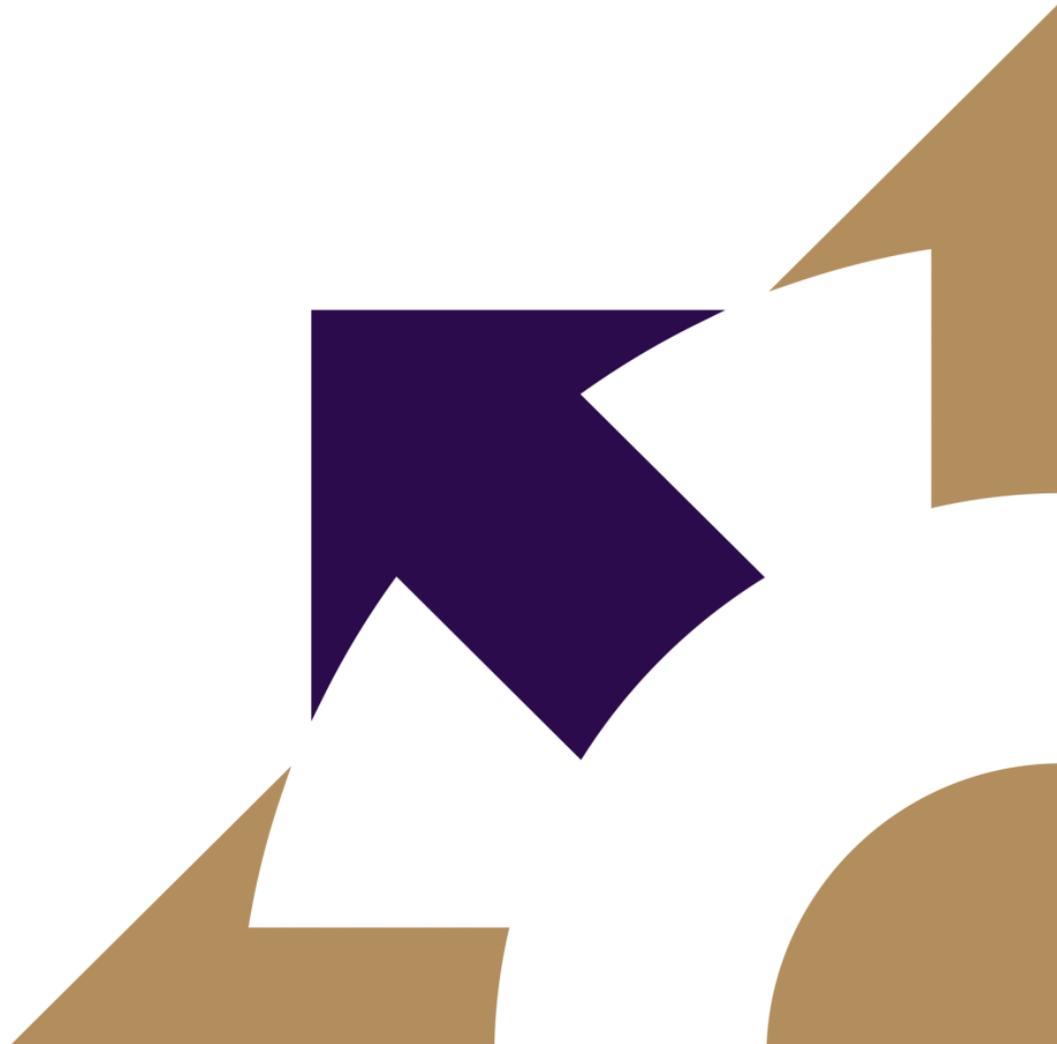




The Chartered  
Institute of Logistics  
and Transport

# **CILT(UK) ASSESSED MEMBERSHIP: A COMPLETE OVERVIEW**





## Contents

<b>Assessed Membership Eligibility .....</b>	<b>3</b>
Qualifications.....	4
Responsibility Levels.....	4
<i>Member – MILT .....</i>	<i>4</i>
<i>Chartered Member – CMILT .....</i>	<i>5</i>
<i>Chartered Fellow – FCILT .....</i>	<i>5</i>
<b>Assessment Process .....</b>	<b>7</b>
Pre-Assessment Check.....	7
Assessment Process Timelines .....	7
<b>Application .....</b>	<b>8</b>
Getting Started .....	8
Personal and Work Details .....	8
Professional Experience .....	8
Professional Qualifications .....	9

## Assessed Membership Eligibility

Assessed level membership is reserved for professionals who have a minimum of 2 – 7 years of experience within the industry (dependent on qualifications and responsibility level). As you develop within your career you may be able to move up to our higher assessed grades.

