



## How to become a Chartered Member?

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The Chartered Institute of Logistics and Transport is an organisation with a unique pedigree. A Chartered Member is a fully accredited member of the Chartered Institute of Logistics and Transport. There is therefore high status associated with Chartered Membership of the CILT all around the world. To have Chartered status conferred is recognition of a very high level of personal achievement in Logistics and Transport

There are two levels of Chartered Membership of the CILT:

- Chartered Member - CMILT
- Chartered Fellow - FCILT

Appropriately qualified applicants may enter The Chartered Institute of Logistics and Transport as either a Chartered Member or a Fellow of the Institute (see Page 8).

The International Council of the Chartered Institute of Logistics and Transport is responsible for approving the evaluation and selection processes. These processes are explained within its Bye-Laws and operating procedures. This Guide aims to explain how these procedures work. The guide is targeted at the people who are involved in advising members and potential members about eligibility and application for the Chartered grades. These will normally be the staff of the Institute, and members holding office on National, Regional, or Section committees. Whilst the information in the guide is correct at the time of printing, amendments may be made from time to time. Some items will also require further interpretation. Full Chartered Membership of The Chartered Institute of Logistics and Transport (CILT) is awarded to individuals who are able to satisfy criteria which has been set by the International Council of the CILT. Chartered Membership provides assurance of the capability and commitment of those involved in logistics and transport through an internationally-recognised accreditation of professional status indicating both a high level of educational achievement and practical experience in a position of responsibility. Chartered Members agree to be bound by a Code of Professional Conduct that emphasises





their commitment to high professional standards and a recognition of their obligations to society and the environment.

- Chartered Membership and Fellowship of The Institute of Logistics and Transport (CILT) are the senior professional grades of membership. They also denote full Membership of the international Chartered Institute of Logistics and Transport (CILT), the holder of the Royal Charter. Chartered Members are capable, by virtue of their initial and continuing professional development, of exercising professional judgment involving the application of knowledge in a broad range of complex technical or professional work activities performed in a wide range of contexts and with a substantial degree of personal responsibility and autonomy. They are likely to have responsibility for the work of others and/or the allocation of resources. Chartered Members are likely to be concerned with influencing strategy but may also be responsible for managing the operation of a significant part of logistics and transport organisations. Chartered Members will have a specific area of expertise but will also have a sound appreciation of the broader issues of logistics and transport. Chartered Members are required to demonstrate possession of a specified body of knowledge and to have a minimum period of experience at a senior level of responsibility.

#### Key Knowledge Areas

- Global issues in logistics and transport
- Markets and customer service
- Management of resources in organisations
- Business strategy and policy
- Design management and optimisation of networks for the time-related positioning of resource

#### Experience Criteria

- Professional judgment in a broad range of complex technical or professional activities in a broad range of contexts
- Personal responsibility and autonomy
- Responsibility for the work of others
- Responsibility for the allocation of resources

## 2. CHARTERED MEMBERSHIP HOW IS IT ACHIEVED?

This established criteria are split into two distinct areas. Both sets of criteria need to be met in order to gain Chartered Membership. To become a Chartered Member, a candidate needs to be able to demonstrate specific knowledge. They should also have a minimum period of relevant senior level experience.

### a) KNOWLEDGE

A candidate needs to have achieved formal accreditation of knowledge, understanding and application at the level required for a university degree with a content that matches the Key Knowledge Areas specified by the International Council (see Appendix B);

### b) EXPERIENCE

A candidate needs to have a total of at least five years' experience in some level of managerial responsibility. At least two of those years should be at a senior level as defined by criteria specified by the International Council (see Appendix)



C) This experience does not need to be full-time or continuous. The same criteria apply to all CILT National Councils worldwide. Individual National Councils may however devise their own ways of determining that applicants meet them.

### 3. THE THREE WAYS TO GAIN CHARTERED MEMBERSHIP

There are three ways that candidates can meet the educational requirements for Chartered Membership of the CILT:

- 1 - CILT Qualifications
  - 2 - Accredited Exempting Degree
  - 3 - Professional Entry
- 1 - CILT Qualifications

The CILT has its own educational qualification for Chartered Membership - The Advanced Diploma in Transport. Holders automatically satisfy the educational requirement. This does not mean, however, that they are automatically eligible for Chartered Membership, the criteria for experience and level of responsibility must also be met.

2 - Accredited Exempting Degree The CILT maintains a register of accredited graduate, postgraduate and equivalent qualifications from all over the world. Holders of one of these qualifications automatically satisfy the educational requirement, providing any specific conditions laid down for a particular award are met. This applies only to the specific qualifications on the register because only these have been assessed and formally accredited as meeting the Key Knowledge Areas. Holders of one of these listed qualifications also receive credit for one year of the five-year experience requirement. Accredited sandwich degrees involving an industrial placement give two years' credit as will the combination of an accredited first and higher degree. The two years at senior level must, however, still be achieved before Chartered Membership can be gained.

3 - Professional Entry Candidates who cannot meet the specific requirements of the other routes but who haven't at least five years' experience at the level defined by the experience criteria may be able to gain Chartered Membership through presentation of evidence to show that they satisfy the required criteria of knowledge. Independent National Sections will be required to submit this evidence in full with applications to the Director General for consideration by the International Membership Assessment Panel. Where evidence of achievement of one or more of the necessary knowledge criteria cannot be provided in this way the applicant may satisfy the remaining requirements by any agreed method. Such methods can include a professional interview, writing a paper, making a presentation to a meeting of a Region, Group, or any other means agreed with the Institute's assessor.

#### a - Professional Interview

The Professional Interview is appropriate for candidates who are educated or professionally qualified to at least first degree level in a relevant area. The interview is usually held at the London headquarters of the Institute and lasts about 45 minutes. The interview panel consists of three people: the Chairman and one other will be senior Chartered Members or Fellows of the CILT, the third member will be the Director of Professional Development or a designated deputy. The purpose of the interview is to confirm that the candidate's knowledge extends to those areas required by the International Council, but will also seek to confirm that the candidate meets the responsibility requirements. See also Appendix G.



b - Published Works Applicants who have had a dissertation or thesis accepted for the award of a higher degree, or who have had published a substantial work or series of works, and who can meet the experience and responsibility requirements may submit the dissertation or published work for inspection by the CILT referee. The referee will review the work against the Key Knowledge Areas determined by Council. If they then decide that there is a good match, they will recommend the applicant for election. In exception situations where the assessor decides there is not sufficient coverage of the criteria, but that the candidate would be able to demonstrate mastery of the remaining necessary areas at interview, they will recommend that an interview is set up. See also Appendix I.

c - Presentation to a Region/Section Candidates who do not have a formal educational qualification at the required level but who do have at least five years' experience at the level defined by the criteria may be offered an opportunity to give a presentation to a CILT meeting. A full written paper must be submitted beforehand and the paper and presentation, including the handling of questions, will be assessed by a panel consisting of three senior Branch Chartered Members or Fellows. Where this panel considers that further questioning is required to enable the candidate fully to demonstrate achievement of the criteria, they may convene a local interview or recommend that the candidate attend a Professional Interview. See Appendix J.

d - Professional Paper An alternative to (c) for experienced applicants who do not have the required formal educational qualifications. Such candidates would need to write a paper of about 5000 words on a subject of their choice, which has been approved by the Director of Professional Development. The topic chosen would need to cover a substantial number of the key knowledge areas. It would therefore be a broad topic including coverage of underlying principle and theory. On completion, the paper is reviewed by the CILT assessor and, if it is satisfactory, the candidate will be invited to attend a professional interview. See also Appendix K.

e - Armed Forces Officers in the logistics, supply, movements and transport specialisms of the Armed Forces may be awarded Chartered Membership on the basis of their service rank, qualifications and appointments.

#### 4. GRADUATE DEVELOPMENT SCHEMES

National Councils may accredit the in-house graduate development schemes operated by Logistics and Transport organisations. An example of how this can work is in the UK where CILT accredits the in-house graduate development schemes operated by a number of organisations. Such schemes have the following features: These schemes apply to those graduates with honours degrees that are not on the list of CILT-accredited degrees but are in some relevant subject. Employees of the companies who participate in these schemes gain access to Chartered Membership through the professional interview, typically in a shorter time than would otherwise be the case. Each scheme is individually accredited but the general requirements are as follows:

- \* Candidates are formally nominated to the CILT by a completed membership application form and a curriculum vitae.

- \* The Institute reserves the right not to accept candidates who in the opinion of the Director of Professional Development of the CILT, do not meet the requirements for entry to the Post-graduate Professional Programme run by the Institute.



- \* Candidates undertake the CILT approved company professional development scheme and comply with all the requirements of the scheme.
- \* Evidence of achievement of the Key Objectives contained in the scheme is signed off by an in company mentor or assessor and made available for inspection by the Institute.
- \* A verifier nominated by the Institute visits the company at intervals to inspect the candidates' records.
- \* At the conclusion of the formal scheme candidates produce and submit to the Institute an overview of their learning and development during the period. This will be of approximately 2000-3000 words and will comply with criteria laid down by the Institute.
- \* There is no part accreditation. Candidates who leave employment with the company or cease to take part in the scheme will be able to take any of the standard routes to membership of the Institute. They will not however receive any special credit for participation in the scheme. Candidates who leave to take up employment with another company operating the scheme will however be able to transfer directly into their new employer's scheme.
- \* Candidates who are successful at the professional interview, will be eligible for Chartered Membership of the Institute, subject to having achieved the minimum period of qualifying experience. Participants in accredited in-company graduate development schemes can usually gain access to Chartered Membership one or two years sooner than would otherwise be possible.

## **5. MAKING A SUCCESSFUL APPLICATION FOR CHARTERED MEMBERSHIP**

**All applications for Chartered Membership undergo an assessment of eligibility. This assessment is made on the basis of information supplied on the application form and any supporting attachments. All applications are then approved by a Membership Assessment Panel.**

**Step 1 - Check eligibility for Chartered Membership.**

**Step 2 - Complete the Chartered Membership application.**

**Step 3 - Include a detailed and up to date CV showing how the criteria are met.**

**The following information needs to be included:**

- Full details of educational qualifications, including name of institution and the full title of any award gained.
- A full, employment history with all relevant dates (month and year).
- A full description of job responsibilities held and any notable achievements.

**Where possible, an organisation chart showing the applicant's position in the organisation, who they report to and who reports to them.**

**Step 4 - Include Copies of relevant educational or professional body membership certificates. Please do not send originals. DO NOT include any other document such as company brochures, reports or certificates for awards other than those specifically requested. If anything else is needed it will be asked for after the initial assessment.**

**Step 5 - The application must carry the necessary supporting signatures from three Chartered Members.**



**The main purpose of these supporting signatures is to provide assurance of first-hand knowledge that information given is accurate.**

**Step 6 -Send the application to the local CILT Office together with payment of the appropriate fee. The Role of the Local CILT Committee Members of committees may expect to be involved in the membership application process in a number of ways:**

1. Advising on eligibility, using this guide;
  2. Supporting applications for Chartered Membership and Fellowship;
  3. Assessment of presentations to local meetings under route 3c;
  4. Participation on a panel of interviewers for the Professional Interview. Separate advice and information on 2.and
3. will be provided by someone who can help when the need arises. Local committee members are asked to support applications from prospective members when the applicant is unable to obtain the necessary signatures from Chartered Members known to him or her. As the main purpose of these supporting signatures is to provide assurance that claims made on the application form and supporting documentation are accurate, it is likely that the local committee members asked to provide these signatures will need to spend some time talking to the applicant before signing. The objective to be achieved during this informal interview is to confirm that the claims made are true. When an applicant is unable to obtain the necessary signatures from people known to him or her, the local CILT office will provide contact details. The applicant will contact the person concerned to arrange a meeting. Ideally this will be at a local meeting, but it may be at any other time and place by agreement.

