

APPLICATION FOR ACCREDITATION OF QUALIFICATIONS

Part A: This section to be completed by the University applying for accreditation.
Each program requires a separate Application.

Name of University:			
School/Faculty:			
Address:			
		ZIP/Postal Code:	
Name of Contact:			
Job Title:			
Tel No:		Mobile No.	
Email Address:			

Accounts payable

Contact Name:			
Email:			
Tel No:			

Program title:				
This is a:	New course	<input type="checkbox"/>	Re-accreditation of existing course*	<input type="checkbox"/>
Start date for accreditation period			Expected date of first graduation	

*If the course is a replacement, please provide the following:

Program it replaces	
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The names of TWO tutors of the program who are members of the CILT (with post-nominals) ¹	

Information to be provided	Yes (x)	No (x)
Course descriptive document	<input type="checkbox"/>	<input type="checkbox"/>
Program structure	<input type="checkbox"/>	<input type="checkbox"/>
Subject syllabus	<input type="checkbox"/>	<input type="checkbox"/>
Tutor information and CVs	<input type="checkbox"/>	<input type="checkbox"/>
Reading lists	<input type="checkbox"/>	<input type="checkbox"/>
Assessment methods/requirements	<input type="checkbox"/>	<input type="checkbox"/>
Entry requirements	<input type="checkbox"/>	<input type="checkbox"/>
Quality Assurance	<input type="checkbox"/>	<input type="checkbox"/>
External examiner's reports	<input type="checkbox"/>	<input type="checkbox"/>
Facilities	<input type="checkbox"/>	<input type="checkbox"/>

Where No option is chosen, please provide details in the covering email.

¹ At least TWO members of the teaching team must be a Chartered Member of CILT. This grade of Membership should be achieved either immediately before or upon successful accreditation.



Assessment

Part 1. Does the program use examinations? Yes No

If yes, please list all relevant units/modules below. If no, please go to Part 2.

Unit/module

Part 2. If examinations are not used, please specify assessment methods for all relevant units.

Does the program use group assignments? Yes No

If Yes, please mark (G) where group assignments are used and provide more information on marks' allocation between different elements.

Unit/module	Assignment	Presentation	Project	Portfolio	Report	Dissertation/Thesis	**Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unit/module	Assignment	Presentation	Project	Portfolio	Report	Dissertation/ Thesis	**Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
**If Other, please specify:							
(G): Please provide more details:							



For more information on the KKA document please refer to <https://www.ciltinternational.org/wp-content/uploads/2017/06/KKA-Final-PDF.pdf>

Applicants are encouraged to highlight specific module codes where CILTNA's Accreditation Panel may find indicated content. Applicants are reminded that the customer centric and continuous improvement principles outlined in the KKA are designed to be embedded across the course, especially within the core generic areas. Therefore these principles do not have their own matrix.

Please list all units/modules in the program against **Core Generic** and **Specialist** areas of the spreadsheet

Please send completed Application Form with program mapping to the contact for your region on the CILTNA website <https://ciltna.com/> Education Partners section.



TERMS AND CONDITIONS FOR ACCREDITATION

In applying for and gaining degree accreditation, Universities are entering into a contract with The Chartered Institute of Logistics and Transport North America (CILTNA) for the agreed period of the accreditation.

The process of accreditation will be started upon receipt of the accreditation application form or the initial visit of the Accreditation Panel Chair whichever is soonest. However, this process will not be completed until an approved Purchase Order number is received. Invoices without a purchase order will have to be paid in full before the accreditation commences.

Annual Fees/ Annual Returns

As part of degree accreditation Universities agree to pay Annual Fees and provide Annual Returns. Annual Fees will be requested for each year starting from Year two – five. Universities are expected to provide PO number upon request.

Each year the university agrees to send in information about the accredited course. Details of this annual return are given separately, but failure to complete this return and failure to pay the Annual fee may mean withdrawal of the accreditation.