



Training Provider - Application for Accreditation or Reaccreditation

The Chartered Institute of Logistics & Transport – International

www.cilt-international.com

If handwritten, please write clearly using BLOCK CAPITALS and **BLACK INK**
If completed electronically, please insert your answers into this template providing any additional information at the end

Please indicate whether this is a new application for accreditation
 or a renewal of accreditation already in place.

NEW APPLICATION / RENEWAL

PART A – INSTITUTION/TRAINING PROVIDER DETAILS

Name of Institution: _____

Address: _____

Name of Contact: _____

Telephone/Fax: _____ Email: _____

Courses to be delivered:

Expected Commencement date(s) (if accredited):

CILT International Entry Level Award	YES/NO
CILT Introductory Certificate	YES/NO
CILT International Certificate in Logistics & Transport	YES/NO
CILT International Diploma in Logistics & Transport	YES/NO
CILT International Advanced Diploma in Logistics & Transport	YES/NO
Other non-CILT course / CPD Course	YES/NO
Accreditation of Degree / Post Graduate Qualification	YES/NO

PART B – INSTITUTION FACILITIES

Classroom Audio/Visual

Laptop computer for presentation (i.e. PowerPoint)	YES/NO	Digital Projector	YES/NO
Slide Projector	YES/NO	Overhead/Transparency Projector	YES/NO
Blackboard/Whiteboard/Flip Chart	YES/NO		

Student Research Facilities

Library/Collection of books/magazines on Logistics & Transport available for reference by students YES/NO

Times library available to students:

No. of computers available with Internet access

Times computers available to students:.....

Student Welfare

Number of classrooms available for teaching

Drinking water available at all times? YES/NO

Number of restrooms available to students.....

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PART C – TEACHING STAFF

Name of Course Leader:.....

Email for Course Leader:.....

PLEASE ATTACH A SHORT 1 PAGE CV FOR EACH TUTOR AND/OR LECTURER WHO WILL BE INVOLVED IN DELIVERING THIS CILT COURSE. APPLICATIONS WITHOUT APPROPRIATE CV'S WILL NOT BE ACCEPTED.

Are all teaching staff members of CILT? YES/NO

Will transport/logistics professionals be involved in providing specialist inputs? YES/NO

PART D – ADMINISTRATION / MANAGEMENT

Are there clear reporting lines in place of the Institution? YES/NO

Is there an internal verification/moderation system in place to ensure realistic and relevant assessments can be set and marked fairly, consistently and accurately? YES/NO

Are the management aware of CILT International costs that need to be covered for this course and that Students have to be registered with CILT International and be members of the CILT Territory/Branch YES/NO

PART E – VERIFICATION

PLEASE NOTE:

- Initial/pilot accreditation where necessary will be given for a period of **12 months**. Formal accreditation can run for a period of up to **3 years**. Renewals can be granted for up to **3 years**. In both cases, conditions and time limits can be imposed at the IPDC's discretion according to the results of the accreditation report.
- If accredited, you will be required to sign and confirm to a Memorandum of Understanding from CILT International, and pay all relevant fees. Once the Memorandum of Understanding is complete, the teaching material/standards will be released by CILT International. The MoU is to be read in conjunction with any accreditation reports and official letters from CILT International. The MoU will run in line with CILT International financial (calendar) years.
- By submitting this form, you agree to be bound by the Institute's Bye-Laws and quality standards, and to uphold its image. You also agree to allow CILT International to review the accredited institutional arrangements for CILT courses at any time to ensure Quality Assurance.

SIGNATURE:.....DATE:.....

OFFICE USE ONLY

Date form received:.....

Accreditation: Granted / Denied/Conditional

Denied:

Reasons for denial:.....

Granted:

Date accreditation granted:

Accreditation granted for:

Accreditation performed by: Date of inspection: