



**The Chartered  
Institute of Logistics  
and Transport**

**Chartered Institute of Logistics &  
Transport Australia**

PO Box 3161  
Caroline Springs Victoria 3023  
P 1300 68 11 34  
E [admin@cilta.com.au](mailto:admin@cilta.com.au)  
W [www.cilta.com.au](http://www.cilta.com.au)  
ABN 47 367 894 930

# Recognition of Short Courses

By

The Chartered Institute of Logistics and Transport  
in Australia (CILTA)

Foundation Members

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## Introduction

This document sets out the arrangements for the recognition of qualifications by The Chartered Institute of Logistics and Transport in Australia (CILTA).

CILTA's mission is to provide leadership in research, policy and professional development and to support continuous improvement in the Transport and Logistics Industry (T&L). CILTA is unique in having members from Passenger Transport, Freight Logistics and Supply Chain Management. CILTA is part of the International CILT network with 33,000 members working in over 100 Countries.

In Australia CILTA is a strong, active and unified professional association that is able to speak with authority on strategic issues effecting businesses and people in our industry and to support their careers. Specifically, CILTA:

- **Involves** people as members and professionals in T&L; giving them a strong sense that they are involved in an essential and important industry that continues to make a real difference to the lives of every Australian every day.
- **Informs** members about their profession with daily RSS newsfeeds, weekly updates, monthly eNewsletters, the CILTA Review that is published every six months, research reports, seminars and social media.
- **Recognises** skills, experience and excellence through graduated membership levels, the certification of Professional Logisticians (CTP) and Transport Planners (CTP) and the annual T&L Industry Excellence Awards.
- **Develop** members through short courses, seminars, site visits, study tours, mentoring programs, continuing professional development arrangements and qualifications, many of which have both an Australian and an international level of recognition.

Professional education and training, therefore, are the foundations of the CILTA, helping members to qualify for professional recognition and maintaining their obligations through continuous professional development.

## Accreditation, Certification and Recognition of Courses

CILTA sets and maintains standards for delivery of professional development programs and seminars through **Accreditation** of Institutions to deliver programs developed by CILT International, **Certification** of programs that meet the academic requirements for Chartered Membership status. **Recognition** of short courses and seminars can be used through the provision of Continuing Professional Development (CPD) for Professional Development points. This document outlines the process for Recognition of Short Programs or Courses. Should you seek more information on having your short courses or seminars recognised please contact the CILTA National office on 1300 68 11 34 or email: [admin@cilta.com.au](mailto:admin@cilta.com.au)

For the purposes of this recognition process Short Courses are deemed to be succinct programs of learning that enhance professional skills and knowledge in a specific field. The program of learning may vary in duration and delivery method. It may be a single unit of study from an award course or a learning event such as a conference or seminar where participation is the only criteria to be eligible for professional development points.



For education and training providers' recognition provides certainty that the short courses offered are of sufficient standard to be awarded professional development points.

Short courses are assessed for the suitability as logistics and transport work force through assessment of:

- the content and structure against CILT's KKA
- staff and educational resources used in delivery of the program
- quality assurance processes that the provider has in place, particularly regarding admission standards, assessment (if applicable), and alignment with industry standards and regulations, ability of the profession to influence course content and structures

The criteria contained in this document and appendices demonstrate CILTA's standards for the recognition of a short course. These criteria establish clear quality baselines for the development and delivery of qualifications recognised by CILTA.

### *Knowledge Levels for Logistics and Transport*

There are varying levels of requirements for different membership levels of CILTA's graded membership. Members must be able to demonstrate their understanding of the KKAs to different degrees depending on their grade of membership. The knowledge levels are:

- Awareness – the member knows about the topic and can indicate issues connected with it.
- Knowledge – the member can discuss the topic and communicate reasoned opinions on the important issues connected with the topic.
- Competence – the member is able to make sound professional judgements based on their knowledge of the topic and apply theoretical principles while using independent reasoning to draw conclusions and make recommendations
- Expertise – the member has a special skill, or a high level of knowledge, derived within the profession. They are able to offer opinions or commentary from the foundation of their proficiency and command of the topic.

