The Chartered Institute of Logistics & Transport - International

Guide to CILT Membership and Professional Qualifications 2008
The Chartered Institute of Logistics and Transport

Your career partner

The Chartered Institute of Logistics and Transport is the leading professional body associated with logistics and transport. In the fast changing world of logistics and transport, the Institute provides you with a career partnership.

CODE OF PROFESSIONAL CONDUCT

Members of the Chartered Institute of Logistics and Transport shall support the general objects of the Institute’s Charter and at all times:

- Act with integrity and professionalism and carry out their duties in such a way as to promote a positive image of the Institute and their profession of the transport industry

- Act responsibly to secure the welfare, health and safety of all members of their organizations and take account of the impact of their activities on the environment and the community

- Continue their professional development throughout their careers and actively assist and encourage fellow members, and non-members, to advance their knowledge and expertise

- Endeavour to serve the interests of their employers and employees without compromising professional integrity or ethics

- Strive to build their professional reputation on merit and compete fairly where competition is appropriate

- Actively promote international understanding, goodwill and cooperation
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GENERAL INFORMATION

Introduction to the Handbook

This handbook introduces readers to the history of the Chartered Institute of Logistics and Transport and the member grades that the Institute offers to qualified people in the field of logistics and transport. It provides information for those who want to achieve professional recognition by being a member of the Institute, and also helps you to achieve an understanding of the activities of an important, internationally recognized institution founded in 1919 to promote the learning of transport and logistics. Worldwide, the Chartered Institute of Logistics and Transport is committed to its vision – ‘To be recognized as the leading worldwide source and assurance of excellence for transport and logistics professionals.’

The Institute

History

The Chartered Institute of Transport was founded in 1919. During the First World War, both motorized transport and aviation had become reliable means of movement. There were thus two new modes of transport to be added to those of shipping and rail. The logistics problems of the war, combined with the establishment of the new modes, made it obvious that transport as a subject had to be studied, learned and developed, if resources were to be used as efficiently and effectively as possible.

On 26 November 1926, the Chartered Institute of Transport was granted a Royal Charter ‘to promote, encourage and coordinate the study and advancement of the science and art of transport in all its branches’.

On 18 July 2001, the Chartered Institute of Transport became the Chartered Institute of Logistics and Transport (CILT).

From the beginning, the CILT’s role has been education in the broadest sense: to spread transport knowledge and to be a source of authoritative views for communication to governments, industry and the community.

Objectives and Aims

The efficient movement of people and goods is vital to the quality of life enjoyed by society and the effective functioning of trade, the economy, and essential services. Thus, it is desirable that all those involved in the planning, operation and management of logistics and transport should be well qualified for their work. This also applies to people engaged in allied activities, such as logistics and transport education, consultancy and research. They all make a crucial contribution to the total transport scene.
The CILT has constantly strived to achieve three objectives:

To ensure an adequate supply of qualified personnel through an internationally recognized education and training system

To keep qualified individuals up to date throughout their professional working lives

To play an active and influential role in shaping logistics and transport policies for the future development of the sector.

In seeking to achieve its three objectives, the CILT aims can be summarized as being:

To promote the study of the science and art of logistics and transport

To provide an educational programme with assessment and examinations leading to a professional grade within the CILT

To encourage members’ active participation in continuing professional development

To cooperate with the educational sector and other professional institutions with the objective of raising standards

To foster investigation and research into the development and improvement of logistics and transport by every practical means

To initiate regular meetings and exchange of ideas of those interested in transport through conferences, discussions groups, lecturers, seminars, the presentation of papers, visits to specific transport installations, and other professional activities.

An International Organization

The CILT has always been an international organization, indeed, nearly a third of its membership of over 30,000 is based outside the UK. From Asia to Africa, Canada to Australia, from Ireland to Hong Kong, the CILT serves the interests of over 30,000 members.

In recognition of the ever-growing importance of its international status and activities, the CILT revised its executive structure in 1990. One of the resulting benefits is greater autonomy for and recognition of the larger local membership. There are now ten National Councils in Australia, Hong Kong, India, Ireland, Malaysia, New Zealand, North America, Pakistan, Singapore and the United Kingdom. All administrative matters in these areas are handled locally, enabling a faster and more efficient service to be provided to members.
In addition to National Councils, there are Independent Sections and Branches in at least 15 other countries mainly in Africa and SE Asia.