The Assessed grades are:

- [Member – MILT](#)
- [Chartered Member – CMILT](#)
- [Chartered Fellow – FCILT](#)

Please use the eligibility matrix below to determine the minimum number of years' experience you must have within the industry to be considered eligible for each respective grade based on the level of qualifications you hold.

	Member (MILT)	Chartered Member (CMILT)	Chartered Fellow (FCILT)
CILT Accredited Degree*	Minimum of 2 years of relevant work experience	Minimum of 4 years of relevant work experience (2 at a senior level)	Minimum of 7 years' experience at a high level of management responsibility within the profession.
Relevant Level 6 qualification (or above) or CILT Advanced Diploma		Minimum of 5 years of relevant work experience (2 at a senior level)	
Relevant Level 5 qualification or CILT Professional Diploma		Minimum of 7 years of relevant work experience (2 at a senior level)	
Relevant Level 4 qualification			
Relevant Level 3 qualification or CILT Certificate	Minimum of 3 years of relevant work experience		
Professional Entry: No relevant formal qualifications	Minimum of 5 years of relevant work experience (3 at a supervisory, first line, or junior management level)		

\* Check if your degree is accredited by clicking [here](#) and selecting your university from the drop-down list.

The membership criteria you select should align with the level of qualifications you hold AND your experience level. For example, if you have a CILT accredited degree and 4 years of relevant work experience but you do not have 2 years at a senior level you will not be eligible for CMILT. Instead, you would be eligible

for MILT under this criteria: *I have a relevant Level 4 qualification or above AND at least two years relevant experience in the profession.*

Please read on for further information on the requirements for qualifications and responsibility levels. If after reading the next few sections you are still unsure which grade to apply for, please email a copy of your CV and any certificates of relevant qualifications to [membership@ciltuk.org.uk](mailto:membership@ciltuk.org.uk) and we will advise you.

## Qualifications

To apply by educational exemption your qualification must meet the following criteria. If your qualification does not meet the criteria, then your qualification is ineligible for educational exemption, and you must apply by professional entry instead. Using the eligibility matrix above the professional entry criteria will be the criteria along the bottom of the chart.

1. Your qualification must be a logistics, supply chain and/or transport specific qualification or similar.
  - a. If you are unsure if your qualification is relevant, please email your certificate and final transcript to [membership@ciltuk.org.uk](mailto: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).
  - a. We do accept international qualifications which may not have an official UK qualification equivalent. Please contact [membership@ciltuk.org.uk](mailto:membership@ciltuk.org.uk) if you have an international qualification.
  - b. 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.

## Responsibility Levels

The following lists of attributes defining each level of seniority are provided as a guide to determine which membership grade you should apply for. Possession of some of or all the attributes do not guarantee automatic or successful award of that grade.

### *Member – MILT*

This grade is reserved for trusted practitioners. Professional entry criteria: Five years relevant experience, including a minimum of three years at a supervisory/junior management level or above.

*“What is a supervisory/junior management level?”*

The following are examples of attributes we look for in applicants of this grade:

- Direct Line management responsibilities – Supervisory responsibility of a group or team of individuals
- Staffing - Compiling staff rotas, managing leave requests and arranging cover when necessary

- Job title - Have a job title that contains Supervisor/Team Leader/Coordinator/Controller/Advisor or similar
- Academia - Vocational or academic knowledge at Level 3 or above in Logistics, Supply Chain, Warehouse Operations, Transport Management, Inventory, or Storekeeping.
- Armed Services - Senior NCO or Warrant Officer or D grade Civil Servant with supervisory responsibilities in Logistics, Supply Chain, Transport Management, RQMS/BQMS etc.

#### *Chartered Member – CMILT*

This grade is reserved for experienced professionals. Professional entry criteria: Seven years relevant experience including a minimum of two years at a senior level or above (i.e. operational delivery or planning level).

#### *“What is a senior level?”*

The following are examples of attributes we look for in applicants of this grade:

- Direct line management responsibilities – Management of a group or team of individuals with job titles containing Supervisor/Team Leader/Coordinator/Controller/Advisor or similar
- Budget responsibilities – Instrumental in setting team/department/division/organisation profit and loss financials
- Decision making – Responsibility for making day to day decisions without C Suite/Senior Management approval for your team/department/division
- Staffing - Overseeing recruitment and training of staff
- Job title - Have a job title that contains Manager/Specialist/Associate/Principal/Head of/Senior or similar
- Academia - Academic knowledge at Level 6 (bachelor’s degree) in Logistics, Supply Chain, Transport Management/Planning or Transport Infrastructure
- Armed Services - MOD Unit or Sub-Unit command or executive with planning and delivery responsibilities

#### *Chartered Fellow – FCILT*

This grade is reserved for those who are influencing and leading the future of the profession. Criteria: Minimum of seven years relevant experience in a position of high seniority, with associated accountability and a strategic input at board level.