## **6. WHAT HAPPENS TO AN APPLICATION?**

### **Stage 1**

The application is assessed for eligibility for Chartered Membership. This assessment involves a number of elements: Country of Domicile - Applicants from countries in which there is a CILT National Council, or an Independent Section, would normally be expected to seek Chartered Membership through their local CILT organisation. By international agreement applicants may join the national institute of a country other than their own but must explicitly state their wish to do so after having been advised of the presence of a local CILT organisation. (See Appendix E). Educational Qualification – The applicant's educational qualifications will determine which route to Chartered Membership is the most appropriate, also the total number of years' experience required. Where the nature of the applicant's qualifications makes him or her eligible under more than one route, the preference will be for the one that is most advantageous to the candidate. Experience and Responsibility – Having ascertained the route through which the applicant is eligible, the next step is to confirm that the required minimum total period of experience has been gained, and the minimum two-year period at senior level achieved. Supporting Signatures - The final stage in the assessment is to check that the application carries the supporting signatures of three Chartered Members or Fellows.

### **Stage 2**

If the assessment determines that the applicant is eligible by achievement of the CILT examination or an appropriate degree level qualification the application will then be presented to the Elections Panel at its next meeting. If the appropriate route is



through Professional Entry, the applicant will be contacted again to make the necessary arrangements. This will involve the payment of an additional Professional Route fee. Applications through this route may be quite slow. This is because of the need to arrange the interview, referee the published works, make the arrangements for the presentation, or to complete the professional paper, as appropriate.

#### Stage 3

Following consideration of the application by the panel, the applicant will be notified of the outcome and asked to pay any fees that might be due.

#### Stage 4

On receipt of payment, the membership certificate will be dispatched. Ineligible Applications There are two broad reasons why applications may not be approved by the Elections Panel: Insufficient Detail - either the CV does not contain enough detail about education and / or working experience or the supporting signatures have not been provided, or are from ineligible signatories. Insufficient Educational Qualification or Responsibility - the applicant does not have an appropriate educational qualification at the right level and / or does not have the necessary period of experience, either in total or at the senior level. Where the applicant is unable to get the necessary signatures he or she will be directed to their local committee (see The Role of the Local Committee). The applicant will be given appropriate advice about how to qualify for Chartered Membership, although it must be realised that such advice may be that an additional educational qualification or job responsibility at a higher level must be obtained.

## 7. FELLOWSHIP

Fellowship is the most senior grade of membership in the CILT. Fellowship by upgrade from Chartered Membership The normal way that Fellowship is achieved is by upgrade from Chartered Membership. In addition to being a current Chartered Member, applicants for Fellowship are required to have at least seven years' experience at a high level of responsibility. The International Council of CILT have approved a number of criteria for the purpose of defining this "high responsibility", anyone of which must be satisfied throughout the seven-year period.

- \* Overall organisation / commercial responsibility as a director or senior manager with logistics and transport knowledge
  - \* Effective direction of advanced existing technology involving high risk and capital intensive projects
  - \* Monitoring progress on an international basis, assimilation of such information and independent contributions to the development of logistics and transport science and its applications
  - \* Leading research and development effort in logistics and transport resulting in the design, development of products, equipment and services to a competitive level of cost, safety, quality and reliability
  - \* Supervision and planning of logistics and transport courses at first degree and/or postgraduate level
  - \* Contributing to the achievement of the objectives of the CILT or another comparable organisation, either at national or local level. There are significant differences between the seven year period for Fellowship and the corresponding five-year period for Chartered Membership.
- a) For Fellowship, the seven years must be consecutive.



