



# The Chartered Institute of Logistics & Transport

## KEY KNOWLEDGE AREAS (KKAs)



**ADOPTED BY CILT INTERNATIONAL MANAGEMENT COMMITTEE (IMC)  
ON 28 JUNE 2011**

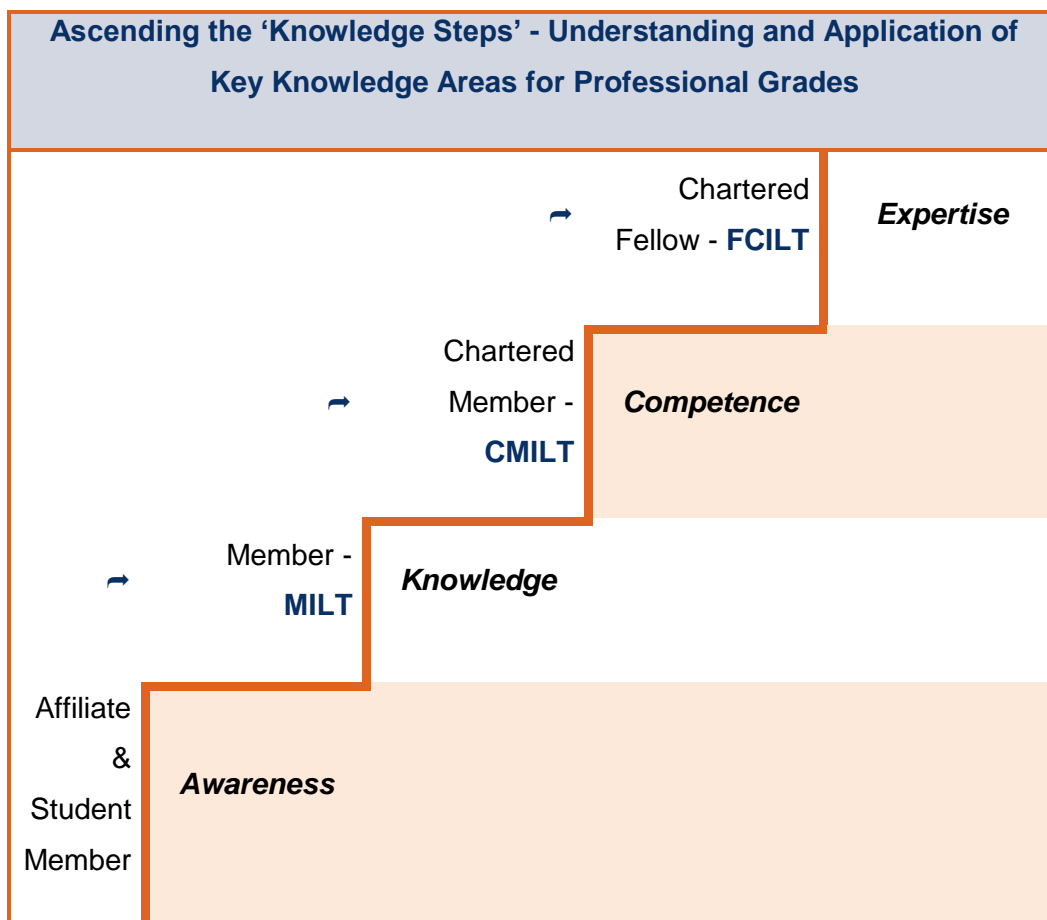
## 1. Background

The Key Knowledge Areas were developed and endorsed by the International Council of CILT in 2002. Council asked the International Education Standards Committee (IESC) to review them to ensure they are still relevant. This document provides an overview of the new KKAs which were adopted by the International Management Committee (IMC) on 28 June 2011.

## 2. What are the Key Knowledge Areas (KKA)?

The Key Knowledge Areas (KKA) provide the basis for the educational requirements for Chartered Membership. They describe the subjects, disciplines and tools studied and practiced by our Members. They also provide the framework for the design, delivery, and examination of CILT education programs and CILT accreditation of external programs including university degrees.

Graded membership of CILT is dependent on the applicants demonstrating that they meet criteria set and agreed by the International Council of CILT of which the KKA are an important element. Applicants need to demonstrate different levels of knowledge of the KKA – (a) awareness (b) knowledge (c) competence (d) expertise – see table below:



All members of CILT are expected to adhere to the CILT Code of Conduct and to demonstrate a commitment to Continuing Professional Development (CPD).

### 3. Knowledge Levels for Logistics & Transport

In order to meet the requirements for the different levels of graded membership candidates must be able to demonstrate their knowledge of the KKA to different degrees depending on the grade of membership for which they are applying.

