



The Chartered
Institute of Logistics
and Transport

HOW TO APPLY FOR ASSESSED MEMBERSHIP

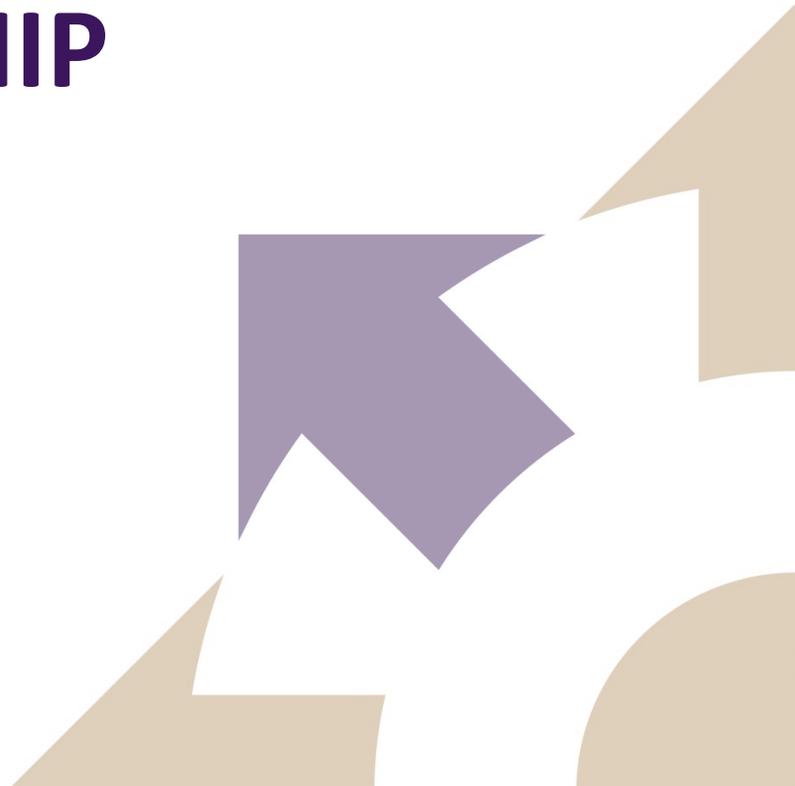




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*If you would like to easily navigate to various sections of this guide, please click on the section title in the Table of Contents above.

GETTING STARTED

- To access our application form please use one of the links below:

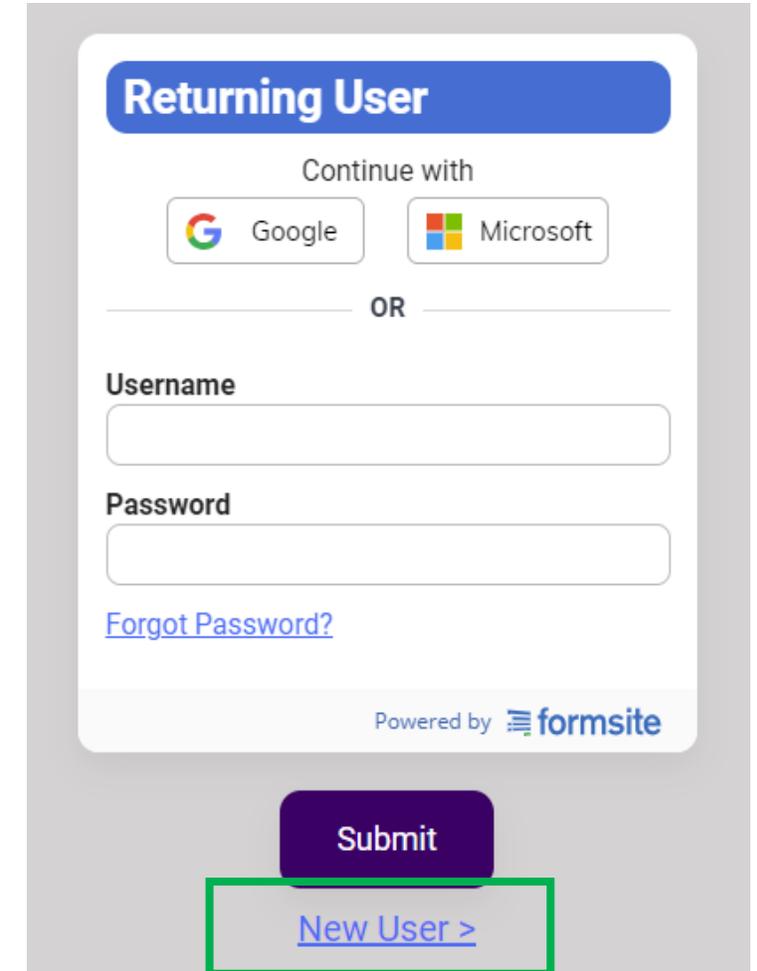
[Standard Application Form](#)

[Active MOD Personnel Application Form](#)

- If you have not started an application already, please click **New User** (as shown in image to the right) and register a new application account. You will need to do this even if you already have a membership account on the CILT(UK) website, as these accounts are not linked.
- You may save your progress at any time and return to your form later. Please just click **Save Progress** at the bottom of the page (as shown in the image below) before exiting the webpage.