There is close liaison between the local branch of the CILT and such organizations as the Ministry of Education (or equivalent), universities and colleges, and major employers and employers’ associations. In this way, local needs, where appropriate, are sure of being recognized and incorporated into examination arrangements.

**Useful Contacts**

Log on to our website: [www.cilt-international.com](http://www.cilt-international.com) for more information.
MEMBERSHIP OF THE CILT

Member Grades

All members are actively encouraged to progress through these categories via a commitment to continuing professional development and lifelong learning. There are four categories of membership:

- Affiliate / Student
- Member
- Chartered Member
- Chartered Fellow

Affiliate / Student Member

- The benefits of membership, except voting rights and letters after your name
- For those who are interested in logistics and transport but who do not qualify for or aspire to higher grades of membership
- A student may join as an affiliate with the intention of taking CILT qualifications

Member

- Member Grade includes post nominals after your name (MILT)
- Member Grade is open to those who have relevant qualifications and at least 3 years’ relevant experience but who do not yet qualify for Chartered Member status.

Chartered Member

- Full membership, including voting rights and post nominals after your name (CMILT)
- Open to those individuals who hold the CILT Advanced Diploma, or an exempting qualification (usually an approved degree) and have at least 5 years’ relevant experience in logistics and/or transport, including 2 years at a senior level
- There are, in addition, specific routes to Chartered Membership for those people who have significant relevant experience but who lack formal educational qualifications.

Chartered Fellow

- Fellowship (FCILT) of the CILT is open to Chartered Members who have at least 7 years’ experience in a position or positions of high responsibility in the management of logistics or transport
- In exceptional circumstances it is also granted to individuals who have attained a position of eminence in logistics or transport
By joining the Institute, you will gain a lifelong professional anchor for your career, a unique source of support, knowledge and networking, to assist you to develop and succeed throughout your professional life.
HOW TO APPLY

Except for student/affiliate grade, membership entry is based on the possession of knowledge (Key Knowledge Areas) with requirements on a certain level and length of relevant experience.

Application can be made to National Councils/Local Sections/Branches. Sections/Branches will send electronically membership application forms to CILT International for assessment together with applicants CV. CPD (Continuing Professional Development) plans are also required for applications for Chartered Members and Chartered Fellows. For information on CPD, please read the section on ‘What is Continuing Professional Development?’

Why should you join?

• You will gain a lifelong professional anchor
• You will gain a unique source of support, knowledge and networking
• You will be part of a unique global Professional Institute
• You will be part of a Professional Institute with prestige and pedigree
• You will be part of a network that will assist your career development
• You will be able to network with industry professionals from many sectors
FEES AND SUBSCRIPTIONS

Fees are collected for all member applications. Members need to renew their membership on an annual basis. Contact your National Councils/Local Sections/Branches for information on annual fees. If you cannot find one in your country, contact CILT International. Log onto CILT website for more information.

Please note that members whose subscription lapses or who resign lose all benefits of membership. You can no longer claim to be a CILT member in any way whatsoever and in particular, you will lose the right to use the CILT post nominals – MILT, CMILT and FCILT - after your name. The right to use these post nominals is vested only in the CILT. You will normally be asked to return your membership certificate.

There are special arrangements for retired members.
ORGANIZATIONAL MEMBERSHIP

The CILT is looking to share its aims and objectives with reputable companies and organization and welcomes organizations to join CILT as Organizational Members. As an Organizational Member, your organization will be ‘Affiliated to the Chartered Institute of Logistics and Transport’ and will be able to include a logo on your organization material denoting ‘CILT Organizational Affiliate’. Your affiliation will be confirmation of your company’s commitment to training and education of your staff through participation in programmes and events.