b) The seven years must immediately precede the date of application for Fellowship. All applications for upgrade to Fellowship must carry the supporting signatures of five Chartered Members or Fellows. The main purpose of these is to provide assurance from first hand knowledge that information given in the application is accurate. Fellowship by Direct Entry In exceptional circumstances election to Fellowship may be granted by direct entry without the need for the seven years' qualifying experience or prior Chartered Membership. This would happen in the following three cases: Eminence - The Candidate holds a position of such seniority and standing in logistics or transport management and has achieved such eminence that direct entry is justified .. 'Eminence' is defined as the holding of a unique position of responsibility and / or influence in connection with a national or international body or organisation involved in logistics and transport. Special Knowledge - The Candidate has special knowledge of the theory or practice of logistics and transport in any of their branches. "Special knowledge" is defined as knowledge of such a depth or knowledge in a particular area that few other people have. The candidate may be required to demonstrate the possession of this special knowledge by one of the methods in use by the National Council concerned, including a professional interview. Contribution to the Affairs of the Institute – The Candidate has made a special contribution to the achievement of the objectives of the Institute. 'Special contribution' is defined as a unique effort to promote, encourage or co-ordinate the study of the science and art of logistics and transport in all their branches. This effort may be by way of a single contribution of national or international importance or by a sustained effort at a local or regional level over an extended period of 5 years or more. Nomination for Fellowship Any current Chartered Member may propose him or herself for Fellowship by upgrade, subject to acquiring the supporting signatures of five other Chartered Members or Fellows. Candidates for direct election to Fellowship may be proposed only by:

- \* The President of CILT;
- \* The Director-General of CILT;
- \* The President, Chairman or Chief Executive of a National Council of CILT;
- \* The Chairman of an Independent National Branch or National Section of CILT;
- \* The Chairman of the Africa Support Committee of CILT.

Candidates for direct election do not need the five supporting signatures, only that of the nominating officer. All elections to Fellowship, whether by upgrade or direct election, are conducted according to assessment and ratification by a membership elections panel. This is the same process as is applied to Chartered Membership.

## **APPENDICES**

### **APPENDIX A**

#### **Membership Grades**

The Bye-Laws of CILT recognise the following grades of membership:

Fellow - FCILT

Chartered Member - CMILT

Member - MILT

Affiliate - No post nominal

Only Fellow and Chartered Member have full voting rights.

### **APPENDIX B - KEY KNOWLEDGE AREAS**



In order to meet the requirements for Chartered Membership candidates must be able to demonstrate 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 reasoned opinions on issues connected with the topic Awareness means that the applicant knows about the topic and can give an indication of what issues may be connected with it.

Global Issues in Logistics and Transport

1. Society and technology.

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

2. 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 organisations
- Key elements of relevant legislation Markets and Customer Service

3. Market economics.

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

4. 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 Organisations

5. Human resource management.

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

6. Financial management.

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



7. 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

8. 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

9. 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 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

10. 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

11. 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

12. The 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

**APPENDICES**  
APPENDIX C- EXPERIENCE  
CRITERIA





Applicants must demonstrate that the experience criteria have been achieved over the relevant period. In order to do this evidence must be provided in respect of at least one of the criteria under each heading. Professional judgment in a broad range of complex technical or professional activities in a wide range of contexts

- Identify potential projects and opportunities
- Conduct appropriate research and undertake design and development of possible solutions
- Plan and implement solutions taking an holistic approach to cost, benefits, safety, reliability, quality and environmental impact
- Personal responsibility and autonomy
- Take responsibility for the planning and direction of important tasks
- Make decisions and give instructions
- Evaluate performance and take remedial action where necessary

Responsibility for the work of others

- Develop staff to meet the demands of changing technical and managerial requirements
- Build teams and negotiate
- Delegate authority and decision making with appropriate guidance
- Responsibility for the allocation of resources
- Plan for effective and economic acquisition and/or use of physical resources
- Budget for future operations and exercise control over expenditure and activities
- Carry out recruitment and select and deploy people to projects and tasks

#### APPENDIX D - CODE OF CONDUCT

Members shall support the general objects of the Institute 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.
- \* Act responsibly to secure the welfare, health and safety of all members of their organisations 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, as well as 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.
- \* Promote actively international understanding, goodwill and cooperation.

