

THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT IN HONG KONG

Membership Handbook

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1. BACKGROUND

1.1 The Chartered Institute of Logistics and Transport

1.1.1 The Chartered Institute of Logistics and Transport (CILT) has a long history dating back to 1919 when the Institute of Transport, as it was formerly called, was established in the United Kingdom. During the First World War, both motorised transport and aviation had become reliable modes of transportation, in addition to shipping and rail. The logistics problems brought by war, and the establishment of these modes made it obvious that transport as a subject had to be studied, learned and developed, for resources to be used as efficiently and effectively as possible.

1.1.2 The Chartered Institute of Transport (CIT) was granted a Royal Charter on 26th November 1926 "to promote, encourage, and coordinate the study and advancement of the science and art of transport in all its branches". The CIT has always been an international organisation, indeed a large proportion of its membership is based outside the UK. In 2001, in recognition of the ever-growing importance of the logistics activities, the CIT was re-organised and renamed as the Chartered Institute of Logistics and Transport (CILT), which resulted in benefits including greater autonomy and recognition of the larger local membership.

1.1.3 CILT currently has over 30 Territory Organisations/Institute Branches around the world, more than 35,000 members working in over 100 countries.

1.2 The Chartered Institute of Logistics and Transport in Hong Kong

1.2.1 The Chartered Institute of Logistics and Transport in Hong Kong (CILTHK) is the professional body for those engaged in transport and logistics – including all sectors of the industry, namely, air, sea, and land, for both passengers and freight transportation. The Chartered Institute of Transport first set up its Hong Kong branch in 1968. On 1st October 1991, the Hong Kong Section was upgraded to National Council (now renamed as Territorial Organisation) status and was renamed the Chartered Institute of Transport in Hong Kong (CITHK). This change gave CITHK the authority to handle institute matters independently whilst sharing commonly agreed upon standards. CITHK was renamed as CILTHK in line with the change of the Institute in late 2001.

1.2.2 CILTHK has about 2,000 members working in a wide range of sectors in the transport and logistics industries including shipping, logistics, airline, railway, road, public transport, government and consultancy.

2. VISION AND OBJECTIVES

2.1 Vision Statement

Its vision is to be recognised as the first choice professional body for the

Supply Chain, Logistics and Transport Industry.

2.2 Strategic Objectives

- a) Act as the custodian of the name, brand and Royal Charter and exploit the benefits of being part of an international organisation;
- b) Promote and maintain Chartered status, standards in education and professional development;
- c) Share knowledge and global practices in logistics and transport, both internally and externally;
- d) Establish relationships with other relevant local and international organisations;
- e) Develop strategies that support local membership growth and other activities, including regional coordination;
- f) Provide professional, authoritative and apolitical views on transport and logistics policy issues.

3. MEMBERSHIP IN THE INSTITUTE

3.1 CILT Membership

There are six different membership grades: Student, Affiliate, Member (MILT), Chartered Member (CMILT), Chartered Fellow (FCILT) and Honorary Chartered Fellow (FCILT). The official designatory letters MILT, CMILT and FCILT are used after the members' names to indicate their membership in respect of such grades. If applicants wish to belong to the CILT, they must possess a combination of qualification and proven experience.

3.2 Membership Grades

3.2.1 Student

3.2.1.1 This is the starting grade for those who are studying full-time transport- or logistics-related programme with an intent to achieve full Chartered Membership (CMILT) later on.

3.2.2 Affiliate

3.2.2.1 The grade of Affiliate applies to those who are interested in logistics and/or transport. The minimum requirement is that they have passed five subjects including English (Syllabus B), Mathematics and Chinese at the Hong Kong Certificate of Education Examination (HKCEE) or its equivalent; or have completed a vocational qualification accepted by the Institute.

3.2.2.2 This grade also applies to those who would like to be involved with the Institute but cannot or may not, for a variety reasons, either qualify for, or aspire to, satisfy the requirements leading to Membership (MILT) or full Chartered Membership (CMILT).

3.2.2.3 The option to progress to other grades of Membership remains open.

- 3.2.3 **Member (MILT)**
- 3.2.3.1 This grade is usually achieved by upgrading from Student or Affiliate Membership through passing the Institute’s examination, but it can be achieved by direct election, provided appropriate qualification and experience have been demonstrated.
- 3.2.4 **Chartered Member (CMILT)**
- 3.2.4.1 This is the main professional grade. It is open to candidates who are at least at least with five years of experience in transport or logistics at managerial or professional level acceptable to the Council. (Please refer to Section 4.5)
- 3.2.4.2 There are special provisions for mature and experienced professionals to satisfy the educational and experience requirement for Chartered Membership. Various routes leading to CMILT are detailed under “Routes to Chartered Membership” in Section 4.5.3.
- 3.2.5 **Chartered Fellow (FCILT)**
- 3.2.5.1 This is the senior professional grade for which is open to those Chartered Members who can satisfy the Council that they hold, and have held a high position of responsibility in transport or logistics for at least seven years in aggregate. (Please refer to Section 4.6)
- 3.2.5.2 Direct election to Chartered Fellow may exceptionally be granted by the Council in the case of distinguished individuals of undoubted eminence in the transport or logistics industry.
- 3.2.6 **Honorary Chartered Fellow (FCILT)**
- 3.2.6.1 Honorary Chartered Fellows shall be such persons who have been conferred such title and registered as such in the register or registers of the Council in recognition of outstanding meritorious service to the Institute or to the transport and logistics profession and who have also registered as Chartered Fellows of the Institute.
- 3.3 Organisation Member**
- This is open to those body corporations, organisations or entities which engage in administering, managing, conducting, operating or carrying on any of the principal forms of transport, transit, locomotion, traffic, physical distribution, logistics or activities related thereto as to satisfy the Council that they could be accepted as members of the Institute. (Please refer to Section 4.7)

4 HOW TO BECOME A MEMBER

4.1 Application Procedures

4.1.1 Membership Election Panel

All applications undergo a preliminary assessment of eligibility for one of the qualifying routes. This assessment is made on the basis of the information supplied on the application form and all other supporting attachments. Following this assessment, all applications are finally approved by a Membership Election Panel consisting of at least two Chartered Members or Chartered Fellows and the Chair of Membership Committee. In most cases, this final approval will also be on the documentary evidence supplied, thus it is the prerogative of the applicant to make the application as comprehensive as possible.

4.1.2 *Procedures*

Step 1:

Check your eligibility for the membership with the membership entry requirements given in this handbook as reference.

Step 2:

Complete the Individual Membership Application Form.

Step 3:

Provide sufficient information in the application, taking note of the following for the assessment:

- a) Details of educational qualifications since leaving school, including name of educational institution and the full title of any award gained.
- b) Full, employment history with all relevant dates (month and year).
- c) A full description of responsibilities held and any notable achievements. Job titles alone do not provide sufficient information for the Panel to make a decision.
- d) If possible, an organisation chart showing the applicant's position in the organisation, who they report to and to whom they report.
- e) Membership of one or more of relevant professional bodies.

Step 4:

For CMILT or FCILT applications, recommendation signatures from CILT Chartered Members or Chartered Fellows are required. The main purpose for this is not to confirm the applicant's eligibility for MILT, CMILT or FCILT membership; the Membership Election Panel members will always make up their minds based on the evidence supplied against the criteria. Instead, the aim is to provide assurance from first hand knowledge that the information given in the application is accurate.

Step 5:

Send the completed application form with the sufficient supporting documents and application fee to the Institute.

4.2 Student

4.2.1 *What is Student grade?*

Student grade is the starting grade of the CILT membership.

4.2.2 *Entry Requirements*

4.2.2.1 Student grade refers to membership of those who are studying full-time transport- or logistics-related programme.

4.2.2.2 Students who are not studying full-time transport or logistics programme shall be elected for the Affiliate grade.

4.3 Affiliate

4.3.1 *What is the Affiliate grade?*

Affiliate membership offers access to all the benefits of CILT membership, except voting rights and designatory letters after the member's name.

4.3.2 *Routes to Affiliate Membership*

4.3.2.1 *Route 1*

Affiliate membership applies to those who are interested in logistics and/or transport with a minimum requirement of passing five subjects including English (Syllabus B), Mathematics and Chinese at the Hong Kong Certificate of Education Examination (HKCEE) or an equivalent academic qualification.

4.3.2.2 *Route 2*

This membership applies to those who have completed secondary school education and with at least two years of relevant experience in transport or logistics related fields.

4.3.2.3 *Route 3*

Affiliate membership is open to those who would like to be a CILT member but who may not satisfy the requirements leading to Member Membership (MILT) and full Chartered Membership (CMILT).

4.3.3 *Graduate Membership*

Graduate Membership is an optional title for Affiliates who have completed a fully accredited (or recognised) transport/logistics programme or the equivalent. Applicants for this membership title need to hold one of the following qualifications:

- a) Satisfactory completed a fully accredited programme; or
- b) Fully completed the CILTHK Professional Qualifying Examination in both Ordinary and Advanced Levels.

4.4 Member (MILT)

4.4.1 *What is the MILT grade?*

4.4.1.1 MILT grade offers access to the benefits of CILT membership and designatory letters after the member's name (MILT). It is open to those who do not qualify yet for Chartered Membership status.

4.4.1.2

To qualify as a MILT member, the applicant must either:

- a) Pass, or be exempted from four prescribed papers in the Ordinary Level of the Professional Qualifying Examination of the Institute; and possess at least three years acceptable transport or logistics experience;
or
- b) Possess the Recognition of Prior Learning (RPL) Hong Kong Qualifications Framework (HKQF) qualification at Level 4 in Logistics or Import & Export Industries; and possess at least six years acceptable transport or logistics experience;
or
- c) Submit evidence in accordance with the professional points system (1600 points) which is based either on overall experience which is equivalent to eight years in positions of responsibility (with 200 points per year) or qualification (up to a maximum of 400 CPD points as defined in Section 5.2), or a combination of both.
or
- d) Holder of one of the listed qualifications shall receive credit for one year of the three-year experience requirement.

4.4.2

How is it Achieved?

MILT Membership is awarded to those who can satisfy the criteria set by the International Council of CILT. These criteria cover two distinct areas: educational attainment and level of supervisory responsibility. The candidate should meet these criteria in order to gain MILT Membership.

4.4.2.1

Key Knowledge Areas and Knowledge Levels require for MILT Membership include (See Appendix D).