Organizational Membership is provided annually under one-year licences. Organizational Membership is possible for organizations involved in any of the following areas:

- Passenger Logistics and Transport – air, rail, road, sea, government
- Freight Logistics and Transport – air, rail, road, sea, container, government
- Relevant academic institutions
- Relevant consultancies
- Others areas with interest in Logistics and Transport

By becoming an Organizational Member, your organization will gain many advantages, you will:

- Raise awareness of your organization within the market place
- Assist in the development of your employees through continuous professional development
- Expand your business networks
- Help keep your organization at the forefront of innovation

These advantages are all cost-effective ways of increasing productivity and profit. As an Organizational Member, you are entitled to nominate representatives from within your organization to be registered as members. Nominating key personnel is a cost-effective and useful way of introducing employees to the benefits of Institute membership and is an excellent way to give an overview to senior managers in related specialism such as Human Resources, Marketing and Finance.

Details of Organizational membership are available on the CILT website.
EDUCATION AND TRAINING

The education and training processes of the CILT are interdependent, integrated and designed to promote the highest standards of professional expertise and practice of those working in the sphere of logistics and transport.

A major review of the professional qualification framework and related standards was completed in 2006. The Institute now offers a three-tier professional qualification structure which deals with all major aspects of logistics and transport, following the prevailing industry best practices. The three-tier structure includes:

- **An International Certificate in Logistics and Transport** designed for first line managers and supervisors working in the field of logistics and transport. Those who are successful in their Diploma studies meet the knowledge standards for membership (MILT) subject to a minimum of 3 years’ experience in the logistics and transport sector;

- **An International Diploma in Logistics and Transport**, a higher level qualification aimed at those already working in the industry/sector at a middle management level. Those who are successful in their Diploma studies meet the knowledge standards for membership (MILT) subject to a minimum of 3 years’ experience in the logistics and transport sector; and

- **An International Advanced Diploma in Logistics and Transport**, an advanced course aimed at developing strategic decision-making skills in logistics and transport. Those who are successful in their Advanced Diploma studies meet the knowledge standards for Chartered membership (CMILT) subject to a minimum of 5 years’ experience at a senior level in the logistics and transport sector.

A number of universities and colleges offer degree and diploma courses in logistics and transport, and many of these are recognized by the CILT as satisfying all, or part, of the educational requirements either for Membership (MILT) or Chartered Membership (CMILT). Some of these institutions also offer courses for the CILT examinations. At most of these institutions, there are Chartered Members on the academic staff who in addition to their experience in education and research, have invaluable practical experience in transport.

Some National Councils offer courses leading to CILT qualifications. These courses may have some local variations in content to meet market requirements but are based on Key Knowledge Areas for Chartered Membership in line with our qualification framework.
**International Certificate in Logistics and Transport**

**Aim**

This qualification is designed for first-line managers and supervisors working in the field of logistics and transport. It is intended 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.

**Qualification**

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.

**Course Content**

Core subjects: All candidates must do these three units

1. Managing the Logistics & Transport Environment
2. Managing Resources

Optional subjects: Candidates choose one unit from a choice of four units

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

The detailed syllabus for the CILT Certificate can be obtained from the Institute. The syllabus is set out in units which are then broken down into topics of knowledge and competencies. Key learning points and coverage are also provided for each unit.
International Diploma in Logistics and Transport

Aim

This qualification builds on knowledge gained from the CILT International Certificate course in Logistics and Transport and as a consequence is at a higher level. The Diploma is basically aimed at those already working in the industry/sector at a middle management level and who wish to develop a strategic view of logistics and transport operations and be capable of reviewing operational activities.

Qualification

Students who are successful in their Diploma studies meet 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 sector.

The qualification consists of six units all of which have to be studied and completed by students who will sit an examination in each module. Depending on how the course is taught, it should be completed in 15 months or less.

Course Content

All 6 units are compulsory

1. Managing Transport and Logistics operations
2. Managing Resources
3. Transport Economics and Finance
4. Logistics and Supply Chain
5. Inventory and Warehouse Management
6. Passenger Transport

The detailed syllabus for the CILT Diploma can be obtained from the Institute.
International Advanced Diploma in Logistics and Transport

Aim

This advanced course is primarily aimed at developing strategic decision-making skills in logistics and transport. Modern companies in their efforts to cope with an ever-changing and challenging environment use two key processes to build their future. The first is strategic planning which enables top management to determine what business direction it wants to achieve. The second is logistics and transport planning which enables the company to proceed in a systematic way to identify and turn specific opportunities into profitable business. This course presents the conceptual idea of integration of logistics and transport planning into the strategic planning process.