3.1. **Awareness** means that the applicant knows about the topic and will be able to give an indication of the issues connected with it.

3.2. **Knowledge** means that the applicant can discuss and give reasoned opinions on the issues connected with the topic.

3.3. **Competence** means that the applicant can make sound professional judgments based on knowledge and the application of principle and can use objective and independent reasoning to draw conclusions and make recommendations.

3.4. **Expertise** means that the applicant has a special skill or high level of knowledge derived from within the profession. They are able to offer respected opinions and commentary from their proficiency and command of the topic. They are valued for their judgment, mastery and competence.

**All Members (excluding affiliate/student affiliate) are expected to be able to demonstrate knowledge of the Universal Concepts in Logistics and Transport, with applicants for Chartered Membership and Fellowship expected to demonstrate a high level of competence and expertise respectively.**

## 4. Universal Concepts

In developing educational programs for transport and logistics and for CILT accreditation of those programs, in addition to the five Professional Areas Council would expect to see many of the Universal Concepts (see below) covered in courses at undergraduate level. In a Master's level course, Council would expect to see a narrower area of specialisation and it would not be possible to cover many of these areas. Increasingly, CILT Council values courses which focus on the latest concepts and on the future of logistics and transport in order to encourage and prepare the next generation of CILT professionals.

- 4.1 Overview of transport and logistics for organizations, the community and society
- 4.2 The importance of logistics & transport in socio-economic development
- 4.3 Stakeholders in logistics and transport; their varied requirements and influence
- 4.4 Environmental impact of logistics and transport, energy options, green logistics and sustainability
- 4.5 Business & market structures used in logistics & transport
- 4.6 Innovation, performance improvement, benchmarking and good practice
- 4.7 Management, measurement & evaluation of financial performance
- 4.8 Key elements of national and international legislation
- 4.9 Modal & intermodal characteristics and opportunities
- 4.10 Health and safety in the transport and logistics environment
- 4.11 Security & Risk management, assessment, mitigation & response
- 4.12 Customer service quality and adding value
- 4.13 Developing organizational strategies
- 4.14 Economic principles of supply and demand
- 4.15 Project Management and negotiations
- 4.16 Importance of information systems for efficiency and effectiveness
- 4.17 Leadership, management and the development of people
- 4.18 Reverse Logistics and Lean Logistics
- 4.19 Transport logistics financing and investment, insourcing vs. outsourcing
- 4.20 Business ethics and corporate social responsibility

## 5 CILT Five Professional Areas

Applicants would then be required to demonstrate their knowledge, competence and expertise of **one** of the **five** Professional Areas –

### 5.1 Passenger Transport

- 5.1.1 Nature of passenger transport supply and demand; the product of passenger transport
- 5.1.2 Relevant local, national and international regulation of passenger transport operations
- 5.1.3 Passenger travel & passenger transport planning
- 5.1.4 Modes, modal choice and inter-modality
- 5.1.5 Services, types of operation and interoperability
- 5.1.6 Costing and pricing of transport services including social obligation and subsidy
- 5.1.7 Ownership and control
- 5.1.8 Accessibility
- 5.1.9 Green passenger transport Issues
- 5.1.10 Safety and security
- 5.1.11 Regulation

### 5.2 Freight Transport

- 5.2.1 Services, types of operation and interoperability
- 5.2.2 Intermodal integration & operations
- 5.2.3 Transport of dangerous goods and hazardous freight
- 5.2.4 Freight transport fleet operations
- 5.2.5 Cost /efficiency/environment/capability
- 5.2.6 Green freight transport issues
- 5.2.7 Regulation, safety and security
- 5.2.8 Modes, modal choice and inter-modality
- 5.2.9 Planning

### 5.3 Supply Chain

- 5.3.1 Supply chain design and operations
- 5.3.2 Warehousing and inventory management
- 5.3.3 Logistics management
- 5.3.4 Supply-chain strategy and its role in organizations
- 5.3.5 Challenges and opportunities in end to end supply-chains
- 5.3.6 Managing the provision of product/service/packages to end customers
- 5.3.7 Analysis of supply-chains; planning new, improved supply-chains
- 5.3.8 Lean and agile supply chains
- 5.3.9 Material, information and financial flow
- 5.3.10 E-commerce and market intelligence
- 5.3.11 Multi-channel supply chains