#### *“What is a position of high seniority?”*

The following are examples of attributes we look for in applicants of this grade:

- Direct line management responsibilities – Management of a group or team of individuals with job titles containing Manager/Specialist/Associate/Principal/Head of/Senior or similar

- Budget responsibilities – Could be accountable for team/department/division/organisation profit and loss financials
- Decision making – Could be responsible for making high level strategic decisions within their organisation
- Organisation direction – Could direct the organisation in line with the goals and visions set by the Board of Directors
- Business planning - Create, execute and monitor the performance of comprehensive business plans
- Job title - Have a job title that contains Owner/Director/Board Member/Managing Director/General Manager/Partner/Professor or similar
- Academia - Academic knowledge Level 7+ (master's degree) in Logistics, Supply Chain, Transport Management/Planning or Transport infrastructure
- Armed Services - Experience in strategic planning or delivery in the Armed services (i.e. at a 2\* HQ or above) or with single service or Defence organisations as a serving officer or MOD Civil Servant

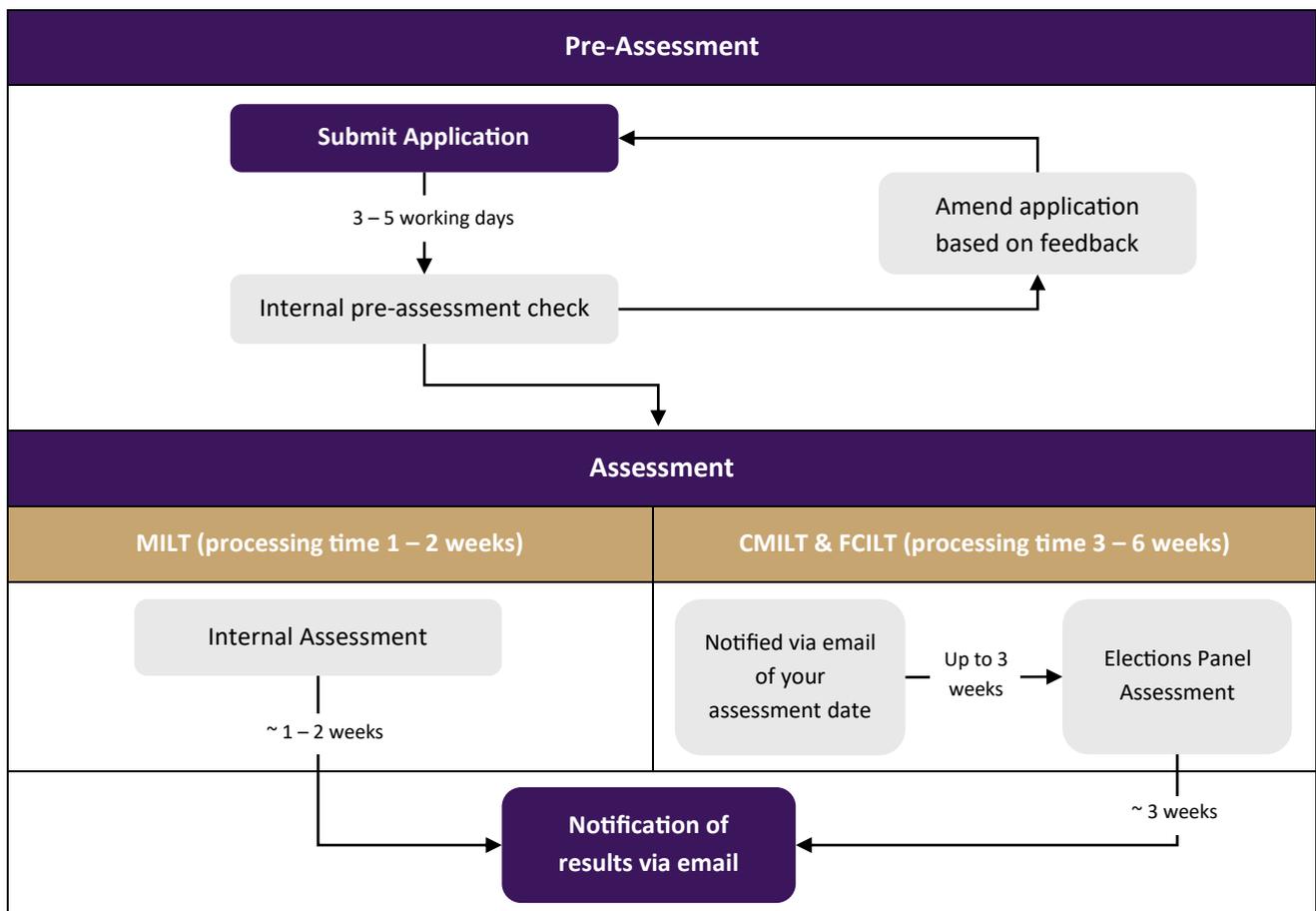
## Assessment Process

Achieving membership at one of CILT's assessed membership grades demonstrates an individual's expertise and experience within the industry and is a title that is highly respected and internationally recognised. For this reason, assessed level applications are held to a high standard. The assessment process, therefore, is designed to ensure applicants achieve the most suitable grade of membership based on their qualifications and experience level. Assessment of Chartered Member applications and above are carried out by an independent elections panel of current leading professionals within the industry. The assessment of Member grade applications is carried out in-house by the Membership team.

### Pre-Assessment Check

Prior to the official assessment, all assessed applications will undergo a pre-assessment check by the Membership team. During these checks we will review your application to ensure there is sufficient information and detail to support your application. If we feel your application is not ready for assessment, then we will give you feedback and ask you to amend and resubmit your application. The aim of the pre-assessment check is to ensure that your application can be assessed accurately and without delay.

### Assessment Process Timelines

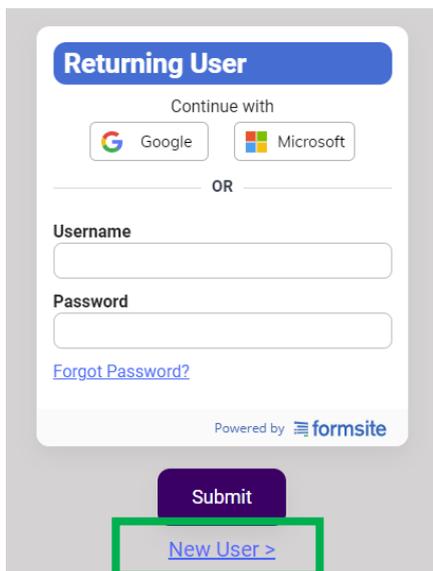


## Application

### Getting Started

You may apply for Assessed Membership by [clicking here](#). Alternatively, if you are an active member of the MOD, please [click here](#) to apply. Our application form is hosted separately from our website so you will likely need to set up a new user account, even if you already have a membership account on the CILT(UK) website, as these are not linked.