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#### APPENDICES APPENDIX G - RELEVANT PROFESSIONAL BODIES

Corporate membership of any of the following automatically implies eligibility for the Professional Interview (subject to the necessary period of experience and level of responsibility). Applicants who are members of other, equivalent status, professional bodies may also be eligible. Chartered Institute of Building Institute of Quantity Surveyors Institution of Highways and Transportation Royal Institute of British Architects Royal Institution of Chartered Surveyors Royal Town Planning Institute



The Chartered Institute of  
Logistics & Transport

South Africa



Chartered Association of Certified Accountants  
Chartered Institute of Management Accountants  
Chartered Institute of Public Finance and Accountancy  
Chartered Insurance Institute  
Faculty of Actuaries in Scotland  
Institute of Actuaries  
Institute of Chartered Accountants in England and Wales  
Institute of Chartered Accountants in Ireland  
Institute of Chartered Accountants of Scotland  
Society of Incorporated Accountants and Auditors  
Barristers (Bar Final)  
Solicitors (Final Examination of the Law Society)  
British Computer Society  
Institute of Chartered Secretaries and Administrators  
Chartered Institute of Building Services Engineers  
Chartered Institute of Personnel Development  
Institute of Statisticians  
Institute of Management  
Registered Medical Practitioners  
Institute of Industrial Administration  
Institute of Energy  
Institute of Marine Engineers  
Institute of Measurement and Control  
Institute of Materials  
Institute of Chartered Shipbrokers  
Institution of Chemical Engineers  
Institution of Civil Engineers  
Institution of Electrical Engineers  
Institution of Mechanical Engineers  
Royal Institution of Naval Architects Institution of Production Engineers  
Institution of Structural Engineers  
Royal Aeronautical Society  
Chartered Institute of Purchasing and Supply

Holders of the following qualifications are also eligible for the Professional Interview:

- \* Extra First Class Engineer's Certificate of Competence of the DfT
- \* Extra Master's Certificate of Competence of the DfT
- \* Freight Transport Association Management Training Programme
- \* Diploma in Municipal Administration of the Local Government Training Board
- \* SCOTVEGSQA Diploma in Public Administration.

#### **APPENDIX H - PUBLISHED WORKS**

This route may be appropriate for applicants who do not meet the precise requirements. There are two distinct cases. Dissertation for a Higher Degree Applicants who have had a relevant thesis or dissertation accepted in full or partial satisfaction of the requirements for a degree at Masters level or higher, may submit a copy for consideration by the Institute's assessor. Other Published Work – Applicants



who have had published a substantial work, or a number of smaller works, on subjects connected with logistics and transport may submit the work or works for consideration by the Institute's assessor. A "substantial published work" is defined as a book or major contribution to a book. Alternatively, a number of shorter papers, which taken together display a sufficient command of the relevant subjects and a high degree of original thought and/or analysis, may be considered. These papers must be of a technical or educational nature and have been published in a recognised professional or academic journal. Application - Applicants who think they may be eligible for this route to Chartered Membership should include full details of the published work with their application. These details should include, for a dissertation:

- \* Name of university awarding the higher degree;
- \* Full title of higher degree awarded;
- \* Date of graduation;
- \* Title of dissertation;
- \* A short abstract of the dissertation.

For other published works:

- \* Title(s);
- \* Names of co-authors (if any);
- \* Journal title(s) (if appropriate);
- \* Publisher(s);
- \* Date(s) of publication;
- \* A short abstract of the work(s).

The applicant will be requested to supply a copy of any works considered appropriate for assessment. These will be returned when they have been inspected by the assessor. Assessment and Notification of Outcome - The assessor will consider the content of the work against the Key Knowledge Areas for Chartered Membership and, if satisfied that a substantial number of them are suitably covered, will recommend to the Elections Panel that the work be accepted as satisfying the educational requirement for Chartered Membership.

## **APPENDICES**

### **APPENDIX I - PRESENTATION TO A SECTION OR BRANCH MEETING**

The presentation of a paper to a CILT Section meeting may be used for entry to Chartered Membership by candidates who lack suitable professional or academic qualifications but who have at least 5 years' professional experience at a level consistent with the criteria for Chartered membership. The presentation may be supplemented by a Professional Interview.

What is involved?