- The first two pages of the application form are designed to gather your home and work contact details which are used to communicate with you regarding your membership. Please ensure the details you provide are complete and accurate.



Returning User

Continue with

 Google  Microsoft

OR

Username

Password

[Forgot Password?](#)

Powered by 

Submit

[New User >](#)

PROFESSIONAL EXPERIENCE – OVERVIEW



- The third page of the application form is the Professional Experience section. This section will make up the bulk of what your application is being assessed on.

There are three main areas of this section:

1. Select a membership grade and criteria
 2. Provide the total number of years of experience you have within the industry and how many you have at the specified responsibility level
 3. Provide a detailed career history separated by job roles
- The questions in this section have been designed to gather all the information needed to accurately assess your experience against the membership criteria. Please ensure that you answer all questions completely, accurately and in your own words.
 - The information you provide in this section of your application will be the only information our assessors will use to determine whether you meet the membership requirements of the criteria you selected. We will not use previous application forms, LinkedIn profiles or CVs to supplement the information provided here.
 - When working on this section please keep in mind the overall aim of your application, which is to provide clear and concise supporting evidence that show you meet the eligibility requirements.

1. SELECTING A MEMBERSHIP GRADE

- You will first be asked to select the membership grade you wish to apply for. Please review the [Assessed Membership: A Complete Overview](#) document or email membership@ciltuk.org.uk if you are unsure which membership grade to apply for.
 - Affiliate:
 - Member (MILT):
 - Chartered Member (CMILT):
 - Chartered Fellow (FCILT):
- Next, please select the criteria that most applies to you. Please keep the requirements of your selected criteria in mind moving through your application as you will need to provide sufficient details showcasing you meet the requirements.

Which Chartered Member (CMILT) criteria applies to you? *

- I have a CILT Accredited Degree AND at least four years experience in the profession including two years at senior level
- I have a relevant Level 6 qualification or the CILT Advanced Diploma AND at least five years in the profession including two years at senior level
- I have at least seven years experience in the profession including two years at senior level

2. YEARS OF EXPERIENCE

- Please enter the total number of years of work experience you have in the industry.

Total number of years in logistics/transport/supply chain *

- Next, please indicate how many of these years you were at the responsibility level specified for the grade you are applying. You will find definitions/explanations of the responsibility level on the application form below this question or in the [Assessed Membership: A Complete Overview](#) document.

Member (MILT):

How many of those years were you at a supervisory/junior management level or above? *

Chartered Fellow (FCILT):

How many of those years were you in a position of high seniority? *

Chartered Member (CMILT):

How many of those years were you in a senior level position or above (i.e. operational delivery or planning level)? *

3. CAREER HISTORY – GENERAL REQUIREMENTS



- In this section, you will be asked to provide a detailed career history separated by job roles starting with your current role first. If you are currently unemployed or working in an unrelated field, please start with your most recent **relevant** role instead.
- All the text boxes currently visible should be used to describe your role and responsibilities for that exact job title only. If you have held multiple positions within the same company, you must enter these as separate job roles.
- You must include enough job roles to meet/exceed the minimum number of years required for your selected criteria. If after completing your current/most recent role entry the total number of years you have entered so far do not meet/exceed the minimum requirement of your selected criteria, select **Yes** and add another job role.
 - For example, if you selected the criteria, *I have a relevant Level 6 qualification or the CILT Advanced Diploma AND at least five years in the profession including two years at a senior level* and your first job role has covered only 3 years then you will need to add further job roles until you have a minimum of 5 included.

Do you need to add another job role in order to demonstrate you meet the criteria you have selected above? *

Yes

No

3. CAREER HISTORY – GENERAL REQUIREMENTS CONT.



Additional tips:

- We would advise that you read all pages related to the Professional Experience section before beginning this section of your application. These are denoted with the number 3 within the page title.
- We encourage you to focus on providing thorough, original and unique responses for each question on the application ensuring that you tell us exactly what you do/have done in your roles.
- Please give specific examples and metrics where possible.
- Define any acronyms that are specific to either your employer or subsector.
- Aim to enter job roles in chronological order with the most recent at the top.
- Since all job roles within your application must be relevant to logistics, transport and/or supply chain. You may leave gaps in your application if you have left the industry for any span of time. However, your total number of years you provide still must meet or exceed the minimum requirements.

3.1 INDIVIDUAL JOB ROLE – GENERAL DETAILS



Purpose:

- The first 4 text areas are used to gather general information regarding your job role and the company you worked for. Please answer accurately and completely.