4.4.3

Routes to MILT Membership

4.4.3.1

Route 1

The Institute maintains its own educational qualification for MILT Membership. Passing the Ordinary Level of the Institute's Professional Qualifying Examination (see Appendix E) or specific accredited programme/course will automatically satisfy the educational requirement. This does not mean, however, that anyone can automatically become eligible for MILT Membership; the criteria for experience and level of responsibility must still be met. Candidates are required to have at least three years of experience at supervisory level or above. Candidates can refer to the Institute's *Quality Assurance Handbook* for details about the local CILTHK Professional Qualifying Examination.

4.4.3.2

Route 2

This route is intended for experienced candidates who do not meet the specific educational requirements, but who have the Recognition of Prior Learning (Logistics or Import & Export) Hong Kong Qualifications Framework (HKQF) Level 4 qualification plus at least six years of relevant supervisory experience.

4.4.3.3

Route 3

This route is intended for experienced candidates who do not meet the specific educational requirements, but who have at least eight years of sufficiently relevant supervisory experience or above.

4.4.3.4

Route 4

The Institute maintains its own educational qualification. For passing the Ordinary Level and the Advanced Level of the Institute's Professional Qualifying Examination (see Appendix E) or a register of local and overseas fully accredited graduate, postgraduate and equivalent qualifications (See Appendix F), holders of one of these qualifications, will automatically satisfy the educational requirement. This does not mean, however, that they are automatically eligible for MILT Membership; the criteria for experience and level of responsibility must still be met. Candidates are required to have at least two years of experience at professional level.

4.4.3.5

Route 5

This route is intended for candidates who do not have the recognised educational qualifications as stipulated in the above 4.4.3.4 but holder of a bachelor degree of any discipline and who have at least three years of sufficiently relevant supervisory experience or above.

4.5

Chartered Member (CMILT)

4.5.1

What is Chartered Membership?

4.5.1.1

Chartered Membership (CMILT) is one of the main professional grades of CILT membership.

- a) Chartered Members are capable, by virtue of their initial and continuing professional development, of exercising professional judgment involving the application of a defined body of knowledge to a wide and often unpredictable range of circumstances, and assuming responsibility for the planning and direction of important tasks.
- b) Chartered Members are likely to be concerned with influencing strategy through innovation, creativity and change. Professional judgment is a key feature of their role, aligned with the ability to assume responsibility for the direction of important tasks. This may include the profitable management of industrial and commercial enterprises.
- c) Their work involves the application of a significant range of fundamental principles, enabling them to develop and apply new technologies, promote advanced designs and design methods, introduce new and more efficient techniques, marketing and operating concepts, and pioneer new services and management methods. They may be involved with the management and direction of high risk and resource-intensive projects.

- d) Chartered Members are required to demonstrate possession of a specific body of knowledge, and to have a minimum period of experience at a senior level of responsibility.

4.5.2 ***How is it Achieved?***

4.5.2.1 Chartered Membership (CMILT) is awarded to those who can satisfy the criteria set by the International Council of CILT. These criteria cover two distinct areas: educational attainment and level of professional/managerial responsibility. The criteria in both of these areas must be met in order to gain Chartered Membership. In broad terms, these criteria require the successful applicant to have:

- a) formal accreditation of knowledge, understanding and application at the level required for a university degree with a content that matches the Key Knowledge Areas and Knowledge Levels specified by Council;
- b) a total of at least five years of experience in some level of professional/managerial responsibility, with at least two of those years at a senior level as defined by the Council's experience criteria. Note that these periods need not be continuous or full-time. The equivalent part-time experience or non-continuous employment is acceptable and may have been at any stage of the candidate's career.

4.5.2.2 The same criteria apply to all the CILT Territorial Organisations worldwide although individual Territorial Organisation may devise their own ways of determining whether applicants meet them. This guide to Chartered Membership is concerned with the methods used by CILTHK as the Territorial Organisation for Hong Kong.

4.5.2.3 Key Knowledge Areas and Knowledge Levels require for Chartered Membership include (see Appendix D).

4.5.3 ***Routes to Chartered Membership***

The Council of the Institute approves three broad routes by which applicants may satisfy the educational requirements for Chartered Membership (CMILT).

4.5.3.1 ***Route 1 – The Institute's Own Professional Qualifying Examinations***

The Institute maintains its own educational qualification for Chartered Membership. Holders of this, by passing the Institute's Professional Qualifying Examination (see Appendix E) will automatically satisfy the educational requirement. This does not mean, however, that they are automatically eligible for Chartered Membership; the criteria for experience and level of responsibility must still be met. Candidates can refer to the Institute's *Quality Assurance Handbook* for details about the local CILTHK Professional Qualifying Examination.

4.5.3.2 **Route 2 – Accredited Exemption Degree**

The Institute maintains a register of local and overseas accredited graduate, postgraduate and equivalent qualifications (See Appendix F). Holders of one of these qualifications automatically satisfy the educational requirement, provided any specific conditions laid down for a particular award are met. Note that this applies only to the specific qualifications on the register because only these have been assessed and formally accredited as meeting the Key Knowledge Areas. Holders of one of these qualifications also receive credit for one year of the five-year experience requirement.

4.5.3.3 **Route 3 – The Professional Entry Route**

The Professional Entry Route is intended for experienced professionals who do not meet the specific educational requirements of routes one or two, but who have sufficient relevant professional experience at a level consistent with the criteria for Chartered Membership. There are five different variants which are detailed under “The Professional Entry Routes” in Section 4.5.4.

4.5.4 **The Professional Entry Routes**

4.5.4.1 **Viva Voce (Professional Interview)**

4.5.4.1.1

The Viva Voce (Professional Interview) (see Appendix H) is appropriate for candidates who are educated or professionally qualified in a relevant area. To be qualified to take a Viva Voce, the applicant must be satisfied one of the following criteria:

- a) A chartered member of one or more of relevant professional bodies (See Appendix G) who has at least five years of relevant practical experience at professional/managerial level as acceptable to the Council; or
- b) A recognised honours degree holder in a discipline relevant to transport (e.g. economics, geography) or logistics who has at least five years of relevant practical experience at professional/managerial level; or
- c) Holder of a Recognition of Prior Learning (Logistics or Import & Export) HKQF Level 4 qualification and who has completed and passed the CILTHK PQE AL1 (Law of Business and Carriage) plus another CILTHK PQE AL subject with at least six years of professional/managerial experience; or
- d) A recognised honours degree holder in any discipline who has at least eight years of practical experience at professional/managerial level; or
- e) A non-degree holder who has at least 12 years of relevant practical experience at professional/managerial level.

Importantly, the candidate must also be recommended by the Membership Committee.

4.5.4.1.2

The interview usually lasts for about half an hour. The interview panel consists of three interviewers: the chairman and the other two who are Chartered Members or Chartered Fellows of the Institute. The purpose of the interview is primarily to ascertain if the candidate’s knowledge extends to those areas required by the International Council, but it also seeks to confirm

if the candidate meets the responsibility requirements.

4.5.4.2 **Published Works**

4.5.4.2.1 If the applicant is has completed:

- a) a research dissertation accepted for the award of degree at Master's level or higher degree by a recognised university; or
- b) a substantial published work or series of works, on a transport or logistics subject. (A "substantial published work" is defined as a book or major contribution to a book. Alternatively, a number of shorter papers, which when taken together display a sufficient command of the relevant subjects and a high degree of original thought and/or analysis may be considered. These papers must be a technical or educational in nature, and have been published in a recognised professional or academic journal.)

4.5.4.2.2 Applicants whose PhD theses are directly relevant to logistics and transport will be considered as satisfying the educational requirements of CMILT. In addition, the PhD training will be considered as equivalent to 3 years of research experience that can be counted towards the professional experience requirement.

4.5.4.2.3 For dissertation:

- Name of university awarding the higher degree;
- Full title of higher degree awarded;
- Date of graduation;
- Title of dissertation;
- A short abstract of the dissertation.

For other published works:

- Title(s);
- Names of co-authors (if any);
- Journal title(s) (if appropriate);
- Publisher(s);
- Date(s) of publication;
- A short abstract of work(s).

4.5.4.2.4 Applicants who meet the experience and responsibility requirements may submit the dissertation or published work for inspection by the Institute's assessors.

4.5.4.2.5 The assessors will consider if the contents of the work match with the Key Knowledge Areas determined by the International Council. If so, the assessors will recommend the applicant for election. Exceptionally, in the event that the assessors decide that there is no sufficient coverage of the criteria, but the candidate could probably demonstrate mastery of the remaining necessary areas in an interview, he/she will be recommended for a Viva Voce.

- 4.5.4.3 ***Presentation of a Paper to a CILTHK Meeting***
- 4.5.4.3.1 The applicant may be invited to prepare a paper and present it for discussion at a CILTHK meeting. If the paper is later assessed as a contribution of distinction, it may be accepted as a qualification for election to Chartered Membership (CMILT). To be considered, the applicant's paper must be original, in the sense that it is written specially for the purpose, and is completely typewritten (i.e. not in note form).
- 4.5.4.3.2 This arrangement depends upon the receipt of an invitation to present a paper as well as upon the applicant's qualifications for subsequent election to Chartered Membership. Offers to present a paper should be made to the Chair of the Membership Committee, and it should be accompanied by details of the applicant's appointment and experience, and the title of the paper.
- 4.5.4.3.3 The presentation must be made at a meeting of the Institute. The meeting must be open to members and the public. Opportunities to make a presentation are subject to the agreement of Membership Committee and the constraints of Institute programmes.
- 4.5.4.3.4 The presentation will be assessed by a panel of three members: the Chairman who is Chartered Fellow and the other two are Chartered members or Chartered Fellows. If possible, one of the three should be experienced in the field chosen for the presentation and able to act as an "expert witness".
- 4.5.4.3.5 ***Guidelines***
- 4.5.4.3.5.1 The candidate must submit to the Institute a full written paper on the subject prior to the presentation, not merely copies of slides or lecture notes. The purpose of this is to ensure that:
- The subject is acceptable. Any logistics- or transport-related topic may be selected but it should cover both the specific issue and its relationship to the broader context.
 - There is a good quality of analysis, selection of material, and overall intellectual depth.
 - Suitable areas for questioning can be considered in advance, in order to test fully the candidate's knowledge and understanding.
- 4.5.4.3.5.2 The overall quality of the written material and the presentation should demonstrate the candidate's ability to meet the Chartered Membership (CMILT) criteria.
- 4.5.4.3.5.3 The length of the presentation should normally be at least 30 minutes, excluding questions and discussion time. Candidates should be able to handle and lead the discussion in an authoritative way.
- 4.5.4.4 ***Professional Paper (Thesis)***
- 4.5.4.4.1 If the applicant is with an appointment of executive responsibility acceptable

to the Council, he/she may submit a thesis or professional paper to the Institute.

