

CILT(UK) AO Endorsement

Learning Resources for resale

Endorsement is the process by which learning resources are assessed by The Chartered Institute of Logistics and Transport in the UK (CILT(UK)) Awarding Organisation (AO) to ensure they satisfactorily meet the minimum standard of the assessment requirements of a specified qualification and/or unit.

In this way, CILT(UK) Learning Partners can be assured that CILT(UK) AO Endorsed Learning Resources meet the base elements of a qualification and/or unit content coverage mapped against assessment criteria to aid Learners in preparing for CILT(UK) assessment and workplace application.

Benefits of CILT(UK) AO Learning Resource Endorsement

- ✓ Assurance that the content meets the base elements of the relevant CILT(UK) qualification or unit assessment criteria.
- ✓ CILT(UK) AO Endorsed Learning Resources are automatically recognised in CILT(UK) AO Learning Partner accreditation.
- ✓ The recipient will receive an endorsement logo for use on the CILT(UK) AO Endorsed Learning Resource(s).
- ✓ Listing on the CILT(UK) website.

It is important to note that Learning Partners should view CILT(UK) AO Endorsed Learning Resources as a foundation to their learning practice and should build upon them to provide Learners with a robust learning experience. Learners will also supplement their learning through self-study as part of the Total Qualification Time detailed in the relevant specification or syllabus.

What can be endorsed?

Learning Resources that can be endorsed include:

- Slide decks and tutor notes
- Online courses
- Written support documents.

These learning resources must cover the learning objectives and/or assessment criteria set out in the relevant qualification and/or unit specification, syllabus or standard.

Review Evidence

CILT(UK) AO will need access to the Learning Resources for review purposes. CILT(UK) AO will review Learning Resources against the following criteria and evidence:

- Coverage
- Accuracy of content
- Rigour
- Accessibility
- Conflicts of Interest
- Contact

Coverage

Mapping must be done to show how the learning resource(s) cover the learning objectives and/or assessment criteria. Indicative content **MUST** be considered in this aspect.

The content should be clearly referenced, with the specific page number(s)/places within the materials identified.

Accuracy of content

CILT(UK) AO will require a policy that provides details of how frequently content maintenance is conducted in relation to areas such as:

- Legislation
- Changes to standard practice
- Technological influences.

Where legislation, government policy, regulations etc. are used in the development of the materials, these **must be referenced** (e.g. if it relates to gov.uk, a hyperlink is included with the date the page was accessed).

Accuracy of content also relates to ownership of the content and confirmation is required that the organisation owns the intellectual property for the learning materials. Furthermore, where images are used, they are appropriate and purely used to support/demonstrate what is being referred to in text, and the organisation has the necessary permissions to use them. Image resolution should be of high quality.

Rigour

The content should be aligned to the appropriate qualification or unit level/standard, considering the type of resource used and the qualification intention.

Wording in the materials should be concise and appropriate, with consideration given to how Learners will likely act either in their current role or in future roles. Information should be presented formally, and colloquialisms avoided.

Accessibility

Materials are designed in such a way that allows for adaptation in line with required accessibility requirements by a Learning Partner.

Content should be formatted appropriately and easily navigable, for instance, with a clear contents page that links to the relevant areas and an index detailing key words.

The content must consider diversity and inclusion. It should be feasible for any Learner to see themselves in any roles/topics covered in the materials.

The materials must almost be mindful of Learner safeguarding. There must be no inappropriate content within the materials, and they must purely be designed in line with Learners achieving the programme's Learning Outcomes/Assessment Criteria.

Before submission, materials should be proofread for spelling, punctuation and grammar.

Conflicts of Interest – actual and perceived

Applicants will need to fill out a Conflict-of-Interest form, which will be assessed before the endorsement process will begin.

Contact

How users can contact the Learning Resource Provider to purchase and query content. CILT(UK) AO also require notification of applicable service level agreements.

