



Short Course Accreditation Guide & Application Form

**The Chartered Institute of Logistics and Transport
(North America)**

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Introduction

This document is intended for training providers considering applying for The Chartered Institute of Logistics and Transport in the UK accreditation of their short courses. It contains the quality Standards that we expect from our training providers.

The Chartered Institute of Logistics and Transport is the pre-eminent independent professional body for individuals associated with logistics, supply chain and all transport throughout their careers.

For more information about CILT please visit our website www.ciltna.com

Accreditation is the process by which The Chartered Institute of Logistics and Transport in North America (CILTNA) - works with training providers to provide a benchmark for quality standards in short course training and development. Our accredited courses are aligned to the CILT Professional Sectors to ensure that the courses are relevant for our members.

The accreditation of short courses and training providers is a voluntary scheme designed to recognise high quality short courses which fall within CILT disciplines including logistics, supply chain, operations management and all transport. Short courses are defined by their duration, normally ranging from half a day to three weeks.

The benefits afforded to training providers for CILT accredited courses are:

- inclusion in a specialist on-line directory
- use of the CILT logo and the words “CILT accredited”
- being awarded CPD (Continuing Professional Development) hours.

Accreditation provides training providers with an independent quality kite mark, thereby raising both the profile and credibility of programmes.

In-company training and development courses can also be accredited, though it should be noted that there is a separate accreditation process for this.

Accreditation Process

Stage 1

It is recommended that training course providers seeking CILT short course accreditation should submit an initial expression of interest to CILT by email (contact details by country can be found on our website www.CILTNA.com)

The application should contain sufficient information to allow the CILT Executive to make a decision on whether or not a course is likely to be eligible for consideration.

Stage 2

Upon CILT's request, training advisors should prepare their application form for the accreditation of short courses ([Appendix One](#)) and supply the appropriate information based on the Accreditation Standards criteria, please use [Appendix Two](#) to ensure all areas are supplied.

Stage 3

Any course submitted for the first time will receive accreditation only after its content and professional relevance has been discussed and assessed by the CILTNA Accreditation Panel.

In many cases, a visit will be required to the training organisation and will be carried out by a CILT verifier. This verifier will either be a CILT Member or CILT staff member. If the course is overseas then where possible an appropriate experienced CILT member based in that country will carry out the visit or if this is not possible, decisions will be based on the documents provided. If the course is offered by distance learning, including e-learning, then materials, the e-learning platform and participant support mechanisms will be reviewed.

The date and schedule for the visit will be agreed with the verifier directly. The verifier will meet the key contact person and the trainers responsible for offering the course. They will also have the opportunity to sit in on all or part of the course and will have access to all of the teaching materials. During the visit any issues identified will be discussed and guidance will be offered to the training provider on any changes recommended. The verifier will then provide a report to the CILT Accreditation Panel.

Stage 4

Based on the submitted documents and the verifiers report, the CILT Accreditation Panel will consider the application of the short course. All relevant CILTNA documents will be made available to the institution so that the process is open and transparent.

Stage 5

Accreditation will either be awarded or suggestions made to improve the short course before accreditation is awarded. Upon the successful completion of the application process, accreditation is issued for three years with any conditions specified.

Following accreditation the following conditions set out below will apply:

- 1) Any significant changes to the course content and structure must be notified to CILTNA otherwise the accreditation ceases to be valid.
- 2) Significant changes to the resources, particularly changes of trainers should be notified as soon as possible.
- 3) The use of the CILT logo must comply with the guidelines provided by CILTNA to the organisation.
- 4) The statement “This course is accredited by the Chartered Institute of Logistics and Transport in North America” or “CILTNA accredited” can only be used in conjunction with the accredited course(s) and no other course in the training portfolio.

Please note that failure to comply with the conditions could result in the withdrawal of accreditation.

Eligibility

Training providers based in the UK can apply for CILT accreditation if they are offering short courses which fall within the remit of the CILT Professional Sectors:

- Logistics and Supply Chain
- Transport Planning
- Rail
- Active Travel & Planning
- Bus and Coach
- Ports, Maritime & Waterways
- Freight Forwarding
- Aviation
- Operations Management.

Providers will need to provide evidence that they meet the Standards for Training Provision which are included in this document in Sections A to F.

	Accreditation Standards
A	Training Provider
B	Trainers
C	The Course
D	Course Administration
E	Course Materials
F	Facilities

Accreditation Standards

A. Training Provider

- The management and administrative structures are defined and documented and an up-to-date organogram is available.
- The managers are suitably qualified and experienced to carry out their roles and responsibilities.
- The administrative team understand their roles and responsibilities. The team is sufficient to manage the day to day running of the business and the courses.
- Policies and procedures are well documented and available for all.
- There are clear channels of communication between the management and staff.

B. Trainers

- The trainers are occupationally competent and qualified to teach or deliver the course.
- Trainers are supported by the training provider in their continuing professional development (CPD) which must be evidenced.
- The trainers can provide copies of certificates for their qualifications, evidence of recent CPD and relevant professional body membership.
- Trainers are observed in their classroom teaching and/or monitored for their on-line teaching and coaching.
- Where trainers are subcontracted, sub-contractors agreements are in place to ensure compliance with these guidelines.

C. The Course

- The course covers a topic/subject within the 'footprint' or remit of nine CILT Professional Sectors.
- The course description available to the public includes as a minimum:
 - Course title
 - Course overview or description
 - Learning outcomes
 - Target audience
 - Course duration and dates
 - Course fees.
- The benefits of attending the course are specified for both participants and their employing organisation (if appropriate).
- The course has a clear structure with an outline programme or timetable for the duration of the course.
- There are changes of activity with participants engaged in exercises, discussions and the course is learner focused.