- 4.5.4.4.2 The purpose of the paper is to enable the candidate to show:
- A satisfactory range and depth of knowledge and understanding;
 - The ability to select and use relevant information from a variety of sources;
 - An analytical and objective approach.
- 4.5.4.4.3 Any logistics- or transport–related topic may be proposed and the following points should be considered:
- It should cover both the specific issue(s) and its relationship to the broader logistics and transport context;
 - It must have sufficient substance to enable the candidate to produce work of required depth and scope;
 - It must not be so broad and general that it lacks focus.
- 4.5.4.4.4 When applying to the CILT, the applicant must seek permission from the Chair of Education and Training Committee to submit a thesis with the proposed title and a comprehensive synopsis of the subject within the scope of transport or logistics, and give evidence of practical and theoretical knowledge of a high order.
- 4.5.4.4.5 The thesis must be an original work and should have not been published elsewhere. It must deal with a subject within the scope of transport or logistics, and give evidence of practical and theoretical knowledge of a high order. Additionally, it may be:
- A record of sustained research or outstanding development work that the applicant has carried out; or
 - An extensive critical treatment of existing practice or available information; or
 - A compilation and arrangement of available information of such an extent, and of such value and utility, that it can be held as an important contribution to transport or logistics knowledge.
- 4.5.4.4.6 The paper should, at a minimum, contain four elements:
- Statement of objectives;
 - Introduction and background;
 - Discussion;
 - Conclusion.
- 4.5.4.4.6.1 **Statement of Objectives**
There must be a statement of what the purpose of the paper is – what does it intend to prove, explain, analyse, etc., and why.
- 4.5.4.4.6.2 **Introduction and Background**
This section should set out the context of the subject and contain a brief

account of its history and development, together with any specific information about the company or organisation, if such is involved. There should also be a brief overview of the paper, stating what main areas will be covered.

4.5.4.4.6.3 **Discussion**

As the main part of the paper, it should:

- Review the key area(s) being covered;
- Explain their origins and relationships to each other and to the wider transport context;
- Give supporting evidence, including published information;
- Explore specific problems and consequences.

4.5.4.4.6.4 **Conclusion**

The purpose of the conclusion is not just to summarise information without further comment. It should:

- Draw together the main issues already discussed;
- Review them in a logical order;
- Appraise current and future implications;
- Make recommendations, if appropriate.

4.5.4.4.7 **The General Points of Style**

The paper should:

- Give a balance argument, explaining both sides with approximately equal weight;
- Be objective, as far as possible;
- Check facts for accuracy, especially where historical information is involved;
- Avoid generalisations and 'sweeping statements';
- Ensure that all relevant issues are considered.

4.5.4.4.8 The Council would normally expect an acceptable thesis to contain 12,000-20,000 words. In addition, the thesis should be submitted in three copies. The applicant must be prepared, on request, to submit a supporting statement from a senior person in transport or logistics that, to the best of their knowledge, the thesis represents his/her own independent effort, and that it has been written specifically for submission to the CILTHK.

4.5.4.4.9 Papers cover a very wide range of subjects and it is not possible to set a definitive marking scheme that would be appropriate to all cases. Assessment will therefore be based on the following criteria, which are considered to be generally applicable to work at this level.

- Objectives are clearly defined and explained;
- Factual information is correct;
- Information is clearly presented and logically structured;
- Reasoning is of a satisfactory quality;

- Relevant problems are identified and analysed, with reference to both specific and wider transport issues;
- Arguments are well developed and supported with a variety of evidence;
- Quality of evidence is appropriately evaluated;
- Originality and independence of thinking is shown.

4.5.4.4.10 If the thesis or published work is assessed as being of a satisfactory standard, the applicant may be required to attend a Viva Voce. This will include a test of the applicant's knowledge of appropriate items in the syllabus of the Professional Qualifying Examination, as well as questions on the subject of the thesis.

4.5.4.5 ***Extended Essay and Viva Voce (Professional Interview)***

4.5.4.5.1 To be eligible for this route, the applicant must:

- a) Hold an appointment of executive responsibility acceptable to the Council; and
- b) Have successfully completed a recognised management course.

4.5.4.5.2 The purpose of the paper is to enable the candidate to show:

- A satisfactory range and depth of knowledge and understanding;
- The ability to select and use relevant information from a variety of sources;
- An analytical and objective approach.

4.5.4.5.3 The applicant must then submit for consideration an extended essay of about 5,000 words on a subject concerning with his/her logistics or transport responsibility, placing it in a wider transport or logistics context. The work should be typed or word-processed in double-spacing on A4 paper and pages should be sequentially numbered. Three copies should be provided.

4.5.4.5.4 The following should be included:

- A front sheet showing the title, name of author, date and the following statement: "Extended Essay submitted to the Chartered Institute of Logistics and Transport in Hong Kong, in partial completion of assessment requirements under the Professional Route";
- Brief details of the writer's background;
- Full list of contents;
- Acknowledgments.

4.5.4.5.5 If the applicant's essay is of the required standard, he/she will be invited to attend a Viva Voce at which the subject of the essay will be further discussed. The applicant's own personal endeavours and approach to the subject of transport or logistics, and the relevance of his/her past experience and current task will be assessed, as will be the contribution that he/she could make to the work of the CILT, particularly in the light of any contribution he/she has already made.

4.5.5 **Membership Elections**

4.5.5.1 All applications for Chartered Membership will be reviewed by a Membership Election Panel. This ensures the necessary peer review and consistency with the standard.

4.5.5.2 In the event of a candidate not being recommended for Chartered Membership (CMILT), other membership grades may be recommended. Advice will then be given as to how upgrading may be achieved and a target timescale will be suggested.

4.5.5.3 The applicant is given the right to appeal to the Institute. However, if applicants fail to comply with the recommended guidelines, this may affect their right of appeal.

4.6 **Chartered Fellow (FCILT)**

4.6.1 **What is Chartered Fellowship?**

Chartered Fellowship (FCILT) is the most senior grade of membership in CILT.

4.6.2 **How is it Achieved?**

Chartered Fellowship (FCILT) is awarded to those who can satisfy the criteria set by the International Council of CILT. Chartered Fellowship is used to designate someone who has achieved a high standard of experience and knowledge in the logistics and/or transport industries or sectors.

4.6.2.1 Key Knowledge Areas and Knowledge Levels require for Chartered Fellowship include (see Appendices D).

4.6.3 **Routes to Chartered Fellowship**

A table for the three routes to Chartered Fellowship is shown in Appendix I.

4.6.3.1 **Route 1 - Chartered Fellowship by Upgrade**

4.6.3.1.1 The normal route to Chartered Fellowship (FCILT) is by upgrade from Chartered Membership (CMILT). Further to being a current Chartered Member (CMILT), applicants for Chartered Fellowship are required to have at least seven years' experience at a high level of responsibility.

4.6.3.1.2 For Chartered Fellowship by upgrade, the applicant must have made or be committed to make distinguished contributions to CILT, provide an accredited record of CPD for the past two years and a CPD plan for two years in advance, and satisfy at least one of the following criteria:

- a) A current appointment of "Directorate" Grade or above in the Government
- b) A current appointment as a "Full Professor" at a Tertiary Institution
- c) A current appointment as an "Executive Director" with a logistics and/or transport company that is eligible for Organisation Membership in CILTHK
- d) Serving the Institute as a Council member for more than five years, or

serving as an office bearer (namely, the President, Vice President, Honorary Treasurer or Honorary Secretary) or a Committee Chair more than 1 term (2 years) will also be eligible for upgrade to Chartered Fellowship

- e) Effective direction of advanced existing technology involving capital intensive projects
- f) Monitoring progress on an international basis, assimilation of such information and independent contributions to the development of logistics and transport science and its applications
- g) Leading research and development effort in logistics and transport resulting in the design, development of products, equipment and services to a competitive level of cost, safety, quality and reliability
- h) A current appointment at a senior position for at least seven years in transport or logistics related areas

4.6.3.1.3 For Criteria e-h in Section 4.6.3.1.2, the candidate must also provide letters of recommendation by at least two Chartered Fellows.

4.6.3.1.4 Each applicant has to provide a short one-page statement, illustrating the ways on how he/she has made or is committed to make distinguished contributions to CILTHK and how at least one of the a-h criteria listed in Section 4.6.3.1.2 has been satisfied, for consideration by the Council.

4.6.3.1.5 All applications for upgrade to Chartered Fellowship must carry the supporting signatures of three Chartered Members or Chartered Fellows.

4.6.3.2 ***Route 2 - Chartered Fellowship by Direct Entry***

4.6.3.2.1 Election to Chartered Fellowship (FCILT) may be granted exceptionally by direct entry without the need for the seven years' qualifying experience or prior Chartered Membership (CMILT) in the cases specified in Sections 4.6.3.2.3 and 4.6.3.2.4 below.

4.6.3.2.2 Election to Chartered Fellowship (FCILT) by direct entry is not open for application. Qualified potential candidates will be approached by the Council for joining as Chartered Fellows.

4.6.3.2.3 ***Eminence***

4.6.3.2.3.1 The candidate holds a position of such seniority and standing in logistics or transport management and has achieved such eminence that direct entry is justified.

4.6.3.2.3.2 "Eminence" is defined as the holding of a unique position of responsibility and/or influence in connection with a national or international body or organisation involved in logistics and transport.

4.6.3.2.4 ***Special Knowledge***

4.6.3.2.4.1 The candidate has special knowledge of the theory or practice of logistics and

transport in any of their branches. "Special knowledge" is defined as knowledge of such a depth or knowledge in a particular area that few other people have.

4.6.3.2.4.2 The candidate may be required to demonstrate the possession of this special knowledge by one of the methods in use by the Territorial Organisation concerned, including a Viva Voce.