The endorsement process

- Request a mapping document and Review Evidence checklist from CILT(UK) AO.
- Map the learning resources against the learning objectives and/or assessment criteria stating how they have been met. Fill out the checklist to show how you have met the Review Evidence.
- The Learning Resource(s) to be endorsed must be submitted along with the mapping and evidence to qualityassurance@ciltuk.org.uk or posted to:

The CILT(UK) AO
Earlstrees Court
Earlstrees Road
Corby
NN17 4AX

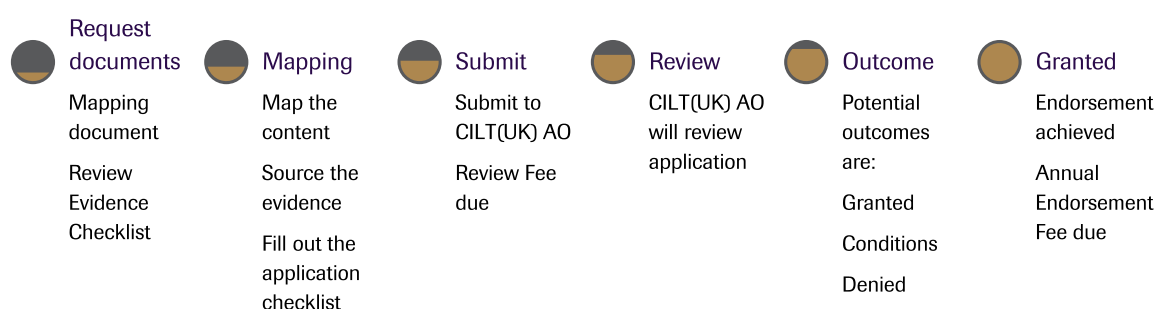
- CILT(UK) AO will review the application; this will take up to 40 working days.
- Upon review, a decision will be made as to whether the endorsement is:
 - Granted
 - Conditions will be applied before endorsement is granted
 - Denied
- If endorsement is granted, CILT(UK) will:
 - Provide a logo for use on endorsed learning resources

- Add the endorsement to the CILT(UK) website.

Endorsement will apply for 3 years from the date the endorsement was granted, CILT(UK) AO will contact Learning Resource Providers to start the process of endorsement renewal. Endorsement Renewal, will follow the same process as endorsement.

The Review Fee will be a non-refundable fee that enables CILT(UK) AO to establish whether the CILT(UK) AO Learning Resource Endorsement criteria has been met.

Upon successful achievement of the criteria an Annual Endorsement Fee will be applied and invoiced for in year 1 (after endorsement has been granted), year 2 and year 3.



Learning Resource Providers must inform CILT(UK) AO if any major changes to the endorsed learning resources are made outside the scope of *accuracy of content*, a decision will be made at this point if endorsement renewal will be required. Endorsement renewal will require an additional review and a Review Fee will be applied. Upon successful review, the endorsement will be granted and the 3 year endorsement will reset from this point.

Fees

Available upon enquiry.

Please note

- CILT(UK) AO endorse materials at the time of submission.
- CILT(UK) AO Learning Resource Endorsement does not mean you are the sole provider of Learning Resources for a particular qualification and/or unit.
- An endorsed Learning Resource must never imply or state that CILT(UK) AO or its independent Assessment SMEs have been involved in the development of the materials.

In the event of an update to the relevant syllabus CILT(UK) AO will give sufficient notice to Learning Resource Providers so they can prepare for their endorsement renewal against the new syllabus; a discussion with Learning Resource Partners will be had at that point about the appropriate course of action.

In the event of a qualification withdrawal CILT(UK) AO will give sufficient notice so Learning Resource Providers are aware of the Qualification enrolment end date; a discussion with Learning Resource Partners will be had at that point about the appropriate course of action.

Learning Partner Responsibilities in regard to CILT(UK) AO Learning Resource Endorsement

When new legislation, changes to standard practice and/or other disruptors (i.e. technology) come into play, CILT(UK) AO will inform Learning Partners and relevant entities when applicable aspects will become examinable in detail. However, Learners will be expected to be essentially up-to-date at the time of the examination and, whilst a detailed knowledge will not be expected, reference to new or impending government guidance, legislation, and regulations where relevant to an examination question, will be given credit.

CILT(UK) Learning Partners are expected to ensure their course notes remain current with regard to new government guidance, legislation, and regulations. Though providers of Endorsed Learning Resources are expected to consider updates in resource development, it is the Learning Partners responsibility to ensure this is considered before assessment is taken.