is aimed at managers aspiring to move to more senior, strategic roles within the logistics and transport sector and those supervisors already controlling operational activities within the industry who wish to advance to managerial positions.

However, the qualification is open entry and as such is suitable for graduates in other disciplines who are entering the sector for the first time, although such students would clearly benefit from having some knowledge of the logistics and transport industry at a strategic level or having first studied for the CILT International Diploma qualification. It is possible for students to enrol on this programme having completed other related courses, or degrees, but it is important that both the training provider and the student are satisfied that they are able to operate at this level, including the requirements to produce an individual study.

Successful completion of the CILT International Advanced Diploma course together with a minimum of 5 years appropriate experience meets the eligibility criteria for CILT membership upgrade from Member (MILT) to Chartered Member (CMILT) of the Chartered Institute of Logistics and Transport.

Structure and Content

To achieve success at the CILT Advanced Diploma qualification students must complete five mandatory units, as detailed in the Table below.

Code	Title	Status
ADIP-01	Strategic Contexts	Mandatory
ADIP-02	Leadership and Strategic Management	Mandatory
ADIP-03	Strategic Network Planning	Mandatory
ADIP-04	Delivering Strategic Performance	Mandatory
ADIP-05	Research Methods and Professional Project	Mandatory

We note however, that in some countries, Government standards on the unit duration/contact time may require the local CILT Branch or Territorial Organisation to demonstrate the equity between the local Qualification Framework and the content of this course. It is possible for additional units to be developed in order to meet any further qualification framework requirements and/or specific units to be made compulsory to meet local 'employability' needs. **This should be carried out in consultation with the International Professional Development Coordinator (IPDC).**

Whilst the core requirements are set out as below, we are happy to support training providers and CILT Branches/Territories who may require additional modules to be developed in order to satisfy specific educational requirements in their own country.

Should a formal letter of endorsement and clarification on the exact contact/learning time be needed to support a course provider, please get in touch with the IPDC who is available to support in this area.

Summary of Mandatory Units

- **ADIP-01 Strategic Contexts**

In this unit students will be encouraged to examine organisational business environments from a global perspective through case studies and models. The unit looks at resource availability, utilisation and how managers decide on the best approach to make the most of the limited resources available to their organisation's operations. Stakeholder and relationship mapping tools will clarify the different priorities in the competition for resources. Cost benefit analysis is examined in order to make strategic decisions and investment appraisal, with the principles of risk being considered.

Appropriate strategies should be developed to assist operations management within organisations to deliver products and services in a sustainable way.

The final element in this unit considers the various types of competition and their impact; it also examines contingency planning and trade-offs between operations. The implication of performance on an organisation's supply chain operations is also explored.

- **ADIP-02 Leadership and Strategic Management**

The first element of this unit defines culture and examines organisational culture in a wider business environment along with the associated internal and external factors that influence the differing cultures in organisations. Through the use of concepts and models, the relationship between organisational culture, strategy and performance is investigated.

The element on leadership describes and investigates a number of theoretical and practical aspects of leadership in the work environment. There is also a review of the alternative styles that a leader can utilise in different situations. This section further examines the purpose of the organisation, its values and vision, relating this to the methods used to influence and motivate people to achieve the organisation's goals.

Collaboration is examined in the global environment, as are the benefits and risks of intra-organisational working to achieve common goals and organisational improvements.

The final element of this unit looks at business ethics. Ethical, or unethical, business practices usually reflect the values and beliefs of the organisational culture; the links between what the organisation says and what it does is examined, as are the legal implications.

- **ADIP-03 Strategic Network Planning**

This unit is concerned with the important subject of strategic planning, taken from an organisational, intra-organisational and a global perspective. The first element is concerned with examining organisational models and looking at how influences inside and outside the organisation can affect business strategy. Risk and decision-making models are examined in some depth.

The second element looks at forecasting, using the information that is available to make effective and realistic business decisions.