4.6.3.2.4.3 For Chartered Fellowship by direct entry, usually one of the following criteria has to be satisfied:

- a) A current appointment of "Directorate" Grade or above in the Government
- b) A current appointment as a "Full Professor" at a Tertiary Institution
- c) A current appointment as an "Executive Director" with a logistics and/or transport company that is eligible for Organisation Membership in CILTHK
- d) Effective direction of advanced existing technology involving capital intensive projects
- e) Monitoring progress on an international basis, assimilation of such information and independent contributions to the development of logistics and transport science and its applications
- f) Leading research and development effort in logistics and transport resulting in the design, development of products, equipment and services to a competitive level of cost, safety, quality and reliability

4.6.3.3 ***Route 3 - Nomination for the Chartered Fellowship***

4.6.3.3.1 The Institute adopts a proactive approach for recruiting Chartered Fellows to recruit talented and well-established professionals to join the Institute (or upgrade) as Chartered Fellows through Council Members' nomination.

4.6.3.3.2 Nomination of potential candidates must be from the Council (each candidate needs to be nominated by one Council Member as a proposer). Initial recommendations on the suitability of the nominees will be made by the Membership Committee. Thorough consideration and discussion of the qualifications of all the nominees will then be made by the Council. Candidates will be approached by their proposers to see whether they are interested in upgrading or joining the Institute as Chartered Fellows.

4.6.4 ***Membership Elections***

All applications for Chartered Fellowship will be reviewed and recommended by the Membership Committee, and submitted to the Council for deliberation and decision.

4.7 **Organisation Member**

Organisation Members shall be those body corporations, organisations or entities which engage in administering, managing, conducting, operating or carrying on any of the principal forms of transport, transit, locomotion, traffic,

physical distribution, logistics or activities related thereto as to satisfy the Council that they could be accepted as members of the Institute.

4.7.1 ***What is Organisational Membership?***

As an Organisation Member (OM), your organisation/company will be 'Affiliated to the Chartered Institute of Logistics and Transport', and will be able to include a logo on your organisational/company material denoting 'CILT Affiliate'. Organisational membership of the CILT will be confirmation of your organisation's/company's commitment to the promotion of the OM membership as "Partnership for People's Development in Logistics and Transport Industries".

4.7.2 ***How is it Achieved?***

4.7.2.1 Being our Organisation Members, the Organisation/ Company/ Institute must actively involve in:

- a) Air, sea, rail, road, passenger or freight transport; or
- b) Logistics; or
- c) Transport or logistics related services; or
- d) Transport or logistics related research and development organisation

4.7.2.2 ***Incorporated Company/ Statutory Body/ Registered Organisation***

An incorporated company, statutory body or registered organisation in Hong Kong must have over one year of operation and with limited liability. The two tiers are as follows:

- a) Gold Tier (OM category)
 - A minimum of 12 full-time employees; and/or
 - A minimum paid-up capital of HK\$500,000 or above (for limited company with share); and
- b) Silver Tier (SMEM category)
 - A minimum of 6 full-time employees; and/or
 - A minimum paid-up capital of HK\$200,000 or above (for limited company with share); and

4.7.2.3 ***Academic Institution/ Research Centre***

An academic institution/research centre must be able to demonstrate its affiliation with a local university/college. The academic institution/research centre must have at least 2 of the staff members being members of the Institute.

4.7.3 ***Advantages for being an Organisational Member***

- Raise awareness of your organisation/company/Institute within the market place
- Assist in the development of your employees through continuous professional development
- Expand your business networks
- Help keep your organisation/company/Institute at the forefront of

innovation

- As an Organisation Member, you are entitled to nominate at least 3 staff if it is of OM category or at least 1 staff if it is of SMEM category for participating CILTHK's membership activities. It is a useful way of introducing employees to the benefits of Institute membership.

4.8 Application Procedures for Appeal

4.8.1 Appeal

If a candidate does not agree with the elected grade approved by the Membership Committee/Council, he/she has the right to appeal within three months from the date printed on the election letter. The candidate is required to write a letter addressed to the Membership Committee/Council with the supporting reason(s) for appeal. The letter should be sent to the CILTHK office with the Administration Fee for Appeal. The Membership Committee/Council shall review the appeal. The decision of the Membership Committee/Council shall be considered final.

5 MEMBERS' RIGHTS AND RESPONSIBILITIES

5.1 The Value of Membership

5.1.1 Benefits

5.1.1.1 Members of the CILT can enjoy a wide range of benefits. They are entitled to attend meetings and functions, and to receive members' discount prices at conferences and Institute activities. Attendance at these gatherings gives members the opportunity to meet others in the transport and logistics spheres, and enhance their knowledge with the most up-to-date information on current developments and future possibilities.

5.1.1.2 The Institute organises conferences and seminars which address issues of topical interest. Views of the Institute are regarded by many prominent people in the industry, and the government, as the authoritative sounding board for new ideas. In addition, members receive publications, such as **CILTHK Newsletter** which keep members abreast on all topical issues in the industry and updates on the Institute. Members also have access to the library which keeps relevant transport or logistics up-to-date reference books and magazines for knowledge enhancement.

5.1.2 A True Profession

5.1.2.1 The transport and logistics industry is increasingly recognised as a profession with equivalent standards to any other profession. The designatory letters MILT, CMILT and FCILT signify a respected professional standing within the transport and logistics industry. They also signify membership of a professional body which is represented worldwide. Wherever they go, they are guaranteed to meet fellow professionals with whom common ground and interests are shared. Furthermore, the Institute's Code of Professional Conduct (see Appendix C) is a clear indication of how seriously the CILT and

its members take their responsibilities.

5.1.3 **Annual Subscriptions**

5.1.3.1 Annual subscriptions shall be paid each year on the 1st October in respect of the year ending 30th September subsequent at such rates for the various grades of membership as may be determined from time to time by the Council, and the same shall be endorsed by the Institute in general meeting.

5.1.3.2 Members of any grade elected before 1st March in any year shall pay the annual subscription for the year ending on the subsequent 30th September and those elected on and after 1st March in any year shall pay half such annual subscription.

5.1.3.3 A member shall be eligible for **Retired Membership** status if the member:
a) has retired from active practice of his profession or business; and
b) is not in full time employment

may apply to the Institute to pay a reduced annual subscription – 50% of the annual subscription fee. Any eligible members are required to complete and return the Application Form for Retired Membership to the Institute.

All applications are subject to the Membership Committee's approval, the decision of which is final. Once approved, retired rate application should be applied from the following year onwards and there will be no refund of any or amount in pro-rata of the current year's paid annual subscription fee. No re-application in following membership years is required; however such members should keep the Institute informed immediately of any change in circumstances which may affect their entitlement to the retired rate.

Retired Membership shall not affect members' rights and the usual privileges of membership, such as use of post-nominals and the right to vote at General Meetings by Institute Members.

5.2 **Continuing Professional Development (CPD)**

5.2.1 **Background and Objectives**

5.2.1.1 The competitive economic environment and the ever-changing techniques in logistics and transport industry demand CILT members to constantly update their knowledge and skills in order to maintain their professional competence and technical knowledge. The Institute recognises that it is not possible to achieve this purely through working experience. An effective continuing professional development (CPD) programme is one way in which members can seek to achieve this target.

5.2.1.2 In addition, the CPD programme is also a means to encourage members to strive for continuous improvement of their competence not only in their respective area but also in wider areas of logistics and transport industry.

- 5.2.1.3 The objectives of the CPD programme are:
- a) To maintain and enhance the professional knowledge of members;
 - b) To assist members to acquire new knowledge and technique, to understand the recent development of logistics and transport field, and to meet the changing economic environment;
 - c) To provide reasonable assurance to the public that members have the professional knowledge and skills required to perform their tasks.
- 5.2.1.4 The Institute recognises that the effectiveness of CPD is best measured in terms of what has been learned as well as the relevancy of the nature of CPD activities to the logistics and transport.
- 5.2.2 **Structure**
- 5.2.2.1 There are two categories of CPD. These are “structured” (formal learning) and “unstructured” (informal learning) CPD. CPD points are awarded to members taking part in the structured or unstructured CPD activities.
- 5.2.2.2 **Structured CPD** can be achieved through interaction with other individuals (not necessarily other members). For example, attendance at technical meetings, seminars, lectures, courses (including pre-course or meeting preparation) could constitute structured CPD. This may also be achieved through distance learning, where the course is assessed and/or leads to a further qualification. Research on a new topic is also considered as a structured activity since the knowledge gained will be actively applied.
- 5.2.2.3 The following activities are considered structured CPD activities, to the extent that the prepared or reviewed material or participation by the member is relevant to professional development:
- a) Attendance at conferences, seminars of professional bodies;
 - b) Distance learning with feedback or some form of assessment;
 - c) Studying for a professional qualification;
 - d) Undertaking research;
 - e) Attendance at job related short courses;
 - f) Teaching and making presentations (repeated presentations of the course should not be considered for this purpose);
 - g) Writing of technical or professional articles, papers or books;
 - h) Undertaking technical research for a new piece of work;
 - i) Participating in seminar organised by CILTHK with similar nature in logistics and transport industry;
 - j) Participating in other activities (including site visit) recognised by E&T for CPD purposes.
- 5.2.2.4 For structured CPD activities which require more time to achieve the goal as stipulated in clauses 5.2.2.3 from (a) to (j), the candidates will be awarded 10-200 CPD points for each of these activities.
- 5.2.2.5 All structured CPD activities shall be recognised by CILTHK. The organisers of

these structured CPD activities shall apply to the Education and Training (E&T) Committee for recognition. The E&T Committee shall issue an accreditation letter to the organisers if the activities appropriately meet the CPD requirements. CILTHK reserves the right to charge administrative fees for such accreditation services.

5.2.2.6 All applications of accreditation for the purpose of CPD shall be made at least one week prior to the events. In cases where applications are made after the events, details of the activities that have taken place shall be provided for assessment.

5.2.2.7 The E&T Committee, being in charge of individual-based exemption, and continual professional education, shall consult the Chair of Quality Assurance Committee (QAC) for structured CPD activities which award 100 CPD points.

5.2.2.8 **Unstructured CPD** is normally achieved through private reading and study. It will usually be undertaken as part of a regular and gradual development programme.

5.2.2.9 The following activities constitute unstructured CPD learning activities:

a) Reading of technical and professional literature
Reading of recognised professional journals and magazines may be considered as part of CPD. Individuals may have to decide up to what extent reading particular items constitutes CPD, and to record these specific items on their CPD form. It is up to the E&T Committee to consider whether the activities constitute CPD. Mere subscription to a publication does not constitute CPD.

b) Individual home study
Viewing of videos, television programmes, the use of audiotapes, participation in computer based learning programmes, distance learning or any alternative form of learning where there is no interaction with other individuals, and no assessment (in the form of a further qualification) may also constitute CPD. Individuals are required to record these specific items on their CPD forms and it is up to the E&T Committee to consider whether the activities constitute CPD.

c) Serving as a member of committees and working groups of a professional body

d) Coaching and mentoring

5.2.2.10 Unstructured CPD activities stipulated in clauses 5.2.2.9 (a) and (d) will be awarded 10-40 CPD points for each of these activities.

