



CILT(UK) Level 3 Certificate of
Professional Competence for
Transport Managers
(Passenger Transport)

Syllabus

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Introduction

Qualification Objectives

The CILT(UK) Level 3 Certificate of Professional Competence for Transport Managers in Passenger Transport is offered by CILT(UK) on behalf of the Department for Transport and includes a range of subjects related to the business of road transport. The objective of the qualification is for individuals to obtain the competency requirements for a Transport Manager as laid out in Regulation (EC) No. 1071/2009¹.

Target Audience

The CILT(UK) Level 3 Certificate of Professional Competence for Transport Managers in Passenger Transport is aimed at individuals who want to enter the profession of Transport Manager, or demonstrate their professional competence to meet Operator Licensing requirements. Holding a Certificate of Professional Competence is one of the elements an applicant must satisfy for the Transport Commissioner to grant an Operator's Licence.

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

Regulation

The CILT(UK) Awarding Organisation is regulated by The Office of Qualifications and Examinations Regulation (Ofqual), Qualifications Wales and CCEA Regulation. This qualification is available on the Regulated Qualifications Framework (RQF) and Qualifications in Wales (QiW) database.

¹Regulation (EC) No. 1071/2009 of the European Parliament and the Council of 21 October 2009 establishing common rules concentrating the conditions to be complied with to pursue the occupations of road transport operator repealing Council Directive 98/76/EC.

Structure and Content

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

Mandatory Units

- **PT-L3 Passenger Transport**

The Passenger Transport unit consists of the following elements, as listed below:

- A - Civil Law
- B - Commercial Law
- C - Social Law
- D - Fiscal Law
- E - Business and Financial Management of the Undertaking
- F - Access to the Market
- G - Technical Standards and Technical Aspects of Operation
- H - Road Safety.

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.

Total Qualification Time (TQT)

Total Qualification Time (TQT) is defined as the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification. TQT is comprised of the following two elements:

- The number of hours which an Awarding Organisation has assigned to a qualification for Guided Learning; and
- An estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by - but not under the Immediate Guidance or Supervision of - a Lecturer, Supervisor, Tutor or other appropriate provider of education or training.

Total Unit Time (TUT) is defined as the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required, in order for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a unit.

Guided Learning Hours (GLH) is defined as the activity of a Learner in being taught or instructed by - or otherwise participating in education or training under the Immediate Guidance or Supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.

Immediate Guidance or Supervision is defined as the guidance or supervision provided to a Learner by a lecturer, supervisor, tutor or other appropriate provider of education or training with the simultaneous physical presence of the Learner and that person, or remotely by means of simultaneous electronic communication.

The Total Unit Time is 157 hours, including 75 Guided Learning Hours.

The Total Qualification Time for this qualification is 157 hours, including 75 Guided Learning Hours.

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 Regulated Qualifications Framework (RQF) and is assessed via the Institute Assessment Route (IAR). Further information on this assessment route is detailed below.

Institute Assessment Route

The CILT(UK) Level 3 Certificate of Professional Competence for Transport Managers (Passenger Transport) consists of two open book written examinations, each lasting two and a half hours. In order to be awarded the qualification, Learners must achieve a minimum score of 60% on each paper.

The following element areas will be tested in Paper One:

- Part A consists of 20 mandatory short-answer questions, (all to be answered), requiring answers in the form of a few sentences, or a simple calculation. This part will test knowledge of both national and international areas of the standards.
 - A - Civil Law – 4 questions
 - B - Commercial Law – 3 questions
 - E - Business and Financial Management of the Undertaking – 6 questions
 - F - Access to the Market – 7 questions.

- Part B consists of 4 long-answer/case study type questions requiring longer answers in the form of an essay or a lengthier calculation. Learners are required to answer three questions, where two questions are compulsory with additional one question to be chosen from the choice of two. This part will test application of knowledge of both national and international areas of the standards. Learners will not be expected to give, nor will they be able to gain marks for demonstration of straightforward knowledge; for example, lists of bullet points of facts. Marks may also be lost if Learners just copy their answers from the learning materials.

