



The Chartered Institute of
Logistics & Transport
International

THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT INTERNATIONAL

CERTIFICATE PROGRAMME GUIDE

CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT

CILT CERTIFICATE IN LOGISTICS AND TRANSPORT

This qualification is designed for first line managers and supervisors working in the field of logistics and transport. It is designed to increase knowledge, skills and confidence as part of the managerial role for a junior manager in the logistics and transport field. The qualification meets the knowledge standards for membership (MILT) of the Chartered Institute of Logistics and Transport, subject to a minimum of 3 years experience in the logistics and transport field.

The qualification consists of seven units. Three units are core units, which all candidates must complete. Candidates then have a choice of one unit from a selection of four. It is estimated that a candidate studying for this qualification will take about sixty hours per unit - a total of two hundred and forty hours.

The syllabus is set out in terms of topics, which are then broken down into knowledge and competencies. It shows what the candidate should know and how the candidate can apply that knowledge to the workplace. There are also key learning points for further detail about what should be studied.

Core subjects: [All candidates must do these three units]

1. Managing the Logistics and Transport Environment
2. Managing Resources
3. Customer Service and Quality Management in Transport Operations

Optional subjects: [Candidates chose one unit from a choice of four units]

4. Warehousing and Stores Operations
5. Freight Operations
6. Fleet Management
7. Passenger Transport

How to use the syllabus

The syllabus for the CILT Certificate is written in terms of topics, knowledge and competences and key learning points.

The topics show the main areas that must be covered by a course programme. These topics will help programme leaders to structure the delivery of a course for the CILT Certificate.

The knowledge areas indicate what a candidate should know on completion of each unit. For example, in Unit 1, Managing the Logistics and Transport Environment, a candidate should know the relevant models used to analyse the external environment and the role of information systems and technology in a logistics and transport environment

The competencies show what a candidate should be able to do on completion of each unit. For example, again in Unit 1, a candidate should be able to communicate effectively internally and externally, and implement health and safety requirements in the work environment.

The key learning points and coverage are intended to show what must be covered in any course programme.

When delivering the course for this Certificate, tutors should ensure that they include examples and case studies, which are relevant to the country in which they reside. For example, the legislation taught should be local legislation and business law must cover local business law as well as relevant international business law.

By focusing on knowledge and the application of that knowledge the candidate can apply what they have learnt in the workplace. The use of both local and international case studies, and the emphasis on local legislation, rules and regulations should ensure that the qualification is relevant and of benefit of both the candidate and their employer.

The Chartered Institute of Logistics and Transport has produced learning materials for centres wishing to deliver the Certificate. These materials can be used for classroom delivery of the course or can be used for distance learning courses.

CILT CERT/6

Fleet Management (freight/passenger)

Topics

- Legal requirements for operators, vehicles and drivers
- Vehicle utilisation
- Customer service
- Routing and scheduling systems
- Loading and load security
- Vehicle loading equipment
- Vehicle maintenance and administrative systems
- Insurance for legal liabilities relating to people, vehicles, property, the public
- Accident prevention
- Vehicle specification and selection
- Vehicle acquisition and financing requirements
- Maintenance cost and budgeting
- Site safety and security
- Stores and fuel purchase, monitoring and control
- Environmental aspects of operations
- Staff training

CILT CERT/6

Fleet Management (freight/passenger) (cont...)

Knowledge

- Principles of regulation and control of transport
- Operations and relevant areas of legislation
- Legal responsibilities, enforcement processes and penalties for infringement
- Principles of efficient vehicle utilisation and optimum fleet size/configuration
- Role and functions of fleet manager in service provision
- Vehicle routing and scheduling systems and use of technology
- Different cargo types and load factors
- Methods of load safety, security and restraint and legal requirements: cargo straps, seat belts, secure fixings
- Types of on-board loading equipment, safety testing and safe use: cranes, tail-lifts, wheelchair ramps
- Legal requirements for vehicle maintenance standards, administration and records
- Alternative methods of vehicle maintenance and repair (in-house/subcontracted)
- Process of maintenance budgeting and different cost areas
- Purchasing procedures and stock control for stores items
- Fuel storage, issue and control
- Factors affecting fuel usage and opportunities for cost reduction
- Insurance requirements for all liabilities
- Methods of accident prevention and safety procedures
- Passenger and freight vehicle specification and selection
- Alternative methods of funding vehicle acquisition and life-cycle costing
- Problems of maintaining site security and safety
- Environmental issues in fleet operations: pollution, noise, use and disposal of hazardous material
- Training requirements of different categories of staff

Competences

- Identify national legal requirements, enforcement and penalty system relating to fleet management and contribute to compliance
- Produce a fleet profile showing vehicle types, sizes, load capacities and any specific factors affecting type of use
- Contribute to customer service provision for internal and external customers
- Identify information requirements for routing and scheduling of vehicles
- Plan a segment of a route and a vehicle schedule (with/without relevant technology) within legal constraints
- Assess different cargo types and load factors and allocate suitable vehicles
- Monitor vehicle loading and ensure correct use of restraint equipment
- Ensure that testing and repair of loading and restraining equipment is scheduled and carried out to legal standard and records maintained
- Compare and report on alternate methods of fleet maintenance
- Construct maintenance and repair budget and monitor
- Set up planned maintenance system, identify relevant performance indicators and monitor
- Contribute to effective purchasing and stock control of stores items
- Set up and monitor systems for safe and efficient fuel storage, issue and control
- Monitor fleet and individual vehicle fuel usage and recommend actions for cost reduction
- Contribute to negotiating cost effective insurance for all areas of liability
- Set up system for monitoring accidents, identifying and implementing preventative measures
- Specify passenger or freight vehicles for designated use and make recommendation for selection
- Use life-cycle costing to evaluate alternative methods of vehicle acquisition (purchase, lease, hire)
- Assess safety and security risks at operating site and recommend actions
- Identify environmental problems arising from fleet operation and recommend environmentally-friendly solutions
- Produce training plan for different categories of staff

CILT/CERT 6
Fleet Management (freight/passenger) (cont...)

KEY LEARNING POINT	COVERAGE
Regulation and control of operations	Main areas of legislation relating licensing and standards for operators, vehicles and drivers
Enforcement and penalties	Government departments and functions responsible for legal enforcement Traffic laws Public safety Infringements, penalties and enforcement processes
Vehicle utilisation	Fleet profile Matching demand and supply
Service provision	Journey planning Characteristics of different demands and markets
Cargoes and load factors	Carrying capacity for different types of cargoes/passenger needs Optimising vehicle space and vehicle choice Calculations for maximum safe loads
Load safety	Safety requirements for goods/passengers Passenger and freight restraint systems
On-board equipment	Choice of loading equipment, safe use and maintenance
In-house or external maintenance	Features of alternative methods of maintenance and repair services
Legal requirements for maintenance	Maintenance standards and systems Reporting and recording procedures
Maintenance budget	Maintenance cost elements and cost control Components of maintenance budget
Fleet purchasing	Methods of vehicle acquisition and funding Purchasing procedures for fleet store Fuel purchasing
Fuel and stores control	Safe and secure storage and issue procedures
Insurance	Compulsory insurance Insurance requirements for vehicles, premises and staff Insurance procedures following accidents
Accident prevention and safety	Safe driving practices Staff training