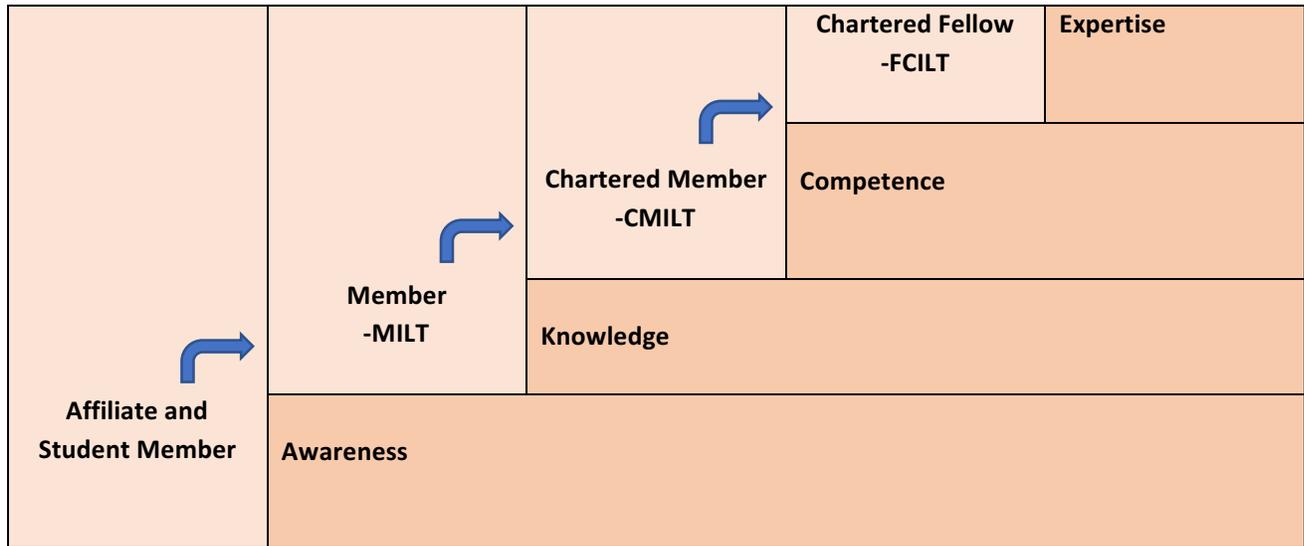
They are valued for their judgment, mastery, and competence.



## CILTA Membership and Key Knowledge Areas (KKAs)

CILT International has developed Key Knowledge Areas (KKA). These are available at: <https://www.cilta.com.au/education> These KKA's are deemed to be the body of knowledge that professionals in the transport and logistics industry should know. The KKA's provide the basis for the educational requirements for Membership. The diagram below shows the relationship between knowledge and the CILTA membership levels.

### Ascending the Knowledge Steps – Understanding and Application of Key Knowledge Areas for Professional Grades



KKAs are comprised of twenty Universal Concepts and five Professional Areas.

## The Eighty Universal Concepts

The most popular of the universal concepts are:

1. Overview of transport and logistics for organizations, the community and society
2. The importance of logistics and transport in socio-economic development
3. Stakeholders in logistics and transport; their varied requirements and influence
4. Environmental impact of logistics and transport, energy options, green logistics and sustainability
5. Business and market structures used in logistics and transport
6. Innovation, performance improvement, benchmarking and good practice
7. Management, measurement and evaluation of financial performance
8. Key elements of national and international legislation
9. Modal and intermodal characteristics and opportunities
10. Health and safety in the transport and logistics environment
11. Security and Risk management, assessment, mitigation and response
12. Customer service quality and adding value
13. Developing organizational strategies
14. Economic principles of supply and demand



15. Project Management and negotiations
16. Importance of information systems for efficiency and effectiveness
17. Leadership, management and the development of people
18. Reverse Logistics and Lean Logistics
19. Transport logistics financing and investment, insourcing vs. outsourcing
20. Business ethics and corporate social responsibility

Education programs for transport and logistics are expected to exhibit methods for ensuring that students will learn of many of the Universal Concepts at the undergraduate level. In a Master's level course there will be greater specialisation and it will not be possible to cover as many of these areas.

### *The Eight Professional Areas*

In addition to providing coverage of the Universal Concepts, courses also need to demonstrate that students will develop knowledge and competence in one of the five Professional Areas. Click each of the professional areas below to see the universal concepts as they apply to each of the professional areas.