Qualification

The qualification consists of four units. In the 1st unit, students receive knowledge and information on logistics and transport strategic management and leadership. Since the logistics and transport industry is so unique, in terms of organization culture and professionalism, students should know how to handle them skillfully. After studying the internal environment, students are expected to have a full understanding of the logistics and transport external environment.

In Unit 2, the course discusses the external factors, such as government and politics, economics and finance, society and sustainability, risk and contingency planning, with the focus on logistics and transport. Formulating logistics and transport strategies requires an integrative capability of both internal and external environment.

In Unit 3, after students have become familiar with the environments, formulation of different logistics and transportation strategies, such as transportation planning, customer service, supply chain, innovation and change, will be covered.

The level of the course is required to be that of an honours degree. Therefore a work-based project is included in Unit 4 with the necessary preparation in research methodology.

Course Content

The course content consists of four compulsory units:

1. Strategic Management and Leadership
   - Organizational culture
   - Leadership
   - Collaboration
   - Ethical management
2. The Strategic Environment for Logistics and Transport

- Society and sustainability
- Government and politics
- Economics and finance
- Risk and contingency planning

3. Organization Level Planning in Logistics and Transport

- Vision and strategy
- Transport planning
- Delivering customer service
- Innovation and change
- Supply-chain performance

4. Research Methodology and Work-based Project

The detailed syllabus for the CILT Advanced Diploma can be obtained from the Institute.
CHARTERED MEMBERSHIP

KEY KNOWLEDGE AREAS FOR CHARTERED MEMBERSHIP

The opening statement (in bold type) in each case is the mandatory criterion. The bullet points that follow are some examples of particular aspects of the criterion. It is intended that applicants for Chartered Membership must be able to demonstrate knowledge and understanding in at least four of the nine areas listed below and an awareness of all the remainder. Understanding means that the applicant can discuss and give reasonable opinions on issues connected with the topic, and awareness means that the applicant knows about the topic and can give an indication of what issues may be connected with it. All applicants for Chartered Membership must display a general professional knowledge of some sectors of logistics and transport in addition to the following specific requirements.

Global issues in Logistics and Transport

Society and technology
• Environmental impact, energy consumption and sustainability
• Importance of transport in socio-economic development
• Accessibility and inclusiveness
• Impact of current developments in technology and interoperability with legacy systems
• Influence of population, demographics and choice on demand

Government and political influence
• International, national and local policy and its creation
• Economic regulation, deregulation and privatisation
• Integrated planning and policy
• Influence of non-governmental organizations
• Key elements of relevant legislation

Markets and Customer Service

Market economics
• Economic principles of supply and demand
• Market structures
• Approaches to costing and pricing
• Economics of public choice

Providing customer service
• Differentiating between customers and end-users
• Perception of value
• Market orientation
Service level agreements
Providing customer service through delegation and empowerment

Management of Resources in Organizations

Human resource management
- Delegation, authority and accountability, empowerment and decision-making
- Motivation and leadership, performance appraisal and development
- Manpower requirements and succession planning

Financial management
- Cost structures, revenue generation, and strategies for managing working capital
- Development of funds, control of expenditure and activities
- Measurement and evaluation of financial performance

Management of physical assets and processes
- Measurement and evaluation of performance of physical assets
- Measurement and evaluation of performance of processes
- Management information systems and processes
- Risk assessment and contingency planning

Business Strategy and Policy

Organisational strategy
- Business structure, core business, out-sourcing and franchising
- Partnerships and collaboration
- Setting strategic aims and providing guidance for operational and tactical decision-makers
- Risk management

Investment, planning and control
- Ownership and control, sources of long and short term capital
- Procurement, investment appraisal, opportunity cost
- Planning: distance, demand, duration, destination

In addition, applicants must demonstrate expertise in at least one of the three areas listed below. Expertise means that the applicant can make sound professional judgments based on knowledge and the application of principle, and can use objective and independent reasoning to draw conclusions and make recommendations.
Design, Manufacture and Optimization of Networks and Services for the Time-related Positioning of Resource

Management of the total supply chain
- Supply-chain concepts and models;
- Supply-chain strategy and its place in business;
- Analysis of existing supply chains;
- Planning new and improved supply chains;
- Challenges and key management issues in supply chains.