To do this please click **New User** to set up a new application account.



Returning User

Continue with

Google Microsoft

OR

Username

Password

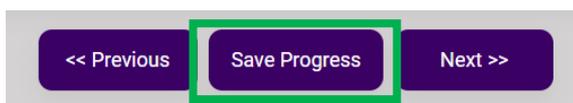
[Forgot Password?](#)

Powered by  formsite

Submit

[New User >](#)

You will find a **Save Progress** button at the bottom of each page (as the screenshot below shows). We encourage you to press this button often to ensure that none of your progress is lost.



<< Previous Save Progress Next >>

### Personal and Work Details

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.

### Professional Experience

The Professional Experience section will make up the bulk of what your application is being assessed on. 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 experience requirements of the criteria you selected. We will not use previous application forms, LinkedIn profiles or CVs to supplement the information provided here.

There are 3 main areas within the Professional Experience section.

1. Select a membership grade and criteria.

Please review the full [Assessed Membership Eligibility](#) section of this guide for more information.

2. Provide the total number of the years of experience you have within the industry and how many of those are at the specified responsibility level.

Please review the [Responsibility Levels](#) section of this guide for more information.

3. Provide a detailed career history separated by job roles.

For each job role you will be asked to provide a detailed response to each of the following questions. These questions have been designed to gather all necessary information needed to accurately assess your experience. Therefore, please ensure that you answer all questions completely, accurately and in your own words.

- Job Title
- Company name
- Month/Year employment started in this role
- Month/Year employment ended (if no longer in employment)
- Please provide a detailed job description for this role (open ended)
- Please give examples of key projects you have been involved in and achievements attained within this role including any metrics. (open ended)
- Job title of your Line Manager/who you report in to
- How many members of staff report to you directly or indirectly?
- 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.) (open ended)

For more in-depth instructions/guidance on how to complete your application please review our separate [How to Apply for Assessed Membership](#) guide.

### **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.

Please ensure you have fully read the [Qualifications](#) section of this guide before uploading your certificate. If after re-reading this section, you determine you are not eligible for educational exemption please go back to page 3 of the application and select a different membership criteria.