5.2.2.11 The following activities would not normally be considered as structured or unstructured CPD activities:

a) Normal working activities (other than research):

- any activities carried out as part of member's daily work;
- activities carried out outside office hours which are similar to daily work.

b) Internal meetings:

- held specifically for staff where the purpose is to acquaint participants with the mechanics and administration of the organisation;
- board/partners' meetings, Annual General Meetings, Extraordinary General Meetings and other similar meetings (where the subject matter is not technical).

5.2.3 **Requirements**

5.2.3.1 Members are required to maintain sufficient records and documentary evidence to support their attendance or completion of structured CPD activities for a minimum of two years, and to provide such records and documentary evidence when they are selected for a random audit to be conducted biennially by the Institute.

5.2.3.2 It is the liability of members to keep and maintain good CPD records. In case of being selected, members must produce their own CPD records and necessary information and documentary evidence for audit at the appointed time. A sample of the CPD record form is shown in Appendix L.

5.2.3.3 In consideration of the minimum CPD requirements, the Institute recognises that the effectiveness of CPD is best measured in terms of what has been learned as well as the relevancy of the nature of CPD activities to logistics and transport. In this regard, a point system is introduced as the yardstick of this system.

5.2.3.4 The minimum CPD points required for a CMILT are at least 200 CPD points in every two years. This standard will be reviewed by the Council for every six years.

5.2.3.5 Members may use their discretion in determining the supporting documentation necessary to show that they have participated in a structured CPD activity.

5.2.3.6 Credit given for unstructured CPD activities should normally not account for more than 50 percent of the total CPD activities.

5.2.4 **Non-compliance**

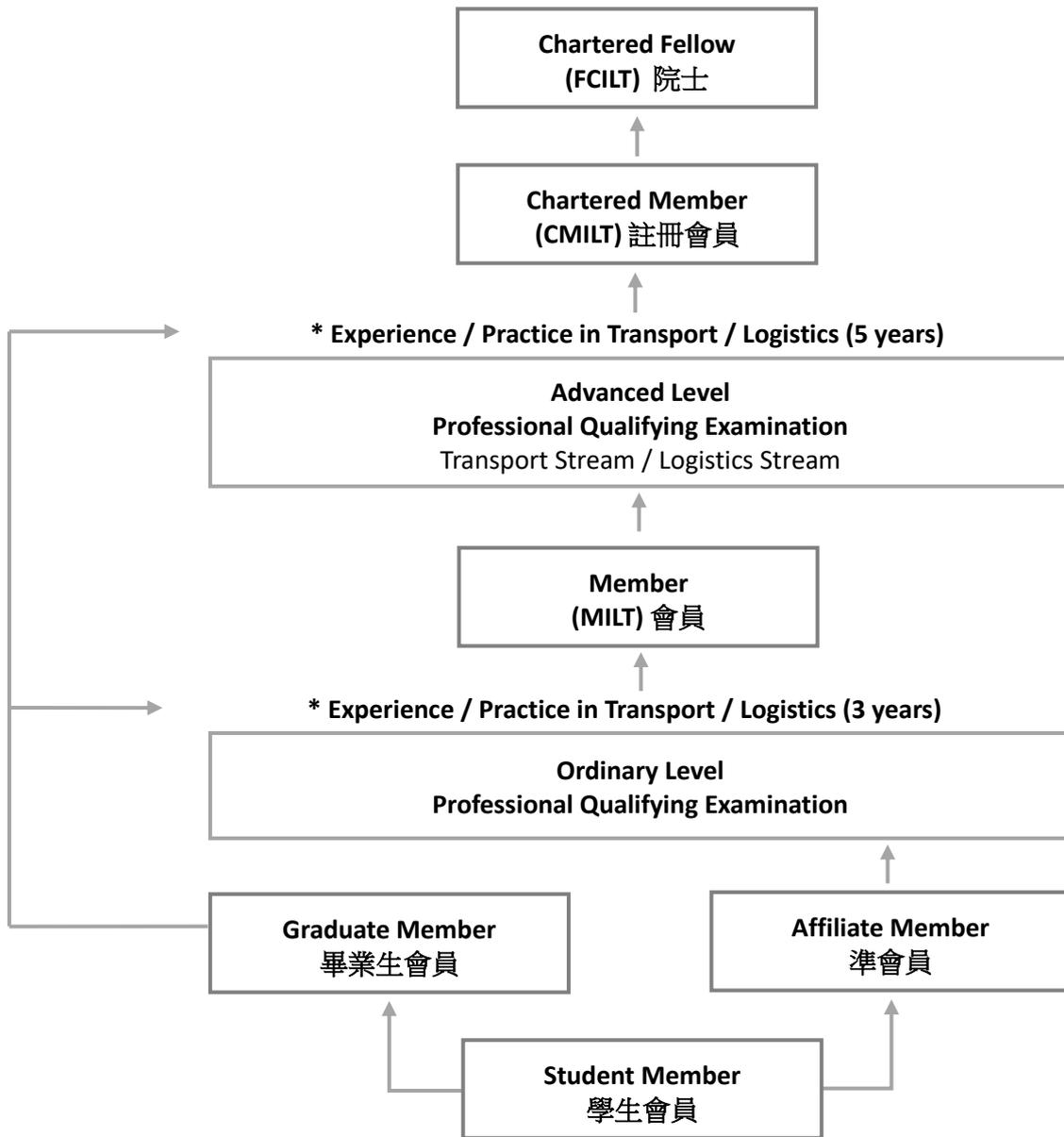
5.2.4.1 The Institute's intention in introducing the CPD requirements is to ensure that the professional competence of members is maintained and enhanced. Therefore, the monitoring mechanism will initially focus on bringing members into compliance within a reasonable period of time.

5.2.4.2 The Council has delegated the E&T Committee to monitor members'

compliance with the requirements of CPD.

- 5.2.4.3 The E&T Committee shall carry out a biennial audit of members' compliance with the CPD requirements. The Institute will generate a random sample of members to be audited. Members selected are notified in writing and required to submit to the Institute their CPD records for the immediate preceding 24-months, together with all relevant documentary evidence, wherever possible and applicable, to support attendance or completion of the structured CPD activities that they have identified in their CPD records.
- 5.2.4.4 Upon request by the E&T Committee, members shall provide the necessary information or documentary evidence within a reasonable period of time for the audit.
- 5.2.4.5 The E&T Committee may inquire into apparent failures by members in complying with the CPD requirements, and may deal with a complaint made in relation to CPD requirements. The determination of whether a member has breached the CPD requirements rests with the E&T Committee.
- 5.2.4.6 Members who fail to meet the minimum CPD requirements will be given advice on the appropriate CPD activities and an action plan for completing the shortfall within a reasonable period of time. The E&T Committee will give a written warning to a member for non-compliance of CPD requirements.
- 5.2.4.7 In case of persistent non-compliance with CPD requirements after two written warnings within one year, the case will be referred to the Council.
- 5.2.4.8 Extreme cases of failure to comply or persistent non-compliance with CPD requirements referred to the Council may lead to the disqualification of members.

APPENDIX A CILTHK Professional Qualification Programme



APPENDIX B Entry Requirements for the Professional Qualification Programme

Level of Qualification	Education	Relevant Practical Experience	Recommended by
STUDENT MEMBER	a. Full-time students studying transport / logistics programme	Not required	Not required
AFFILIATE MEMBER	a. HKCEE with pass in five subjects including Chinese, English & Mathematics or an equivalent academic qualification b. Completed the secondary school education c. Wish to be a CILT member	Not required 2 years relevant experience Not required	Not required Not required Not required
MEMBER (MILT)	a. Satisfactory completion of the local CILTHK PQE – Ordinary Level or an accredited programme/course b. Holder of a Recognition of Prior Learning (Logistics or Import & Export) HKQF Level 4 qualification c. Not Required d. Graduate of transport/ logistics programme fully accredited by CILT/ CILTHK or satisfactory completion of the local CILTHK Professional Qualifying Examination (Ordinary and Advanced Level) e. Graduate of non-accredited	3 years at supervisory level or above 6 years at supervisory level or above 8 years at supervisory level or above 2 years at professional level <i>(Note 1)</i> 3 years relevant experience at professional level	Not required Not required Not required Not required

Level of Qualification		Education	Relevant Practical Experience	Recommended by
CHARTERED MEMBER (CMILT)		a.Satisfactory completion of the local CILTHK Professional Qualifying Examination	5 years at professional level	2 FCILTs/CMILTs
		b.Honours Degree holder of transport/ logistics programme fully accredited by CILT/CITLHK <i>(Note 2)</i>	4 years at professional level	2 FCILTs/CMILTs
		c. Holder of a Recognition of Prior Learning (Logistics or Import & Export) HKQF Level 4 qualification and who has passed CILTHK PQE AL1 plus another AL subject	6 years at professional / managerial level may be qualified for a VIVA VOCE Examination. Each case assessed on its own merits.	2 FCILTs/CMILTs
		d.Degree holder of non-transport or logistics degree <i>(Note 3)</i>	8 years at professional / managerial level may be qualified for a VIVA VOCE Examination. Each case assessed on its own merits.	2 FCILTs/CMILTs
		e.Non-degree holder	12 years at professional / managerial level may be qualified for a VIVA VOCE Examination. Each case assessed on its own merits.	2 FCILTs/CMILTs
CHARTERED FELLOW (FCILT)		a.Chartered Members who have satisfied the criteria for upgrade to Chartered Fellows	Details refer to CILTHK Membership Handbook – Chartered Fellowship	3 FCILTs/CMILTs
		b.Direct Entry		

Note 1: if the transport/logistics programme is an honours degree, the two years of professional level must be at managerial level.

Note 2: Holders of Honours degrees will receive credit of one year of professional experience in their Chartered Membership election.

Note 3: Discretion is vested with the Membership Committee on higher education qualifications above bachelor degree.