Compulsory questions (both to be answered):

- E - Business and Financial Management of the Undertaking
 - Learning Outcomes: E4, E5, E6, E7 (profit and loss account, balance and costings)
- F - Access to the Market
 - Learning Outcomes F1, F2, F3 (registrations, operator licensing rules, operating documents).

Optional questions (one to be answered):

- A - Civil Law
- B - Commercial Law

The following element areas will be tested in Paper Two:

- Part A – 20 short-answer questions (all to be answered):
 - C - Social Law – 6 questions
 - D - Fiscal Law – 3 questions
 - G - Technical Standards and Technical Aspects of Operation – 7 questions
 - H - Road Safety – 4 questions.
- Part B – 4 long-answer/case study type questions (3 to be answered with 2 compulsory and 1 optional from the choice of 2)

Compulsory questions (both to be answered):

- C - Social Law
 - Learning Outcome C4 (drivers hours, tachographs, working times rules)
- G - Technical Standards and Technical Aspects of Operation
 - Learning Outcome G5 (periodic maintenance).

Optional questions (one to be answered):

- D - Fiscal Law (optional)
- H - Road Safety (optional).

Please note, with the compulsory questions in Part B, the learning outcomes stated and the associated assessment criteria may be tested as discrete questions. They may also be combined into questions which test more than one learning outcome stated. With the optional questions, again, these may be tested as discrete questions. They may also be combined into question, which test more than one element area listed above.

Please be aware that if a Learner fails the same examination three times, they will be required to re-register onto the qualification. If they have already passed one examination, they will be able to carry this forward as long as the qualification Standards have not changed.

Allocation of Marks

The allocation of marks between the two parts of each examination paper is:

- For the short-answer questions in Part A, a maximum of 2 marks per question, with a total of 40 marks available.
- For the long-answer/case study questions in Part B, a maximum of 20 marks per question, with a total of 60 marks available.
- Each paper is weighted with 40% of the overall marks available for Part A and 60% of the overall marks available for Part B.

Grading Type

This qualification is not graded. All examinations are pass/fail and assignments are also pass/fail, but may be referred as previously stated in the Institute Assessment Route section.

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 two years.

Registration Extensions

At the end of the registration period all Learners will be withdrawn from the qualification. However, if an extension is required, Centres must contact the Awarding Organisation to request this. Extensions may be granted on a 3 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

Student Membership

Upon registering, all CILT(UK) Learners will be eligible to apply for Student Membership at a reduced rate.

Learners can apply for Membership by either visiting ciltuk.org.uk/join or calling Membership Services on 01536 740104 quoting their Centre Name and Promotional Code 'CILTAO'

Joining CILT(UK) offers Learners an unrivalled opportunity to advance their career.

Our exclusive range of Member benefits include:

- professional recognition through achievement of our assessed membership grades including Chartered Member (CMILT) status
- improved career prospects via our career development platform (CILTSuccess!), Jobs Board and Mentoring Service
- improved career opportunities via our tailored professional development training courses and globally-recognised qualifications
- access to a powerful network of contacts via our national conferences, specialist Forums and National/Regional events
- the latest news and insights from industry experts via monthly *Logistics & Transport Focus* magazine and access to our highly-regarded Knowledge Centre
- access to an exclusive range of health, well-being, lifestyle benefits and the reassurance of free legal advice
- discounts on CILT(UK) conferences, events, courses, monthly publications and specialist books.

By engaging with us, Learners will benefit from:

Connection – we help you to build powerful communities of like-minded professionals

Professional voice – we help you get your messages heard by key influencers

Professional recognition – we promote your commitment and achievements to employers

Personal development – we support you to achieve your career goals.

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 Certificate of Professional Competence for Transport Managers (Passenger Transport) 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.