



CILT(UK) Level 3 Award in Warehousing

Syllabus

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Introduction

Qualification Objectives

The CILT(UK) Level 3 Award in Warehousing is designed to provide Learners with the knowledge and understanding of warehousing principles and to deliver the skills required by an aspiring warehouse manager to operate effectively. The qualification covers all of the key areas and activities of warehousing operations.

Target Audience

The CILT(UK) Level 3 Award is aimed at potential supervisors and aspiring managers and is also suitable for anyone making a career change.

This qualification is open access, although Learners would benefit from having some prior knowledge of the warehousing and storage industry.

Structure and Content

To achieve this qualification Learners must complete one mandatory unit, as detailed below.

Mandatory Unit

- **O1-L3 Warehousing**

The unit provides a wide spectrum of the warehousing operations covered by the following elements: managing warehouse receiving and storing operations, managing order picking and despatching goods, managing the provision and care of warehouse resources.

Unit Standards

Standard documents outlining the Learning Outcomes and associated Assessment Criteria for this qualification are available on request from the Awarding Organisation on 01536 740170 or alternatively by emailing ao@ciltuk.org.uk.

Guided Learning Hours (GLH)

Unit	GLH
O1-L3 Warehousing	80

The total GLH for this qualification, made up of one mandatory unit, is 80 hours.

Credit Value

This qualification is available on the National Qualifications Framework (NQF) and the Qualifications Credit Framework (QCF) and the assessment method will depend on the chosen qualification framework. Further details on this can be found at Assessment section of this document.

For the QCF qualifications each unit has a credit value as detailed in the table below:

Unit	Credit Value for QCF
O1-L3 Warehousing	9

The total credit value for this qualification, made up of one mandatory unit, is 9.

Study Options

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

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

Assessment

This qualification is available on the National Qualifications Framework (NQF), if assessed via the Institute Assessment Route (IAR); or the Qualifications Credit Framework (QCF), if assessed via the Centre Assessment Route (CAR). Further information on each of these assessment routes is detailed below.

Institute Assessment Route

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

Learners must complete and submit two assignments comprising of 1,500 words each.

The overall pass mark for each assignment is 50%.

Centre Assessment Route

The Centre Assessment Route requires Learners to complete assessment that is designed, assessed and internally verified by the Centre; which is approved by the Awarding Organisation.

As such, assessment methods will vary from Centre to Centre; however, to achieve this qualification Learners must provide evidence that successfully demonstrates achievement of all of the learning outcomes and associated assessment criteria for the mandatory units and for their chosen option unit.

For further details on the CAR, Learners should contact their chosen Centre.

Recognition of Prior Learning (RPL)

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

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

For further details on the availability of RPL, Learners should contact their chosen Centre.

Grading

This qualification is graded on a scale of A* - D, further details can be found at Appendix A of this document.

Learner Registration

Registration Period

The registration period is the time in which a Learner is registered onto the qualification and in which they must complete this. For this qualification the registration period is one year.

Registration Extensions

At the end of the registration period all Learners will be withdrawn from the relevant qualification and their complimentary Learner Affiliate membership (as detailed in the section overleaf) will be ceased. However, if an extension is required, Centres must contact the Awarding Organisation to request this. Extensions may be granted on a 6 month basis and will be granted up to a maximum of 18 months. If after this period a Learner has not completed, but wishes to continue, then the Centre will have to register the Learner again as detailed above.

Membership

Learner Affiliate Membership

Upon registration all CILT(UK) Learners will receive complimentary Learner Affiliate membership of CILT(UK) and will remain so for the entire duration of their study within their registration period. This will give them privileged access to a range of benefits and services designed to help and support them throughout their studies and future careers, as detailed below. If Learners are already members of CILT(UK), they will retain their existing member grade.

- **The Knowledge Centre** – Access to the only information resource a Learner will need - journals, reports, research and benchmarking available online and in hard copy (hard copies only available in the UK), which will prove invaluable when researching, revising and writing subject matter.
- **Webshop** – Benefits from discounts on over 180 publications, which can be purchased through the Webshop.
- **CPD Online** – An online tool to help Learners identify their development needs, detail their plans and how these can be met during their study.
- **Careers Service** – Learners can access a specialist website offering a vast range of invaluable careers advice and have unlimited telephone and email access to a dedicated careers consultant.
- **Focus Magazine** – Monthly online copies of the leading magazine covering disciplines of logistics, passenger transport, transport planning and supply chain management - each issue is full of topical articles, reports and case studies, which will help with much of the research.
- **Weekly News Bulletin** – A weekly e-newsletter delivering the most up to date industry news, for each of the Learner's selected Professional Sectors, direct to their PC.
- **Legal Service** - Access to a legal advice helpline to answer both personal and commercial issues, 24 hours a day, 365 days a year.
- **Events** - Engage with a wealth of knowledge and information, plus network with professionals at the renowned CILT Annual Conference, lecture series and specialised events.

Membership Eligibility

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

Successful completion of the CILT(UK) Level 3 Award in Warehousing meets the educational requirement for Member grade of the Institute; however in order to attain this grade Learners must also have 3 years' experience in the Logistics and Transport industry. Member grade allows Learners to use the designatory letters MILT after their name.

For further details on applying for membership please refer to the membership section of the website at www.ciltuk.org.uk or alternatively contact the Membership Services Department on 01536 740104 or by emailing membership@ciltuk.org.uk.

Progression

Learners can progress from the CILT(UK) Level 3 Award in Warehousing onto any of the CILT(UK) Level 3 Certificate qualifications, the full suite of which is detailed below:

- CILT(UK) Level 3 Certificate in Local Authority Passenger Transport Planning and Provision
- CILT(UK) Level 3 Certificate in Green Logistics
- CILT(UK) Level 3 Certificate in Global Logistics
- CILT(UK) Level 3 Certificate in Port Operations
- CILT(UK) Level 3 Certificate in Logistics and Transport.

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

For further information please contact the Awarding Organisation on 01536 740170 or alternatively by emailing ao@ciltuk.org.uk.

Appendix A – CILT(UK) Grading

Grade	Characteristics	
	Institute Assessment Route	Centre Assessment Route
A* Demonstration of outcomes is to a very high level.	85% and over.	<ul style="list-style-type: none"> There is more than sufficient evidence in all areas and the work demonstrates knowledge, understanding and application that are well above the normally expected in all areas.
A Demonstration of outcomes is to a much higher than minimum acceptable level.	70% - 84%.	<ul style="list-style-type: none"> There is more than sufficient evidence that most key issues are understood with accurate facts and thorough analysis taken to logical conclusions. The evidence shows a perceptive and critical approach and is properly presented, well-structured and clearly expressed.
B Demonstration of outcomes is to a higher than minimum acceptable level.	60% - 69%.	<ul style="list-style-type: none"> There is more than sufficient evidence that many key issues are understood, facts are correct and that a balanced and objective approach is taken. There may be some weaknesses in the application of theory or drawing of inappropriate conclusions.
C Demonstration of outcomes is to a minimum acceptable level.	50% - 59%.	<ul style="list-style-type: none"> There is evidence that some key issues are understood and that theoretical background has mostly been correctly and accurately applied. Evidence in some minor aspects may be limited, demonstrate gaps or errors in factual knowledge or inappropriate application to the situation.
D Unsatisfactory demonstration of outcomes.	49% and below.	<ul style="list-style-type: none"> Insufficient evidence is presented or evidence that is presented is irrelevant, inaccurate, wrongly interpreted, or demonstrates lack of understanding of essential theoretical background. Unsubstantiated conclusions may be drawn or opinions stated.

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