APPENDIX C Code of Professional Conduct

Members shall support the general objects of the Institute and at all times:

- Act with integrity and professionalism and carry out their duties in such a way as to promote a positive image of the Institute and their profession.
- Act responsibly to secure the welfare, health and safety of all members of their organisations and take account of the impact of their activities on the environment and the community.
- Continue their professional development throughout their careers and actively assist and encourage fellow members, as well as non-members, to advance their knowledge and expertise.
- Endeavour to serve the interests of their employers and employees without compromising professional integrity or ethics.
- Strive to build their professional reputation on merit and compete fairly where competition is appropriate.
- Actively promote international understanding, goodwill and co-operation.

APPENDIX D Key Knowledge Areas



The Chartered
Institute of Logistics
and Transport

DRIVING KNOWLEDGE, DELIVERING QUALITY

Our Key Knowledge Areas



Contents

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– Qualification development	
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Introducing the Key Knowledge Areas (KKA)

The Chartered Institute of Logistics and Transport (CILT) is a global membership body with over 34,000 individual members in over 34 countries across the world. Each CILT body shares common standards for CILT membership. This document provides guidance on the Key Knowledge Areas for Chartered Membership (version 2017).

The KKA provide the benchmark for meeting the knowledge requirements for Chartered Membership (CMILT) of the Institute.

The KKA are used to provide the basis for the development of CILT qualifications and the accreditation of university degrees and in-company development programmes. Sometimes referred to as the Body of Knowledge, the KKA describe the concepts which make up the Institute's professional domain and footprint.

In developing and updating the KKA, it is important to ensure that the KKA do not date too quickly. They are written in a manner which can accommodate the rapid speed of change within the world of transport and logistics, and external factors which may impact on the profession.

The KKA must also reflect our global community and our international values.

There are four groups of Core Generic Areas which apply across the profession, whether an individual works in planning, management or any other sector within the transport and logistics industry. All areas are overarched by a customer facing approach.

These Core Generic Areas are complemented by eight Specialist Key Knowledge Areas (Technical Areas) as shown in the diagram below.

Additional guidance on how the Core Generic Areas can be interpreted in the context of the Specialist Areas will be developed and available in autumn 2017.

| Key Knowledge Areas Framework

Customer Centric and Continuous Improvement Principles	
Core Generic Areas	Specialist Key Knowledge Areas
a. Integrated strategic planning, management and systems thinking	s1 Supply Chain Management
	s2 Operations Management
b. Efficiency, quality and risk	s3 Procurement and Supplier Management
	s4 Logistics Systems
c. Technology, analysis, adoption and monitoring	s5 Transport Infrastructure and Network Planning
	s6 Passenger Movement
d. Society, sustainability and the global community	s7 Freight Movement
	s8 International Trade and Transport

How the Key Knowledge Areas link to professional development and career progression

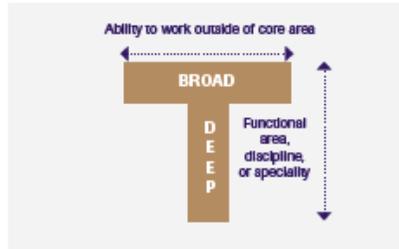
As a global professional body, CILT needs to define what it expects individuals to *know*, particularly those entering the profession as a younger person or those moving across into a transport or logistics role later in their careers.

The KKA define both the *breadth* (Core Generic Areas) and *depth* (Specialist Areas) of knowledge expected as a professional matures, so that they can become rounded professionals. However, knowledge is only one aspect that we need to consider when electing individuals for assessed membership grades, as knowledge must be complemented by *experience* and *competence*.

When electing members to Chartered Membership, we would expect them to demonstrate a thorough knowledge of most, if not all, of the Core Generic Areas. In addition, it would also be mandatory for members to be able to demonstrate a detailed knowledge in at least one of these Key Specialist Areas.

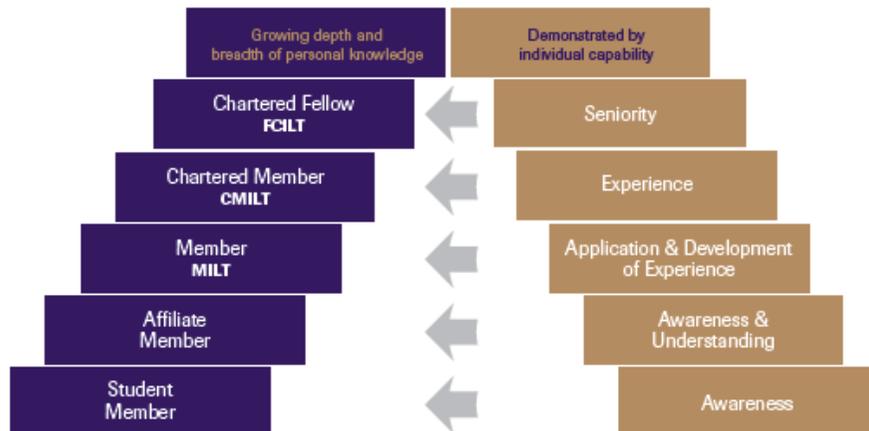
The diagram below illustrates how the Key Knowledge Areas map to the different levels of CILT membership and the growing depth and breadth of knowledge that we would expect to see. For graduates and those learning through vocational qualifications, we would also expect to see a focus on enrichment of knowledge early on in their careers, moving into application later on.

When electing individuals to membership, applicants need to demonstrate that they have relevant experience and are competent to operate at the level for which they are applying. There are separate criteria dealing with experience and how this should be evidenced. Please refer to the International Membership Guidelines for more information.



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Climbing the 'Knowledge Steps'– Applying Key Knowledge Areas to Professional Membership



The different ways of using the Key Knowledge Areas

The KKA are used in several ways as explained in the diagram below.

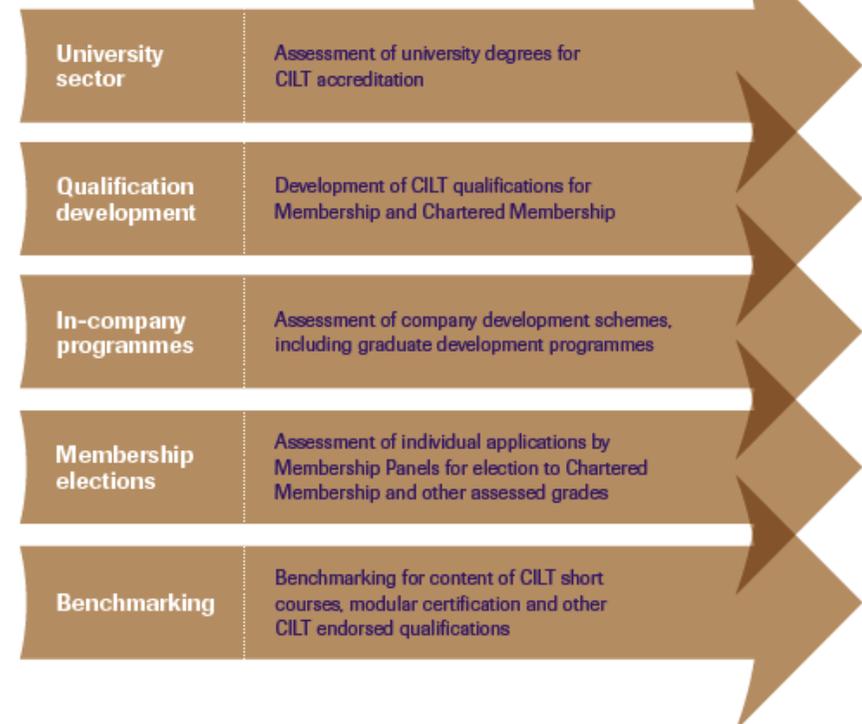
We expect there to be a clear and consistent mapping process evidenced in university accreditation, development of CILT qualifications and in-company programmes. This is to ensure that the relevant Key Knowledge Areas are covered in the development of new qualifications, or the reviewing of existing courses.

The KKA underpin membership assessments. However as part of that separate process, the individual's relevant experience, competence and knowledge levels are reviewed as a whole.

For the final area of benchmarking the KKA provide a clear blueprint for education providers who wish to develop and deliver courses that adhere to CILT best practice and can qualify for CILT endorsement.

It is important to recognise that the Key Knowledge Areas are a global reference tool, and should be referred to when CILT country organisations are seeking governmental or ministerial approval of CILT programmes within their country.

Explaining how the Key Knowledge Areas are used



University Sector – Assessment of university degrees for CILT accreditation

Accredited university degrees offer exemption from the education requirements for Chartered Membership of CILT. The accredited programmes should provide for the development in depth of knowledge and skills in specific areas of logistics and transport or related areas.

Students graduating from CILT accredited degree courses gain one year's credit towards the experience requirement. Accredited sandwich degrees with an industrial placement year give two years' credit, as does the combination of an accredited first and higher degree. To qualify for exemption first degrees must be passed with a classification of at least second class honours.

It is normally expected that an undergraduate degree course gaining full accreditation will have at least **75%** coverage of the Institute's Key Knowledge Areas for membership. Postgraduate courses are usually narrower and more specific in scope, so the coverage of the KKA is likely to be more focused on a particular area therefore the **75%** coverage is not applicable.

CILT acknowledges that Bachelors, Postgraduate and Masters Degrees serve different purposes. There are also different definitions of Undergraduate and Postgraduate education across the world. For the purposes of the KKA we are treating UK Level 6 as **degree level** and UK Level 7 as **Postgraduate / Masters level**.

This is our benchmark but for any queries on this or other grades (eg MILT) please contact the International Professional Development team at pd@ciltinternational.org

If you are based in the UK please contact pd@ciltuk.org.uk

The programmes can also be delivered over different periods of time and via a range of mechanisms. This accreditation process recognises that:

- A Bachelors level degree delivers a systematic understanding of key aspects of the subject, including the acquisition of coherent and detailed knowledge, informed by current and relevant published academic research in the subject
- Bachelors graduates will be expected to have an ability to deploy accurately the established techniques of analysis and enquiry within the subject
- A Masters level degree delivers in-depth knowledge and understanding of the discipline informed by the highest standards of scholarship and academic research
- Masters graduates will demonstrate a high level of understanding of current issues in the subject and be able to critically evaluate their impact
- Masters graduates will be expected to demonstrate a range of techniques and research methods

CILT supports the development of degree programmes with an element of work placement or work experience. As applications for Chartered Membership are assessed on a combination of knowledge and relevant experience, a graduate from these degrees would be eligible to use this work experience as part of their membership application process.