Passenger and freight transport systems
- Nature of transport supply and demand; the product of transport
- National and international regulation of transport operations and operators
- Modes and modal choice
- Services, types of operation and interoperability
- Ownership and control of transport undertakings
- Costing and pricing of transport services including social obligation and subsidy

Provision of infrastructure
- Location of installations, connecting links and network structures
- Interrelationship between transport and land use
- Options for funding and pricing infrastructure
- Economic appraisal, social and environmental analysis
- Demand and capacity management
CERTIFIED PROFESSIONAL LOGISTICIAN

CILT has approved a scheme to qualify members as Certified Professional Logistician (CPL).

CILT welcomes members to apply for professional recognition as CPL. Candidates who are non members will be assessed for membership at the same time.

Candidates applying for the above qualification must satisfy CILT that they have the required practical experience, training and academic background. A candidate will be assessed based on eight criteria and is expected to achieve at least 400 certification points. A second part of the qualification assessment may require a candidate to attend a viva voce examination.

A certificate will be issued and will be valid for a period of 5 years.

Candidates who are granted post-nominals are required to pursue a programme for Continuing Professional Development in order to renew the designation.

Applications should be submitted to National Councils. For details, please read the section on ‘A Programme for Certified Professional Logistician’.
A Programme for Certified Professional Logistician

Structure

The structure of the CPL programme will comprise two levels:

Certification

A candidate applying for CPL must first satisfy the Institute that he/she has the required practical experience, training and academic background to meet the criteria set by the CILT. He/she should be a person with considerable managerial experience in the movement of goods and/or people. A candidate will be assessed based on 8 criteria and is expected to achieve at least 400 certification points to qualify for entry to the CPL programme. The application should be submitted with one signature of a Chartered Member to verify the application.

Qualification Review

The second part will be a viva voce examination (interview) to be conducted by a Qualification Review Board comprising leaders from the industry, fellow members of the Institute and representatives from academia. Candidates attending the interview are required to submit a full description of their achievements as well as a written analysis on a topic provided by the Board. A presentation before the Board will be required. National Councils will have the flexibility to call candidates to a Qualification Review Board (may be for the minority of borderline cases).

The successful candidate will be allowed to use CPL as his/her post nominal. A certificate will also be issued and will be valid for a period of 5 years only. The person must apply for re-registration after five years. He/she will be allowed to continue to use the title after the initial 5 years if he/she is able to demonstrate that they have undertaken a programme of continuing professional development (CPD) during the 5-year period. This CPD programme will include a requirement to attend seminars and local activities organized by the Institute and pursue other professional development activities for at least a total of 35 hours in a year.

The qualification scheme will apply to all members of the Chartered Institute of Transport. They will receive additional certification points based on their level of membership and their contribution to the Institute. A register on CPLs will be kept by the CILT International and published on the website.

Candidates who are not already members of the Chartered Institute of Transport will be assessed at the time of their application as to whether they are eligible for CILT membership. Successful CPL candidates will be required to pay annual subscription fees to the Institute.
CPL Qualification Process

Self Assessment
At least 400 points

Assessment

Successful

Unsuccessful

Obtain more points through Experience/Qualification/CILT Advanced Diploma

Attend CPL Viva Voce examination (Interview)

Pass

Fail

Guidance given/Retake Qualification Review Board will give advice to the candidate and provide another date, normally not less than 6 months from the first interview for another interview

Awarded CPL

Validity Period

Certified professionals are required to be re-certified every five years. For the purpose of monitoring the continuing professional development, all certified professionals are required to maintain a personal CPD record. These records will form the basis for the renewal of the certification after five years. CPL status will be void after five years if the candidate does not apply for re-certification.
How to qualify as a CPL candidate

**Certification**

To qualify as a CPL candidature, one must have considerable working experience in the logistics and transport field in the senior management position. The candidate will be required to obtain at least 400 certification points from the following criteria:

