



CILT(UK) Level 3 Certificate in Local  
Authority Passenger Transport  
Planning and Provision

# Syllabus

---

# CILT(UK) Level 3 Certificate in Local Authority Passenger Transport Planning and Provision

## Syllabus

---

**Published by:** The Chartered Institute of Logistics and Transport in the UK  
Earlstrees Road  
Corby  
Northants  
NN17 4AX  
  
Tel: 01536 740100

---

All rights reserved. No part of this publication may be re-produced, stored in a retrieval system or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without prior permission of the publishers. This publication may not be lent, re-sold, hired out or otherwise disposed of by way of trade in any form of binding or cover other than that in which it is published, without prior consent of the publishers. Within the UK, exceptions are allowed in respect of any fair dealing for the purpose of research or private study, or criticism or review, as permitted under the Copyright, Designs and Patents Act, 1988, or in the case of reprographic reproduction in accordance with the terms and conditions issued by the Copyright Licensing Agency.

© The Chartered Institute of Logistics and Transport in the UK™

---

# Contents

Introduction.....	3
Qualification Objectives .....	3
Target Audience.....	3
Regulation.....	3
Structure and Content.....	3
Mandatory Units.....	3
Unit Standards.....	4
Total Qualification Time (TQT) .....	4
Study Options .....	5
Assessment.....	5
Institute Assessment Route.....	5
Learner Enrolment.....	6
Enrolment Period.....	6
Enrolment Extensions.....	6
Membership .....	7
Student Membership.....	7
Membership Eligibility.....	8
Progression .....	8

This page is intentionally blank

# Introduction

## Qualification Objectives

The CILT(UK) Level 3 Certificate in Local Authority Passenger Transport Planning and Provision is a qualification developed in partnership with the Association of Transport Coordinating Officers (ATCO) and designed to provide an understanding of the activities undertaken by local authority passenger transport officers in planning, directing and providing transport and associated services.. The qualification also seeks to provide Learners with a complete set of management skills.

## Target Audience

The Level 3 Certificate is for front line and supervisory staff working in local authorities, or anyone wishing to enter the field.

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.

## Structure and Content

To achieve this qualification Learners must complete three mandatory units as detailed below:

### Mandatory Units

- **M1-L3 Business Theory**

This unit gives Learners the ability to understand and use theory from such elements as: marketing and product positioning, managing information, reporting to finance and aspects of legality.

- **M2-L3 Business Application**

This unit contains a wide spread of information covering key management practices and theory across functional management through to business planning, motivation and the art of managing people.

- **O6-L3 Local Authority Passenger Transport Planning and Provision**

This unit seeks to help equip practitioners with the necessary skills and knowledge to deliver effective and efficient services that meet the identified needs of local communities. As well as technical capabilities, the unit also aims to develop Learners' abilities to contribute to the authority's aims and objectives in respect of passenger transport provision.

## **Unit Standards**

Standard documents outlining the Learning Outcomes and associated Assessment Criteria for each unit of this qualification are available on request from the Awarding Organisation on 01536 740170 or alternatively by emailing [ao@ciltuk.org.uk](mailto: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 89 hours, including 19 Guided Learning Hours.

The Total Qualification Time for this qualification is 267 hours, including 57 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](mailto:ao@ciltuk.org.uk) or alternatively, visit the CILT(UK) web site at [www.ciltuk.org.uk](http://www.ciltuk.org.uk) for a list of Centres.

## Assessment

This qualification offers flexible assessment opportunities depending on the Learner's prior experience and future aspirations. Learners may study by the Institute Assessment Route (IAR). Further information on each of these assessment routes is detailed below.

### Institute Assessment Route

The Institute Assessment Route (Knowledge 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 sit and pass a total of two examinations, one in each of the following units:

- M1-L3 Business Theory
- M2-L3 Business Application.

Each examination is 2½ hours' duration and is in two parts.

Part A consists of 25 questions, each requiring an answer in the form of short sentences, or a simple calculation.

Part B requires Learners to answer 2 out of 3 questions, each requiring a longer answer in the form of an essay or a more lengthy calculation.

Each examination is weighted 40% for Part A and 60% for Part B.

For the unit O6-L3 Learners must complete two assignments, each made up of 1,500 words.

The overall pass mark for each assignment is 50%.

Each assignment will be assessed as either a PASS (50% or over) or REFER (49% or below) grade. If the Learner has received a refer grade, then following the necessary amendments and revisions, the assignment can be re-submitted for assessment.

## **Learner Enrolment**

### **Enrolment Period**

The enrolment period for this qualification is two years, which is the period in which a Learner is expected to complete the qualification.

### **Enrolment Extensions**

At the end of the enrolment period all Learners will be withdrawn from the relevant qualification. However, if an extension is required, Centres must contact the Awarding Organisation to request this. Extensions may be granted on a three-month basis and will be granted up to a maximum of eighteen months. If after this period a Learner has not completed, but wishes to continue, then the Centre will have to enrol the Learner again as detailed above.

# Membership

## Student Membership

Upon enrolment, 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](http://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 in Local Authority Passenger Transport Planning and Provision 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](http://www.ciltuk.org.uk) or alternatively contact the Membership Services Department on 01536 740104 or by emailing [membership@ciltuk.org.uk](mailto:membership@ciltuk.org.uk).

## Progression

Learners can progress from the CILT(UK) Level 3 Certificate in Local Authority Passenger Transport Planning and Provision onto the CILT(UK) Level 5 Professional Diploma in Logistics and Transport.

For further information please contact the Awarding Organisation on 01536 740170 or alternatively by emailing [ao@ciltuk.org.uk](mailto:ao@ciltuk.org.uk).

This page is intentionally blank