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- There is evidence of evaluation of the course e.g. receiving feedback from the participants is a minimum requirement with further follow up or evaluation encouraged.
 - Where there is assessment of the learning outcomes the assessment strategy is stated clearly and is fair and transparent for all participants. Any trainer assessment is verified by an appropriate person and records are maintained.

D. Course Administration

- Joining instructions, and any other information required for attending the course including details of how to get to the course venue, are sent out before the start of a course.
- All enquiries about the course are dealt with promptly.
- Participants and potential participants have a contact name and number for any enquiries.
- Accurate records are maintained of the course and attendance.
- Feedback is obtained, recorded and analysed on a regular basis.

E. Course Materials

- All course materials are presented in a professional manner e.g. consistent use of type faces and fonts, and with the copyright of any materials and images sourced externally clearly acknowledged.
- Excessive use of PowerPoint is not considered to be good practice so a 'light touch' approach is encouraged in the use of PowerPoint (or similar e.g. Prezi).
- There should be a balance between trainer input with participant activities and exercises during a day with scheduled breaks for refreshments.
- The use of case studies is encouraged.
- Samples of learning materials must be provided with the application.
- If an end of course assessment is required then the course should include some preparation for the assessments such as trial questions and exam strategy.

F. Facilities

- The training venue is 'fit for purpose' with sufficient space and facilities and the premises are clean and well maintained. It is recognised that some courses could involve training taking place in workshops or other workplace facilities; so long as the facilities are appropriate for the course then this will be acceptable.
- Training rooms are equipped to an appropriate level to allow effective delivery of training and to accommodate the number of participants on the course.
- Access to refreshments should be available as appropriate to the venue e.g. drinking water as a minimum for out of classroom training. There are sufficient toilet facilities for the number of participants.
- Guidance on health and safety is available for staff and participants. All activities and facilities are risk assessed.
- There is administrative support for the trainer in case of any unexpected contingency or emergency.

Fees

1. The accreditation fee for short courses is provided on application but is typically in the range of US\$2600/CA\$3430
 - a. The accreditation of a course is valid for a period of three years.
 - b. If substantial changes are made to the course during the period of accreditation, re-accreditation may be required.
2. There is an annual fee provided on application but is typically in the range of US\$1550/CA\$2050 in the second and third year of accreditation.
3. In cases where the CILT is asked to offer a 'certificate of achievement' then a fee per participant will be charged for sampling of scripts or projects and for the certificate. The fee for sampling will be dependent on the complexity of the task and will be discussed on an individual basis with the training provider.

Please note that training providers will be notified four months before the end of the accreditation period so that re-accreditation can be considered before the end of the period.

Contact Details

For all enquiries contact the Professional Development Department at admin@ciltna.com

Appendices

Appendix One - Application form for the accreditation of short courses

This section to be completed by the organisation applying for accreditation

Name of organisation	Click here to enter text.		
Registered Office	Click here to enter text. Click here to enter text. Click here to enter text. Click here to enter text.		
Address of training venue <i>If different from the address above</i>	Click here to enter text. Click here to enter text. Click here to enter text. Click here to enter text.		
Website address	Click here to enter text.		
Name of key contact(s)	Click here to enter text. Click here to enter text. Click here to enter text.		
Email	Click here to enter text.		
Telephone	Click here to enter text.		
Mobile	Click here to enter text.		
Other regulatory or accrediting bodies	Click here to enter text. Click here to enter text. Click here to enter text.		
Course title	Click here to enter text.		
Relevant for the following CILT Professional Sector(s) – Mark as appropriate:			
<input type="checkbox"/>	Active Travel & Planning	<input type="checkbox"/>	Operations Management
<input type="checkbox"/>	Aviation	<input type="checkbox"/>	Ports, Maritime & Waterways
<input type="checkbox"/>	Bus & Coach	<input type="checkbox"/>	Rail
<input type="checkbox"/>	Freight Forwarding	<input type="checkbox"/>	Transport Planning
<input type="checkbox"/>	Logistics and Supply Chain	<input type="checkbox"/>	Other
Date	Click here to enter text.		
Signature	Click here to enter text.		

Appendix Two – Application Checklist

Using this Checklist, for each course which is to be considered for accreditation. Please confirm that the following information is either included by completing the table below or tick to confirm that documents are attached to the application:

Item	Checklist	Tick (✓) to confirm
Course title	Click here to enter text.	<input type="checkbox"/>
Aims and overview of course	Click here to enter text. Click here to enter text. Click here to enter text.	<input type="checkbox"/>
Target Audience	Click here to enter text. Click here to enter text.	<input type="checkbox"/>
Timetable/structure	Click here to enter text. Click here to enter text.	<input type="checkbox"/>
Copies of course materials including PowerPoint etc.	Click here to enter text. Click here to enter text.	<input type="checkbox"/>
CV(s) of trainer(s) - including a statement of relevant experience	Click here to enter text. Click here to enter text.	<input type="checkbox"/>
Any entry requirements	Click here to enter text. Click here to enter text.	<input type="checkbox"/>
Course evaluation	Click here to enter text.	<input type="checkbox"/>
Venues for delivery and facilities available	Click here to enter text. Click here to enter text. Click here to enter text.	<input type="checkbox"/>
Details of admin support	Click here to enter text. Click here to enter text.	<input type="checkbox"/>