## **5.4 Transport Infrastructure and Network Planning**

- 5.4.1 Location of transport nodes, connecting links and network structures
- 5.4.2 Interrelationship between transport and land-use
- 5.4.3 Economic appraisal, social and environmental analysis
- 5.4.4 Demand and capacity management
- 5.4.5 Planning: distance, demand, duration, destination
- 5.4.6 Traffic Modeling & Management
- 5.4.7 Transport Infrastructure & Planning
- 5.4.8 Community access
- 5.4.9 Stakeholder engagement and legislative approval
- 5.4.10 Transport information systems & “intelligent” transport systems
- 5.4.11 Infrastructure & planning sector and market intelligence
- 5.4.12 Travel planning

## **5.5 International Trade and Transport**

- 5.5.1 International Freight Modes
- 5.5.2 Incoterms 2011 and contractual obligations
- 5.5.3 Customs Tariffs, Regimes & Unions, Duties & Taxes - relationship between international cargo movements and government revenues
- 5.5.4 Import, Export, Bonding & Carnet procedures
- 5.5.5 Documentation & Certification of Origin – Electronic documentation, origination, signature and transfer
- 5.5.6 UN Regulations for Transport of Dangerous Goods, Hazardous cargoes and Radioactive materials
- 5.5.7 Risk Management & Insurance,
- 5.5.8 Finance & Payment - Letters of Credit, Deferment & Bills of Exchange
- 5.5.9 Licensing & Quotas
- 5.5.10 International Security procedures
- 5.5.11 Statutory Compliance - Regulatory Frameworks for Cargo movements
- 5.5.12 Review of all the participants in international trade

**6 Appendix for MILT, CMILT and FCILT**

Professional Requirements for <b>Member (MILT)</b>	
<p><b>Knowledge</b> - The applicant can discuss and give reasoned opinions on issues connected with the topic</p>	<p>Knowledge of the Universal Concepts affecting our Profession</p>
	<p>Knowledge of at least one (1) of the Professional Areas</p>
<p><b>Awareness</b> - The applicant knows about the topic and can give an indication of what issues may be connected with it</p>	<p>Awareness of at least one (1) of the other four Professional Areas</p>
<p><b>Education, Learning &amp; Continuing Professional Development</b></p>	<p>Education at least to the level of the CILT Certificate or CILT Diploma (or equivalent) and have a relevant CPD plan</p>
<p><b>Experience</b></p>	<p>Junior or first line management experience for at least three (3) years with the CILT Certificate OR at least two (2) years with the CILT Diploma.</p>
<p>To retain their professional grade Members will maintain their commitment to Continuing Professional Development and pay their Annual Subscriptions</p>	

Professional Requirements for **Chartered Member (CMILT)**

<p><b>Competence</b> – The applicant can make sound professional judgments based on their knowledge and the application of principle, and can use objective and independent reasoning to draw conclusions and make recommendations</p>	<p>Competence in least one (1) of the Professional Areas</p>
<p><b>Knowledge</b> - The applicant can discuss and give reasoned opinions on issues connected with the topic</p>	<p>Knowledge of the Universal Concepts affecting our Profession</p>
	<p>Knowledge of at least two (2) of the other Professional Areas</p>
<p><b>Awareness</b> - The applicant knows about the topic and can give an indication of what issues may be connected with it</p>	<p>Awareness of both the remaining two (2) Professional Areas</p>
<p><b>Education, Learning &amp; Continuing Professional Development</b></p>	<p>Education to at least the level of an Honours degree (minimum 2.2) or the CILT Advanced Diploma (or equivalent) and have a relevant CPD plan.</p>
<p><b>Experience</b></p>	<p>Five (5) year relevant experience of which at least two years should be a senior level</p>
<p>To retain their Chartered status Members will maintain their commitment to Continuing Professional Development and pay their Annual Subscriptions</p>	



Professional Requirements for **Chartered Fellow (FCILT)**

<p><b>Expertise</b> - The applicant has a special skill or high level of knowledge derived from within the profession. They are able to offer respected opinions and commentary from their proficiency and command of the topic. They are valued for their judgment, mastery and competence</p>	<p>Expertise in at least one (1) of the Professional Areas</p>
<p><b>Knowledge</b> - The applicant can discuss and give reasoned opinions on issues connected with the topic</p>	<p>Knowledge of the Universal Concepts affecting our Profession</p>
	<p>Knowledge of the four (4) other Professional Areas</p>
<p><b>Awareness</b> - The applicant knows about the topic and can give an indication of what issues may be connected with it</p>	
<p><b>Education, Learning &amp; Continuing Professional Development</b></p>	<p>Must have met the educational requirements for Chartered Membership and likely to have a post graduate &amp;/or professional qualification and have a relevant CPD plan</p>
<p><b>Experience</b></p>	<p>At least seven (7) years relevant experience at a senior level</p>

To retain their Chartered status Members will maintain their commitment to Continuing Professional Development and pay their Annual Subscriptions