The Institute would also like to encourage the development of forward looking and innovative courses particularly at the Masters level. To this end courses that expand and enrich the study of logistics and transport at higher degree level may be considered on their own merits at the discretion of CILT International, CILT (UK) or other relevant Country Accreditation Committees.

CILT does not expect that any one course or programme will demonstrate high levels of content in more than one Specialist Key Knowledge Area, though some may. Some courses may further specialise, focusing content by mode (e.g. Maritime), sector (e.g. Retail), process (e.g. Simulation) or customer (e.g. Humanitarian) aspects.



Qualification Development – Development of CILT qualifications for Membership and Chartered Membership

The KKA provide a benchmark for the development of CILT qualifications. The CILT Diploma and CILT Advanced Diploma are the two qualifications which meet the educational requirements for Chartered Membership of the Institute, as long as the required experience is also gained in the working environment.

In the UK, these two qualifications are recognised within the UK government qualifications framework at Levels 5 and 6. Internationally these levels are matched by CILT International Diploma and Advanced Diploma qualifications.

The UK qualifications are used as a benchmark for the development and certification of other CILT qualifications, including the International Syllabus. We recognise that different countries may need to adopt an alternative approach to meet their own governmental and ministerial approval requirements, as well as those of local industry.

Submission of the KKA document alongside the course syllabus, learning outcomes, standards and materials will contextualise the product, and ensure that qualification approval agencies understand the breadth and depth of CILT's approach. If individual qualification bodies require more content than the minimum criteria recommended by the KKA guidance, then this should be accommodated with reference to the International Professional Development Coordinator and the country's own CILT Education Team.

The KKA also provide a basis for other CILT qualifications operating at below degree level, but these qualifications are not expected to require the same level and depth of knowledge. They will be expected to address the Core Generic Areas and overarching principles, recognising the importance of the customer and continuous improvement.

In-company programmes – Accreditation of in-company programmes including Graduate Development Schemes

Many organisations operating in the areas of supply chain management, transport planning, operations management, and freight and passenger transport run graduate development schemes to attract and retain new recruits. These schemes enable organisations to develop graduates from a variety of disciplines to meet company-set competences and to provide coverage of the CILT Key Knowledge Areas.

The Accredited Graduate Development Scheme provides a direct route to Chartered Membership of CILT. Participants in accredited in-company graduate development schemes can typically expect to gain access to Chartered Membership at least one year sooner than would otherwise be the case, and in terms of the necessary qualifying period of experience are roughly on a par with candidates with accredited degrees.

Accreditation of a company's graduate development scheme by CILT is based on the candidates meeting the KKA as part of a company specific two or three year in-company programme. This accreditation provides an independent quality mark and assurance of high standards. Having a company programme accredited by a professional body can assist in the recruitment and retention of high quality graduates.

For candidates, accreditation will provide a direct route to Chartered status in CILT, which in turn will provide professional recognition for those developing their careers in the logistics and transport sector.



Membership Elections – Assessment of individual applications by the Membership Panel for election to Chartered Membership and other assessed grades of membership

The KKA provide the knowledge requirements for eligibility for election to Chartered Member grade. There is complementary guidance on membership elections already in place, highlighting the levels of experience and knowledge needed to achieve different grades of membership. Please refer to the CILT Membership Guidelines or contact CILT International for a copy.

Individuals entering the profession through a non-traditional route can use the KKA as a tool to help identify their knowledge gaps and enhance their membership application.

The CILT Continuing Professional Development Toolkit provides gap analysis tools to help with this process.

Benchmarking – Benchmarking for the content of CILT short courses, modular certification and accreditation of other relevant qualifications

Training providers should be aware that there are separate processes for accrediting and endorsing short courses, both at an international and country level. In addition, providers should clearly differentiate between attendance-based CPD and assessed training.

The Institute has a keen interest in the development of high quality qualifications for the logistics, transport and operations management sectors and therefore are prepared to support and endorse qualifications developed by other organisations.

When individual training providers submit proposals for accreditation we expect them to identify relevant KKA that the course will cover, and specify the level and depth of knowledge addressed by the course content.

The training provider should set out how each qualification will:

- benefit the profession
- bring benefits to users
- provide opportunities for progression for the individual

In addition, the subject matter of the course as a whole must specify the knowledge, skills and understanding required, and outline what successful students will have *learned* by the end of the programme.



Key Knowledge Areas for Chartered Membership of CILT

Overarching Customer and Continuous Improvement Principles

Regardless of the sector in which our members work, the customer is central. Fundamentally the profession is dealing with derived demand, where customer needs drive our decisions and actions. Identifying the customer and their stake, whether in the supply chain, freight operations, passenger transport or trade scenarios, is critical to the KKA.

Complementing this, the profession has to respond to a continual need for service improvement, again driven by the customer. Adding value to processes, products and services is a key component of both public and private sector transport and logistics activities, and needs to be clearly explained to learners at the outset of their studies.

The whole set of Key Knowledge Areas also need to be seen in the context of individual decision making, and how it can impact on the wider public, including environmental, socio-economic and commercial sustainability. Consideration of sustainability matters therefore underpins the KKA.

It is for undergraduate and degree-level providers to determine whether they wish to cover these key principles as stand-alone modules early on in the course, or to embed them within the Core Generic Areas covered next. If the latter option is selected, the coverage of the overarching principles must be explicit in the course descriptions and content.

Core Generic Areas

A. Integrated strategic planning, management, and systems thinking

- People development, leadership and strategic change management
- Core economic and market principles
- Costing, finance and resourcing
- Strategic and operational planning processes
- Managing projects and managing operations

B. Efficiency, quality and risk

- Process and production management
- Operational effectiveness and efficiency
- Quality management strategies
- Risk identification, reduction, and safety management
- Compliance management and value-adding processes

C. Technology, analysis, adoption and monitoring

- Selection of qualitative and quantitative methods and techniques
- Data collection and monitoring, analysis and forecasting
- Setting and achieving performance measurement (e.g. metrics, KPIs and benchmarking)
- Application of modelling and simulation
- Innovative applications of technology

D. Society, sustainability, and the global community

- Society, ethics and Corporate Social Responsibility (CSR)
- Social, commercial, economic and environmental resilience
- National and international policy frameworks and legislation
- Interdependence and integration
- Global context and external influences
- Sustainable development

Remember that we would expect at least 75% of these core areas to be covered in a degree-level programme designed to lead to Chartered Membership

Specialist Key Knowledge Areas

Supply Chain Management

1. Supply chain objectives, benchmarking and strategies
2. Principles of supply chain design and operations including virtual networks
3. Supply chain dynamics, analysis, planning and optimisation
4. Sourcing, operations planning and procurement
5. Managing product / service / packages to end customers
6. Inventory management, warehousing, storage and intelligent systems
7. Product design, production planning, material, information and financial flow
8. Facilities and waste management
9. Lean, Agile (including Six Sigma) and competitiveness of supply chains
10. Multi-channel supply chains including e-commerce

Operations Management

1. Supply chain planning and execution
2. Principles of planning and control (e.g. MRP, ERP, S&OP)
3. Manufacturing and re-manufacturing
4. Process mapping and process logic
5. Demand driven planning
6. Capacity planning, scheduling, and theory of constraints
7. Inventory planning and systems
8. Managing systems, monitoring and measurement
9. Continuous improvement, optimisation and Lean principles
10. Service operations and servitisation

Procurement and Supplier Management

1. Market analysis and forecasting
2. Project management and supply chain optimisation
3. Global sourcing and international trade context
4. Tender specification, supplier evaluation and selection
5. Contract formation and negotiation
6. Legal aspects of procurement and contract law
7. Relationship management and collaborative working
8. Performance management and benchmarking systems
9. Category management principles
10. Achieving added value in the procurement process.

Logistics Systems

1. Customer service and support systems
2. Distribution and transport systems and operations
3. Forecasting, planning and scheduling techniques
4. Logistics and transport modelling
5. Continuous process improvement and supply chain optimisation
6. Inventory management and warehousing systems
7. Managing and maintaining supply chain visibility
8. Meeting demand via ERP systems and e-commerce
9. Resource requirement planning
10. Control of information and material flow on-time and in-full

Transport Infrastructure & Network Planning

1. Policy planning for transport, long and short term
2. Transport nodes, connecting links and network structures
3. Interrelationship between transport and spatial planning
4. Economic appraisal, social and environmental analysis
5. Demand and capacity management
6. Travel Planning: distance, demand, duration, destination, traffic modelling and management
7. Transport infrastructure and network resilience
8. Stakeholder engagement and public consultation
9. Transport information systems and intelligent mobility management
10. Infrastructure and planning sector, and market intelligence

Passenger Movement

1. Passenger transport supply and demand principles
2. Local, national, international passenger transport policies
3. Passenger transport planning and network scope
4. Modes, modal choice and transport integration
5. Services, types of operation and interoperability
6. Passenger transport costing / pricing, obligations and subsidies
7. Passenger transport ownership and control
8. Access and inclusion through transport
9. Sustainable transport and behavioural change
10. Health and safety, security, and risk assessment

Freight Movement

1. Services, types of operation and interoperability
2. Intermodal integration and operations
3. Transport of dangerous, oversized and hazardous freight
4. Freight transport, fleet operations and forward planning
5. Scope, capability and efficiency of urban freight transport operations
6. Freight forwarding and management of partners and subcontractors
7. Local, national, and international distribution networks and regulations
8. Modes, modal choice, and multimodal freight transport
9. Transport scheduling, routing, back-loading and optimisation models
10. Reverse logistics

International Trade and Transport

1. International modal choice, inter-modality and security
2. Incoterms and contractual obligations
3. Customs tariffs, processes, procedures and insurance
4. Import, export, bonding and carnet procedures
5. Freight forwarding, contracts of carriage, documentation and certification
6. Specialist requirements for the carriage of different types of cargo
7. Insourcing, outsourcing and offshoring
8. International trade facilitation, treaties, finance and settlement
9. Trade compliance, licensing and quotas
10. Facilities (port, airport) operations

Toolkit Resources

To support the KKA, additional resources will be produced which individuals can access from CILT International. Further details are available on the CILT International website at ciltinternational.org

These will be released and updated on a regular basis and will cover:

- Examples of Core Generic Areas and how they apply to different discipline areas
- KKA Mapping and Checklist Tool
- How the KKA relate to Membership (MILT) grade
- Frequently asked questions (and answers) as they evolve

Where to go for help and advice

For further guidance and advice on how to use the KKA documentation please contact:

For UK and Europe

Dorothea Carvalho
Professional Development Project Director
E dorothea.carvalho@ciltuk.org.uk

For all other countries

Jon Harris
International Professional Development
Coordinator
E jon.harris@ciltinternational.org

About the Chartered Institute of Logistics and Transport (CILT)

We are the leading international professional body for everyone who works within supply chain, logistics and transport.