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<th>Criteria</th>
<th>Points Awarded</th>
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<tr>
<td>1. Logistics/Supply Chain/Transport Management Experience (Candidates must score points under this section)</td>
<td>20 points per yr 25 points per yr 30 points per yr</td>
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<tr>
<td>2. General Management Experience</td>
<td>40 points 60 points 80 points 100 points 150 points</td>
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<tr>
<td>3. Formal Education Diploma Bachelor degree Master's degree Ph D</td>
<td>50 points 100 points 150 points 150 points</td>
</tr>
<tr>
<td>4. Executive Programmes (College/University courses in the area of business, IT, transport or logistics)</td>
<td>25 points per course subject to a maximum of 100 points</td>
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<tr>
<td>5. Professional Membership (e.g. CILT, CIPS, SOLE) 1 year 2 years 3 years 4 years 5 years or more (CMILT x 2, subject to a maximum of 100 points)</td>
<td>10 points 20 points 30 points 40 points 50 points</td>
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<tr>
<td>6. Continuing education/professional development/activities during the past three years CILT CPD programme Annual management conference CILT educational programme or conference CILT seminar, workshop or technical talk (Subject to a maximum of 100 points)</td>
<td>10 points 25 points 25 points</td>
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<tr>
<td>7. Non-company Logistics-related participation and contributions 15 points for each non-company logistics-related committee, board, or subcommittee in which you actively participate subject to a maximum of 60 points, including CILT committees</td>
<td>25 points</td>
</tr>
<tr>
<td>Logistics-related speaking engagement Logistics-related published work (subject to a maximum of 60 points)</td>
<td>25 points</td>
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When a person cannot score sufficient CPL points, he/she can sit for the CILT Advanced Diploma programmes. Upon obtaining the qualification, he/she is entitled to 100 points.

The CPD programme requires the person to pursue professional development activities for up to 35 hours in a year. For details please read the section on ‘What is Continuing Professional Development’.

**Fees for CPL**

National Councils can set their own fees which could consist of the following:

- an application fee (one signature of a Chartered Member required to verify any application form);
- a certification fee; or
- a fee for viva voce examination; and
- a CPD registration fee

For existing MILT, CMILT, FCILT:

- an application fee (one signature of a Chartered Member required to verify any application form);
- a certification fee; and
- a CPD registration fee

There will be a register for CPL. A CPL can carry the title in his/her name card as illustrated:

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<th>CMILT. cpl</th>
<th>MILT. cpl</th>
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**Annual subscription**

A CPL is required to pay an annual subscription depending on their membership grade, e.g. CMILT. A current CILT member who becomes a CPL will not be allowed to carry the CPL title if he ceases to pay the annual subscription. His name will be removed from the CPL register.

**Renewal**

A renewal fee after the initial 5-year period may be charged.
WHAT IS CONTINUING PROFESSIONAL DEVELOPMENT (CPD)?

CPD is defined as:
‘The systematic maintenance, improvement and broadening of knowledge, skills and competence throughout a professional’s working life.’

Why is CPD important?
‘The ability to learn faster than your competitors may be the only sustainable advantage.’ Arie de Gues

CPD is not a new idea. It is merely what has always been considered to be good professional practice. The change is in its perceived importance in the current business environment.

Changes in the world of work emphasize the continuing need for an individual to be professionally competent. These changes include developments in information technology, global markets, the economic situation and a more mobile international workforce. As a professional and a member of the CILT, you need to make a commitment to ensure that the knowledge and skills you gained when qualifying for membership are systematically maintained at a suitable level.

CPD described
The basic concept of CPD is a system which:
- continues throughout a professional’s working life
- mirrors the requirements placed on professionals by their professional organisations (CILT) and, equally importantly, by their clients
- operates in a systematic and structured manner
- covers the full range of knowledge and skills, personal, technical and commercial, required by a professional in his or her working life

What are the main features of the CILT’s CPD scheme?