Job title *

Company name *

Month/Year employment started in this role * ?

Month/Year employment ended * ?

Guidelines:

- As a reminder, only provide information relating to a singular job role at a time. If you held multiple job roles/titles at the same company these must be entered as separate job roles, which you will be prompted to do once you have answered all the questions related to this job role.
- Start and end date must be in a month/year format (e.g. January 2024).

3.2 INDIVIDUAL JOB ROLE – JOB DESCRIPTION

Purpose:

- This section is used to get a general understanding of what your responsibilities and delivery objectives were on a day-to-day basis.

Please provide a detailed job description for this role *

Guidelines:

- Responses in this section should also serve to explain how your job role is relevant to logistics, transport and supply chain operations.
- Responses should be between 100 – 300 words.
- This should be specific to your exact role and company, not just a list of generic responsibilities of someone with that job title.
- Focus on explaining the day-to-day business you conduct and your specific delivery objectives, and not just that of your company or team.

3.3 INDIVIDUAL JOB ROLE – ACHIEVEMENTS

Purpose:

- This section is used to understand the impact you have had on your company/industry during your tenure. This is where you can really showcase your value and expertise.

Please give examples of key projects you have been involved in and achievements attained within this role, including any related metrics. *

Guidelines:

- Responses should be between 100 – 500 words.
- Give specific examples. For example, if you would like the panel to know that you've improved the efficiency of your business, tell us by how much and how you achieved it.
- Within this space you can also list any awards you have received from your company during your employment.

3.4 INDIVIDUAL JOB ROLE – LEVEL OF SENIORITY

Purpose:

- The last three questions are used to better understand your level of seniority.
- The final text area (Question 3) should be used to further elaborate on your reporting lines, specific management responsibilities and any other details that would assist the panel in understanding the level of accountability you hold in your role.

Questions 1 & 2:

JOB TITLE of your Line Manager/who you report in to *

How many members of staff report to you directly or indirectly? *

Guidelines:

- First, please give us the **job title** only of your line manager. This helps us understand where you fit into your organisation's structure.
- Next, please indicate how many staff report directly or indirectly to you. If you have both direct and indirect reports, please differentiate between these. For example, you could format your response like this: 3 direct, 25 indirect

3.4 INDIVIDUAL JOB ROLE – LEVEL OF SENIORITY CONT.



Question 3:

Guidelines:

- Responses should be between 100 – 300 words.
- Give specific examples and exact values where possible.
 - For example, if you have direct reports, please provide a breakdown of their job titles or if you have direct budgetary control, please provide the total value.
- Focus on demonstrating how you manage your team/projects/products with specific details and examples rather than just statements.
 - For example, instead of saying, “I manage a team of 10 warehouse operatives” you could say, “I manage a team of 10 warehouse operatives, focusing on inventory management and on-time order fulfilment. I streamlined the receiving process with a new sorting system to improve workflow and introduced a training program for new hires, leading to quicker ramp-up times and smoother transitions during seasonal shifts.”
- Finally, especially for CMILT and FCILT applications, the panel need to understand when and how often you made decisions and the value and impact of those decisions on the company and overall industry, so please keep this in mind when answering.

Describe your management responsibilities within this role, this could be management of people, processes, products or projects. (e.g. size of team which reports to you including their job titles, your direct budgetary control, projects you manage etc.) *

PROFESSIONAL QUALIFICATIONS



- For those applying by educational exemption towards either Member (MILT) or Chartered Member (CMILT) membership you will next be asked to upload a copy of your qualification certificate/transcript.
- To prevent delay, please upload only one qualification certificate even if you have multiple that are eligible and please do not submit certificates that are not eligible for educational exemption.
- Please ensure your qualification meets the below criteria. If your qualification does not meet both criteria, then your qualification is ineligible for educational exemption, and you must apply by professional entry instead*
 1. Your qualification must be a logistics, supply chain and/or transport specific qualification or similar.
 - If you are unsure if your qualification is relevant, please email your certificate and final transcript to membership@ciltuk.org.uk to confirm.
 2. Your qualification must be at or above the level required for the selected criteria. We use the official UK qualification structure (please [click here](#) for more information).
 - We do accept international qualifications which may not have an official UK qualification equivalent. Please contact membership@ciltuk.org.uk if you have an international qualification.
 - Please check if your degree is accredited by CILT by clicking [here](#) and selecting your university from the drop-down list. If you do not find your degree on this list then your degree is not accredited by CILT and not eligible for the accredited degree criteria, although it may still be considered relevant.

*To switch to a professional entry criteria, please go back to page 3 of the application and select a membership criteria without a qualification requirement. By switching to a professional entry criteria, the requirements for years of experience and/or responsibility level may have changed so please go back to your career history section and ensure you have provided enough job roles and detail regarding your responsibility level.