The eight Professional Areas are:

1. [Supply Chain Management](#)
2. [Operations Management](#)
3. [Procurement and Supplier Management](#)
4. [Logistics Systems](#)
5. [Transport Infrastructure and Network Planning](#)
6. [Passenger Movement](#)
7. [Freight Movement](#)
8. [International Trade and Transport](#)

### *Future CILTA Membership*

Students enrolled in quality short courses that are recognised by CILTA may be eligible to apply for membership of CILTA. This will be at either the 'Student' or 'Member' level depending on their experience and qualifications. Membership gives the individual access to the comprehensive career support from the Institute including access to the resources of the CILT International On-Line Knowledge Centre, the largest on-line resource of its kind specifically focused on Transport and Logistics. (Please see the CILTA web site for more information on the International Knowledge Centre.) Short courses can also be used to gain continuing professional education points.

### *'Speaking from experience ...'*

Organisations delivering recognised courses are often invited to work with CILTA to provide industry figures who can speak from experience to students and add to the 'real world' application of skills.



## **What is a Short Course for the Purposes of Recognition?**

A short course is defined as a program of formal learning that ranges from a half a day to six days. It can be a formal semester unit delivered intensively over a six-day period or less and may include assessment.

## **How to have short program ‘Recognised?’**

Applicants for Recognition must use the forms that are annexes to these documents. These must be submitted electronically or by post to the CILTA National Office by the nominated contact person of the applying organisation. All forms should be completed and submitted as part of the application, with due consideration of the relevant sections of these guidelines and the appropriate appendices.

## **Required Information**

Detailed description of the information that is required to assess the application is provided in Appendix A

## **Administration**

The organisation applying for recognition must have a single, named point of accountability for maintaining the quality CILTA recognised qualifications. They must also provide details of the contact within the organisation who CILTA will liaise with for the recognition process. The information detailed at Appendix A must be submitted with the plan of proposed provision. The organisation must inform CILTA immediately of any proposed change in ownership of the organisation, named point of accountability or the co-ordinating contact.

## **Issue of Recognition Certificates each three years**

Qualifications that are recognised by CILTA will be issued with a certificate showing the details of the qualification that has been recognised and the recognition period. This period will last for three years, when the qualification will be required to be reviewed, and if re-recognised by CILTA a new certificate will be issued.

## **Annual Reporting**

Each year, by the anniversary of the initial recognition, the contact person must report on progress to CILTA. The report must include for continued recognition

- Name of Recognized Program
- Number of attendees completed the program
- Details of any course updates, changes of content or learning materials relevant to recognition



## Fees

The current recognition fees are outlined in Table 5. Longer duration courses are charged slightly more for assessment but discounts are available for multiple short course applications being lodged at the same time.

This fee is payable for initial course recognition and for re-recognition each three years. The fee may be adjusted by CILTA periodically. Successful short course recognition will have the course listed in the CILTA Short Course Directory as a Recognized program. CILTA website listing as a form of advertising for the course on the CILTA Website incurs a fee of \$720 for 3 years. This is optional. Recognised courses can use the term “CILTA Recognised” and will be granted permission to display the CILTA Logo for promotional advertising purposes.

### **CILTA National Office Contact:**

PO Box 3161  
Caroline Springs VIC 3023  
Phone 1300 68 11 34  
Email: [education@cilta.com.au](mailto:education@cilta.com.au)



## Appendix A. Information to be provided by Applicant

CILTA recognises that there is diversity in the discipline and requires that applicants should outline the basis on which it considers their offered short course will:

- Benefit the profession and the target audience(s) for the short course(s).
- Bring benefits to users, either by adopting innovative approaches to delivery and/or assessment, or by addressing the needs of an identifiable population; submissions must be supported by research and indicate the anticipated numbers of students.
- Provide opportunities for progression to further learning and/or further qualifications.

### Content Information

It is the responsibility of the applicant to provide sufficient details to enable the CILTA to assess the course for Recognition:

- A statement of the objectives of the course
- A concise outline of content, with a distinct area of learning and clear titles indicating the content of the qualification
- Mapping of the course content against the CILTA KKA's. As a minimum the universal concepts need to be covered in detail as well as at least two areas of specialisation.
- A description of assessment methods used in the course(if applicable).

### Teaching staff Information

CILTA recognises that the most important resource of a short course is the quality and quantity of teaching staff.

Detail should be provided of lead teaching staff involved in teaching on the course and a very brief description of their background.

For example:

- Teaching background and qualifications
- Recent employment
- Areas of T&L in which the staff member teaches
- Recent consulting and professional activities

Note that members of CILTA have access to the on-line resources of the CILT International Knowledge Centre as a benefit of their membership.

### Assessment

The applicant must provide details of assessments used in the course if applicable.



## APPENDIX A continued

Forms can be provided in word for electronic completion.