- The onus is on you as an individual member to take responsibility for your CPD. CILT welcomes and promotes support from employers but its absence should not prevent you from undertaking CPD.
- The scheme is voluntary for affiliates and compulsory for Members, Chartered Members and Fellows. It is strongly recommended that you take a positive approach to your personal and professional development.
- CILT recommends that members undertake at least 35 hours of CPD activity each year.
- There will be no prescribed courses of study as the key interest is in identifying individual development needs, undertaking learning activities and evaluating the results.
- It is important that you keep a record of the development cycle, i.e. what you intended to do, what you did and what you learnt.
What counts as CPD?

Most CPD activities are likely to be work-related, but not all. Each individual member drives and manages their own CPD. Activities can take place in many different situations and are many and varied.

CPD is not just about courses and qualifications, but can also include:
- participation in meetings, seminars and workshops
- coaching and mentoring
- membership of CILT committees
- job rotation and work shadowing
- networking, research, giving presentations
- distance and open learning including e-learning
- relevant part time teaching
- structured reading including CILT journal articles
- skills developed as part of normal in-house work activities

In-house CPD can be in the form of specific training or the gaining of new skills and experience through the transfer to new roles and responsibilities with your organization. CPD activities do not always have to be upwards, but can broaden your skills, knowledge and/or competence at all levels.

Planned CPD

CPD comprises two types: planned and unplanned. Planned CPD follows a circular process involving four activities: review – plan – learn – reflect.

This is a mental process that everybody does to some extent all the time. To make it CPD, all that is required is to have a permanent record. There are two important records: the plan and the reflection.

Once a year (think of it as a New Year’s resolution) you draw up a simple table in 4 columns:

<table>
<thead>
<tr>
<th>What do I want to achieve? (objectives)</th>
<th>What am I going to do to achieve this? (action)</th>
<th>How will I judge my success? (measurement)</th>
<th>Target dates</th>
</tr>
</thead>
</table>

These objectives need not necessarily be work-related or even logistics and transport-related. Since this is Continuing Professional Development, there ought to be some identifiable relevance to professional life, but that might not be the primary reason.

The number of objectives for a year obviously varies between one and infinity, but to be realistic, a reasonable number would be between one and six objectives.
When you’ve filled in the four columns for your chosen objectives, that is your plan, i.e. not more than one sheet of paper.

Then, of course, you have to put the plan into action. You do what you said you were going to do in Column 2 of the plan.

When you’ve done what you set out to do, you make a note on another sheet (the development log) which also has four columns.

<table>
<thead>
<tr>
<th>Activity</th>
<th>What have I learnt?</th>
<th>Main improvements</th>
<th>Further action</th>
</tr>
</thead>
</table>

And that’s your CPD record – another sheet of paper.

**Unplanned CPD**

Unplanned development happens all the time. This kind of CPD obviously misses out the initial review and plan stages but the important thing is that the experience is recorded and evaluated. To do this, you can use the same development log as for planned CPD -- perhaps just use a different sheet to the one you record your planned development on.

Having been recorded and evaluated, these unplanned CPD experiences can then feed into the next review, and may influence the next year’s plan.

**So what have you got after all that?**

What you must have is a copy of your plan and the log in which you record your progress against the plan – that’s two sheets of paper per year.

What you might also have is the record of unplanned CPD and how long that is depends on how much you want to document. It could be just a page or it could be several; nobody is making any rules.

You don’t need to slavishly record every presentation you attend, article you read, etc. You decide what you want to record on the basis of what you got from it.

What you use to demonstrate a year’s CPD is therefore something between two and about four sheets of A4 paper (probably nearer two than four) and that should not tax the abilities of anyone else who might be interested, such as a professional body or a potential employer.

The last two to four years’ records will be enough to satisfy anyone about your commitment to CPD, so you don’t need to carry them around in a wheelbarrow.
What’s in it for me?

For a professional it’s just something you do as a duty, like obeying the law when no one’s looking. But really it’s about so much more than that. It’s about taking responsibility for your own destiny, having options and adding value to your life – and maybe to others’.

Some people think that they are too busy to do CPD ‘...but what could be more important than making time for self-development? We spend time planning our holidays or choosing which car to buy ...surely we can find time to identify our development needs and do something to meet them?’ – Peter Honey

How do I start?