The presentation must be made to a meeting of the CILT Section. The meeting must be open to the membership and the public. Opportunities to make a presentation are subject to agreement of sections and the constraints of their programmes. Guidelines Branches intending to use this method must ensure that the candidate has submitted a fully completed application for Chartered Membership and has been notified that he/she is eligible for this route. The candidate must submit a full written paper on the



subject to the Branch committee, prior to the presentation, not merely copies of slides or lecture notes. The purpose of this is to ensure that:

- The subject is acceptable. Any logistics or transport-related topic may be selected but it should cover both the specific issue and its relationship to the broader context.
- There is a good quality of analysis, selection of material and overall intellectual depth.
- Suitable areas for questioning can be considered in advance, in order to test fully the candidate's knowledge and understanding. The overall quality of written material and the presentation should demonstrate the candidate's ability to meet the membership criteria. The length of the presentation should normally be at least 30 minutes, excluding questions and discussion time. Candidates should be able to handle and lead discussion in an authoritative way.

## **APPENDICES**

### **APPENDIX J – PROFESSIONAL PAPER**

This method is appropriate for entrants who have at least 5 years' professional experience at a level consistent with the criteria for Chartered Membership, but who lack suitable or sufficient professional or academic qualifications. The paper will be assessed and if it is approved the candidate will be asked to attend a Professional Interview, which must also be passed. The purpose of the paper is to enable the candidate to show:

- \* a satisfactory range and depth of knowledge and understanding;
- \* the ability to select and use relevant information from a variety of sources;
- \* an analytical and objective approach. Any logistics or transport-related topic may be proposed but the following points should be considered:
- \* it should cover both the specific issue(s) and their relationship to the broader logistics and transport context;
- \* it must have sufficient substance to enable the candidate to produce work of the required depth and scope;
- \* it must not be so broad and general that it lacks any focus.
- \* it must provide evidence against at least five of the eight key knowledge areas.

The proposed title and a brief outline (about half a page) should be submitted to local CILT organisations for approval. Prior formal approval is a condition of entry by this method. The essay should, as a minimum contain four elements:

#### **Objectives**

- There must be a statement of what the purpose of the paper is what does it intend to prove, explain, analyse, etc, and why. Introduction & Background
- This section sets out the context of the subject and should contain a brief account of its history and development, together with any specific information about the company or organisation, if one is involved. There should also be a brief overview of the paper, stating what main areas will be covered.

#### **Discussion**

- This is the main part of the paper and should:
  - \* review the key areas being covered;
  - \* explain their origins and their relationships to each other and to the wider transport context;
  - \* give supporting evidence, including published information;
  - \* explore specific problems and consequences;



### Conclusions

- The purpose of the conclusion is not just to summarise information without further comment. It should:

- \* draw together the main issues already discussed;
- \* review them in a logical order;
- \* appraise current and future implications;
- \* make recommendations, if appropriate.

### General Points of Style

- The paper should:

- \* give a balanced argument, explaining both sides with approximately equal weight;
- \* be objective, as far as possible;
- \* check facts for accuracy, especially where historical information is involved;
- \* avoid generalisations and 'sweeping statements';
- \* ensure that all relevant issues are considered.

### Presentation

- The paper should be about 5000 words in length, excluding appendices. The work should be typed or word-processed in doublespacing on A4 paper and pages should be sequentially numbered. Maps, diagrams, charts or tables of statistics should be titled and their source stated. They should be included in the text if directly relevant, or placed in an appendix if they are for additional information only. Full referencing of sources and a bibliography is essential as work containing unacknowledged material will not be accepted. Three copies should be provided.

The following should be included:

- \* a front sheet showing the title, name of author, date and the following statement:
- \* "Paper submitted to the Chartered Institute of Logistics and Transport, in partial completion of assessment requirements under the Professional Route."
- \* brief details of the writer's background;
- \* full list of contents;
- \* acknowledgments.

### Marking Criteria

Papers cover a very wide range of subjects and it is not possible to set a definitive marking scheme that would be appropriate to all cases. Assessment will therefore be based on the following criteria, which are considered to be generally applicable to work at this level.

- \* Objectives are clearly defined and explained;
- \* Factual information is correct;
- \* Information is well presented, clearly and logically structured;
- \* Reasoning is of a satisfactory quality;
- \* Relevant problems are identified and analysed, with reference both to specific and wider transport issues;
- \* Arguments are well developed and supported with a variety of evidence;
- \* Quality of evidence is appropriately evaluated;
- \* Originality and independence of thinking is shown.