<b>Training Provider or Organisation:</b>	<i>Provide the full name under which the organisation operates. This should be the name of the institution delivering the course</i>
<b>Name of Organisation:</b>	
<b>Contact Details and Address:</b>	
<b>Website:</b>	

<b>Short Course Unit Names:</b>	<b>Relates to Universal concepts (indicate relevant numbers (refer to KKA Section))</b>	<b>Relates to Professional Areas (indicate relevant numbers (refer to KKA section))</b>

### Form 1: Application Summary

<b>Short Course Contact:</b>	<i>Provide details for the primary contact and person responsible for this application. All contact from CILTA will be through this person.</i>	
<b>Name:</b>		
<b>Title:</b>		
<b>Address:</b>		
<b>Telephone Numbers:</b>		
<b>Facsimile Number:</b>		
<b>E-mail address:</b>		



## Form 2: Course Outline

*This form is required for all courses that are to be recognised.*

**Course Details:**

*Course Name*

Course Duration:

Course Coordinator:

Course Delivery Method:

**Course Objectives:** *Provide published or internal Institute approved objectives for this course.*

**Course Requirements:** *Provide description or requirements to complete the course.*

**Content:** *Provide description of the content of the course. This should include reference to appropriate curriculum materials included elsewhere in the document.*



## Form 2: Course Outline(continued)

Areas that the short course addressed (See Key Knowledge Areas page 5 above)

Knowledge:	
Skills:	
Understanding:	
What graduates can accomplish:	



## Form 3: Course Structure

*This section allows the applicant to provide a graphical view of the course structure. This assists the Recognition Panel in the analysis of course content, especially in terms of the depth and breadth of the course.*

### Course T & L Topics

Topics

Assessment	<i>Provide a list of all topics and how these are assessed. If exams are not used, how are assessments conducted.</i>
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Short Course Assessment – Course 1,2,3 etc (Please tick where appropriate)	Exam	Portfolio	Assignment	Project	Case Study	Other



## Form 4: Summary of Staff and Resources

### Summary of Staff and Level

Course Staff Type	
Teaching / Academic	Total
Teaching	
Managerial	
Support	

#### Principal Trainer

Name:	
Title:	
Role/Contribution:	
Full CV available at:	

Qualifications:	<i>Include all of the qualifications your principal teacher has achieved</i>
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Qualification / Course	Year	Institution / Body	Topics

Total Years of Experience:	Academic		Industry/ Professional	
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#### Professional / Teaching Academic Experience:

Year	Organisation	Position/Activities

**NB. Specific course advertising material might also be included with the application**



## Form 5: Short Course PDP Points Calculator

Short Course Duration	PD Program Points	Continuing Professional Development Points Cat A
0.5 Days	1.0	Total Hours x 2
1 Day	2.0	Total Hours x 2
1 Day + Assessment	3.0	Total Hours x 2
2 Days	4.0	Total Hours x 2
2 Days + Assessment 1	5.0	Total Hours x 2
3 Days	6.0	Total Hours x 2
3 Days + Assessment 1	7.0	Total Hours x 2
4 Days	8.0	Total Hours x 2
4 Days + Assessment 1	9.0	Total Hours x 2
5 Days	10.0	Total Hours x 2
5 Days + Assessment 1	11.0	Total Hours x 2
6 Days	12.0	Total Hours x 2
6 Days + Assessment 1	13.0	Total Hours x 2

Short courses will also attract Category A, professional development points, when submitted upon completion for the professional standings of CPL, CPP or CTP.



## Table 6: Short Course Recognition Fee Structure

### Short Course Recognition Fee Structure

Duration of Short Course	Annual Cost for 1 <sup>st</sup> Short Course (excl of GST)	Annual Fee for additional Short Courses (excl GST)
½ - 1 day	\$150 p.a.	\$50
2 – 3 days	\$200 p.a.	\$75
4 – 6 days	\$250 p.a.	\$80

\*Excludes advertising fees.

Where a Professional Training Organisation (RTO) or Educational Institution applies to have a range of short courses accredited the model will select the highest value as the first cost plus per additional short course fee according to their duration.

Recognition is for a three year period and annual fees due on the 1<sup>st</sup> January each calendar year. Any fees paid after the 1<sup>st</sup> of January are paid on a pro rata basis for the first year.

CILTA Recognized Short Courses will be listed in CILTA's Course Directory. Web advertising can be organized at \$240 per annum per short course on CILTA's Short Course web page. (Stamp size advert with URL connection)