- Obtain advice from your local CILT National Council, Section or Branch
- Obtain the CPD documents produced for CILT members. Talk to your employer, if applicable and get his support
- Develop and analyse your own development cycle with the help of these documents
- Undertake your chosen learning activities
MENTORING

The world of work is changing rapidly as we move to a knowledge economy. Today job progression is no longer necessarily onwards and upwards but by moving from job to job. Members need to be prepared to constantly re-skill to meet the demands of the knowledge economy which is where mentoring by members for members can help you.

What is a mentor?

A mentor is an experienced and trusted advisor and guide to a mentee or protégé. Mentoring is a way of one person helping another work through his professional issues. Usually the mentor will have followed a similar path along which the protégé is now traveling. The mentor can therefore help define and work through the protégé’s personal and professional issues.

What is the role of a mentor?

There are four main roles of mentoring:
- Improve performance
- Career development
- Counselor
- Sharing knowledge

How does it work?

There are four main stages in a mentoring relationship.
- Setting it up and establishing the relationship
- Getting started and identifying the aims of the mentoring
- Making progress
- Finishing the relationship and moving on

It is vital at the start to establish the boundaries of the mentoring relationship, including what is going to be discussed, how much time is available and to ensure that the protégé is clear what he wants to achieve.

How much time will it take?

There is really no hard and fast rule about how much time mentors will have to give their protégés. The amount of time that mentoring will take is variable. Developments in ICT (information and communications technology) are facilitating communication in ways that were unthinkable a decade ago. It enables new approaches to mentoring.
Key skills required of a mentor include the ability to:
♦ Listen actively
♦ Empathize
♦ Ask questions and challenge assumptions
♦ Diagnose and analyse problems
♦ Give positive feedback
♦ Empower the protégé

For more information on how to become a mentor or to be allocated a mentor, contact CILT International. Please note that not all Councils and Sections will be able to offer this service.
EDUCATION AND ENDOWMENT FUND
(Awards, Grants and Scholarships)

Within the new CILT Education and Endowment Fund, a series of awards, grants and scholarships are available.

Meritorious Papers

Awards are available to all members of CILT worldwide. Acceptable papers will be no less than 2500 words and will have been published or presented in a public arena. Nominations must be made only via National Councils, Sections or Branches.

Lectures

Awards are available to CILT National Councils, Sections and Branches in the form of a grant to support the costs of a lecture of international standing and contribution. Applications must be made in good time with an outline of the subject, probable speaker with brief CV, and the reason why the support of the Education and Endowment Fund would be helpful.

Scholarships

Awards are available to all members of CILT worldwide in the form of a grant to support study and/or research, funding of books, travel, and subsistence. Applications should be made with the full support of the relevant National Councils, Section or Branch.

Library Grant

The grant is available to National Councils, Sections and Branches, and Institute accredited teaching centres, to support the acquisition of new books.

Who can apply

CILT awards, grants, and scholarships are designed to encourage research into logistics and transport developments and needs in different parts of the world. Any CILT member (including Student Affiliate) may apply for an award, either directly or through a National Council, Section or Branch. Application/nomination must be returned to arrive not later than the closing date of 28 February each year. Decisions on the allocation of the scholarships and awards will be made known in May of that year.
NETWORKING AND EVENTS

Institute events offer you the opportunity to meet and hear influential figures within different sectors of the profession, network with other members, learn the latest techniques and benchmark against the best in the business.

There are three main categories of Institute events: National – including high-profile lectures, annual conferences, and dinners; Special Interest Group meetings – tailored events in specific areas of interest; Regional and Group meetings– a variety of events in your local area, including seminars, workshops, annual lectures, dinners and even some overseas excursions and study tours. Some events are available to non-members.

Tailored industry news available from the home page and updated daily keeps you up-to-date with developments in your profession, whilst the Institute headlines section aims to keep you abreast of all your Institute news and developments.

The CILT is a global organization. It offers excellent opportunities for professionals all round the world to share knowledge and experience. Views of the Institute are regarded by many people in the industry, and the Government, as the authoritative sounding board for new ideas. Members also receive CILT World, the Institute’s newsletters which keep them abreast of activities on a worldwide basis.

Contact your CILT National Council, Section or Branch or log on to www.cilt-international.com today to find out more and to make contact about developing your career within the logistics and transport sector.
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