Delivering Customer Service is an element in which the area of relationships with customers is explored in order to develop and build a culture of customer focus, thus delivering excellent customer service.

The final element in this unit addresses the issues surrounding change. Today's organisations need to continuously adapt to new situations and address these issues if they are to survive and prosper. This element explores the triggers for strategic change and how organisations can develop strategies for innovation and learning.

- **ADIP-04 Delivering Strategic Performance**

The first element in this unit looks at how organisations need to become more aware of strategic performance and to integrate if they are to achieve the aim of operating on a global scale. Tools and techniques are examined that can assist in producing a plan to improve intra-organisational performance.

The second element looks at strategic supply strategies and the opportunities to collaborate between organisations, examining issues that impact on future long-term procurement requirements.

Organisational performance looks at how organisations can use models and concepts to assist in the design and implementation of a functional strategy to support the business strategy, using concepts such as trade-offs, cost and service balance. This element illustrates how such support works.

The final element in this unit examines the use of technology in the implementation of organisational strategies. A number of tools and techniques will be evaluated that enhance internal and external business integration.

- **ADIP-05 Research Methods and Professional Project**

The unit aims to develop students' ability to apply research methods and techniques to organisations and to enable them to use both qualitative and quantitative methodologies in problem analysis and solving.

The professional project will develop the students' skills in undertaking a structured and methodical research project, involving production of a substantial body of work (8,000-10,000 words) which has been instigated, developed and produced as a consequence of their own initiative, using in-company research and/or industrial liaison and which offers opportunities for specialism. The ability to assemble data, retrieve and evaluate will be critical to this element.

In this unit students will be encouraged to use work-based research to realise the requisite requirements for this module. Each student can base their project on their own work based environment, or using a relationship with a company or organisation of their choice.

Unit Standards

Standard documents outlining the Learning Outcomes and associated Assessment Criteria for each unit of this qualification are available on request from Zoe Roberts, Education Administrator, by emailing zoe.roberts@ciltinternational.org

Guided Learning Hours (GLH)

Unit	GLH
ADIP-01 Strategic Contexts	60
ADIP-02 Leadership and Strategic Management	60
ADIP-03 Strategic Network Planning	60
ADIP-04 Delivering Strategic Performance	60
ADIP-05 Research Methods and Professional Project	120

The total Guided Learning Hours for this qualification, made up of five mandatory units, is 360 hours. In addition, students will need to allow additional time for examination preparation and revision of the materials studied and to produce a Professional Project. It is likely that most students will complete the course during a period of 18 - 24 months; however this obviously depends on how the course is taught.

Examinations and Professional Project Assessment

Students must sit an examination at the end of studying for each unit listed below.

- Strategic Contexts
- Leadership and Strategic Management
- Strategic Network Planning
- Delivering Strategic Performance.

Note that the Research Methods and Professional Project unit is not examinable as the output of this module is the drafting of a Professional Project.

The CILT examination cycles are normally determined by the individual training providers. Examinations can be sat whenever the training provider would like to hold them for candidates thus flexibility is the key to enable examinations when the training provider/candidates wish to sit examinations. In a few countries however, there are established CILT examination cycles per year whilst others work on an annual basis.

All training centres are expected to notify CILT International of their expected examination dates well in advance to ensure examination paper verification, moderation and certification.

Tutors (who may liaise with the local CILT Branch or Territorial Education/ Examinations Committee) draft examinations based on the syllabus and how the course was taught. The examination papers are then submitted to CILT International for verification prior to the students sitting the examination. Tutors then mark the papers and submit the draft results to CILT International who will choose a sample of marked papers to moderate for quality and standard of marking. The sample papers are then submitted for moderation and returned to the training provider within a few days with cohort marks approval or issues that need to be addressed prior to approval being given.

Students must also complete and submit a Professional Project made up of 8,000-10,000 words for the Research Methods and Professional Project unit. The subject and title of the Project are agreed with tutors who will also mentor / advise the students through the Project drafting process. Projects are marked by tutors who will then submit the draft results to CILT International who will choose a sample of Projects to moderate for quality and standard of marking.

The sample of Projects are submitted for moderation and returned with cohort marks approval or comments as to issues that need to be addressed before approval is given.

The overall pass mark for each examination and the Professional Project is **50%**.

On successfully passing all 4 unit examinations and the Professional Project students will receive a Certificate from CILT International.

Moderation

Centres will be responsible for invigilating and marking assessment. CILT will moderate a proportion of marked scripts. Contact: zoe.roberts@ciltinternational.org who will allocate the appropriate moderator to work with your centre.

Delivery

Delivery of the qualification will be by an Approved and Accredited Training Centre which will be subject to annual review and formal re-accreditation every 3 years by CILT International in order to ensure standards are being maintained of both the facilities and the faculty teaching CILT International courses.

Approved Training Centres will be expected to use the syllabus and materials provided upon accreditation as the basis for producing their own teaching and learning materials. If required, additional help and assistance can be provided from the International Professional Development Co-ordinator, Jon Harris or from the CILT International Knowledge Centre.

The main learning approach is carried out in a “classroom environment” with self - study in terms of homework, additional reading and revision being encouraged.

Prior to the actual unit examinations being held tests and mock examinations are encouraged to ensure students have practice of the CILT examination process and time management during the examination time period.

Supporting Students Learning

As part of their induction, students should be advised to make clear notes and bullet points where appropriate. Participants should also make use of the highlighted sections and icons within the course material to guide them and to the key information provided. Refer to the recommended reading as directed if available in your training provider's library or local CILT Branch/Territorial Organisation library. In addition, students should be encouraged to develop this core information with wider reading from books and articles that are available from the internet or British Council library.

Wherever possible, tutors/lecturers should source local case studies and provide local/regional examples to demonstrate core principles within each unit of study.

Local case studies are particularly useful tools in order to use in order to gauge whether students have understood important elements of units and if they are able to apply such knowledge and understanding to set scenarios.

There is a vast amount of information that can be accessed through the CILT International Knowledge Centre which should be available to student members to use who are studying for CILT International courses. As a matter of practice all universities, colleges and other accredited training institutions offering CILT qualifications will be provided with a log in ahead of their students so that tutors/lecturers can navigate and research the resources through the CILT International Knowledge Centre ahead of student intake and to assist them in their lecture preparations.

Registration

All students must register with CILT International **at the commencement of the programme** and pay their fees to the CILT Accredited Learning Centre who will enrol them through CILT Ireland. Contact zoe.roberts@ciltinternational.org for any advice on the set up of the registration process.

There is a detailed registration and invoicing process which CILT International outline in their Training Provider pack. This provides specific information on the process for submitting student names and details into the online portal, making payments and dealing with exam setting and results, moderation and issue of certificates.

Each student will be given a unique CILT International registration number, and the training provider should also allocate its own unique reference. Every training provider will also have a unique code name which should be used as part of the student's reference number.

Unless there are localised arrangements in place (e.g. with a local CILT Branch/Territorial Organisation) covering payments or moderation/certification, this centralised process must be followed by every approved training provider.

CILT International reserves the right to withhold the award of any qualification or the arrangement of examinations to candidates:

- Who have not been registered and enrolled at an Approved Training Centre;
- Who have not been students registered with CILT International as Student members for the duration of their course of study;
- Who are not students registered with CILT International at the time of examinations, course completion and course certification.

Certificates will also be withheld if the appropriate registration fees relating to the specific student cohort have not been paid in full by the training centre. It should be noted that the billing policy of CILT International is for all students registered at the outset of the course, not for those that complete the course and/or sit the examinations.

Advice and Help

For further help and information, please contact Jon Harris, International Education and Professional Development Co-ordinator, by emailing jon.harris@ciltinternational.org or contact Zoe Roberts, Education Administrator, by emailing zoe.roberts@ciltinternational.org.

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