Contact us

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W ciltinternational.org

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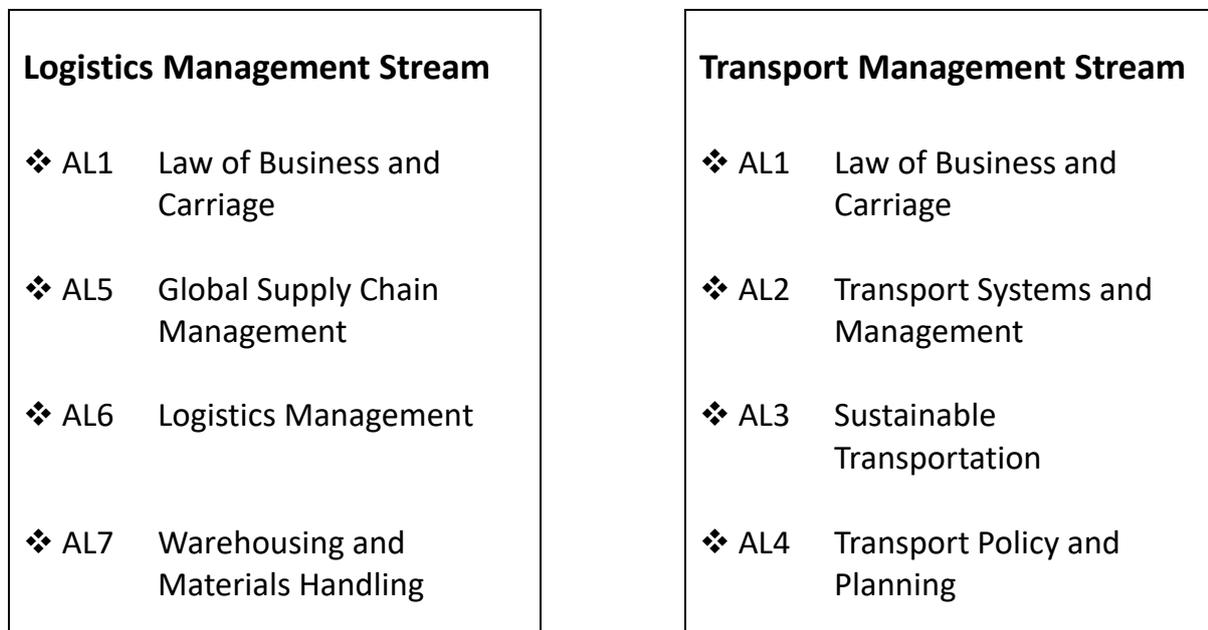
**The Chartered
Institute of Logistics
and Transport**

APPENDIX E The CILTHK Professional Qualifying Examination Structure

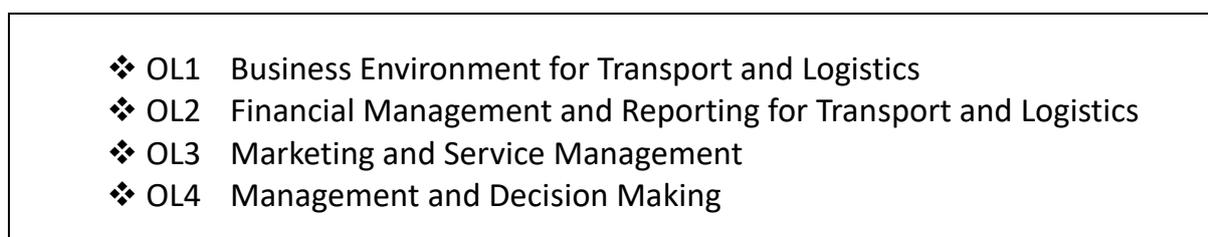
- E.1 To avoid any anxiety about drastic changes, the E&T Committee and the Council assure all candidates that any necessary changes to the local CILTHK Professional Qualifying Examination shall be phased in gradually.
- E.2 Diagram E.1 shows the structure of the local CILTHK Professional Qualifying Examination implemented from 2017 onwards.

Diagram E.1 Structure of the CILTHK Professional Qualifying Examination

Advanced Level



Ordinary Level



- E.3 Features of the examination structure include:
- E.3.1 Each examination paper consists of a total of eight questions. Each of these papers consists of two parts, namely, Part A and Part B. All candidates are required to answer two questions from each part.
 - E.3.2 A candidate is only eligible for nomination as a Chartered Member (CMILT) of the CILT in Hong Kong when he satisfies the educational requirement of passing all required subjects in O-Level and A-Level.
 - E.3.3 If the candidate is a Member (MILT) of the CILTHK under the point or experience method, he/she may be exempted from Ordinary Level examination subjects. To be qualified as a Chartered member (CMILT), the candidate has to complete either Transport or Logistics stream of the Advanced Level examination subjects.
 - E.3.4 In any one sitting, candidates are allowed to register for any number of subjects.
 - E.3.5 Exemption from Ordinary Level subject examinations would not be granted to any candidate with incomplete qualifications.
 - E.3.6 The list of Advanced Level subjects is currently limited to seven subjects due to resource constraints. More elective subjects may be added in the future when such subjects could be identified and justified.
 - E.3.7 The new CILTHK Professional Qualifying Examination syllabus has been implemented in 2017.

APPENDIX F Accredited Programmes

F.1 Local Accredited Programme

For details, please refer to www.cilt.org.hk/examination/exemption

The programmes listed on the web all give partial/full exemption from the educational requirement for Chartered Membership. Additions and amendments may be made to this list during the affectivity of this manual. Further advice and information should always be sought from the Institute.

F.2 Overseas Accredited Programme

To qualify for exemption, first degrees must usually be passed with at least second class honours. Further advice and information should always be sought from the Institute.

APPENDIX G Relevant Professional Bodies

Chartered Membership of any of the following is eligible for the Viva Voce subject to the necessary period of relevant experience and level of responsibility.

Local Professional Bodies

- Hong Kong Dental Association (HKDA)
- The Institution of Civil Engineers – Hong Kong (ICE HK)
- The Hong Kong Institute of Chartered Secretaries (HKICS)
- The Hong Kong Medical Association (HKMA)
- Hong Kong Policy Research Institute (HKPRI)
- Hong Kong Institute of Certified Public Accountants (HKICPA)
- Hong Kong Institute of Planners (HKIP)
- The Institute of Industrial Engineers (Hong Kong) (IIE(HK))
- The Law Society of Hong Kong
- The British Computer Society (Hong Kong Section) (BCS((HK)
- The Chartered Institute of Building (Hong Kong) (CIOB(HK))
- The Chartered Institute of Management Accountants (Hong Kong Division) (CIMA Hong Kong)
- The Hong Kong Institute of Architects (HKIA)
- The Hong Kong Institute of Landscape Architects (HKILA)
- The Hong Kong Institute of Surveyors (HKIS)
- The Hong Kong Institution of Engineers (HKIE)
- The Institute of Electrical and Electronic Engineers Hong Kong Section (IEEE-HK)
- The Institution of Engineering and Technology Hong Kong (IET Hong Kong)

Overseas Professional Bodies

- Association of Chartered Certified Accountant
- Association of Professional Engineers and Geoscientists of British Columbia
- Barristers (Bar Final)
- British Computer Society
- Canadian Council of Professional Engineers
- Chartered Association of Certified Accountants
- Chartered Institute of Building
- Chartered Institute of Management Accountants
- Chartered Insurance Institute
- Chartered Institution of Highways and Transportation
- Institute of Personnel Development
- Chartered Institute of Public Finance and Accountancy
- Chartered Institute of Purchasing and Supply
- China Engineering and Technology Information Network
- Faculty of Actuaries in Scotland
- Federation of Engineering Institutions of Southeast Asia and Pacific (FEISEAP)
- Institute of Actuaries

- Institute of Chartered Accountants in England and Wales
- Institute of Chartered Accountants in Ireland
- Institute of Chartered Accountants of Scotland
- Institute of Chartered Secretaries and Administrators
- Institute of Energy
- Institute of Industrial Administration
- Institute of Management
- Institute of Marine Engineers
- Institute of Materials
- Institute of Measurement and Control
- Institute of Statisticians
- Institution of Chemical Engineers
- Institution of Production Engineers
- Institute of Quantity Surveyors
- Institution of Structural Engineers
- Linkages to Quality Web Sites for Sustainable Development
- Royal Aeronautical Society
- Royal Institute of British Architects
- Royal Institution of Chartered Surveyors
- Royal Institution of Naval Engineers
- Royal Town Planning Institute
- Registered Medical Practitioners
- Society of Incorporated Accountants and Auditors
- Solicitors (Final Examination of the Law Society)
- The British Computer Society, UK (BCS)
- The Chartered Institution of Building Services Engineers (CIBSE)
- The Chartered Institution of Water and Environmental Management (CIWEM)
- The Engineering Council, UK (ICE)
- The Institute of Electrical and Electronic Engineers, Inc (IEEE-USA)
- The Institution of Civil Engineers, UK (ICE)
- The Institution of Electrical Engineers, UK (IEE-UK)
- The Institution of Engineers, Australia (IEAust)
- The Institution of Engineers of Ireland (IEI)
- The Institution of Mechanical Engineers, UK (IMechE-UK)
- The Institution of Professional Engineers of New Zealand (IPENZ)

APPENDIX H **The Viva Voce (Professional Interview)**

H.1 The Viva Voce (Professional Interview) is appropriate for candidates who are educated or professionally qualified at a level consistent with the key knowledge areas and experience criteria for Chartered Membership (CMILT). Professional qualification at the appropriate level is automatically inferred from Chartered Membership of another professional body or Chartered or equivalent status.

H.2 ***The Interview Panel***

The panel is composed of three interviewers. The chairman and two of the panel members will be Chartered Members or Chartered Fellows.

H.3 ***Information to be Provided***

H.3.1 Candidates are required to provide the following information with supporting documents before the interview.

- Details of educational qualifications since leaving school, including name of educational institution and the full title of any award gained.
- Full employment history with all relevant dates (month and year).
- A full description of responsibilities held and any notable achievements. Job titles alone do not provide sufficient information for the Panel to make a decision.
- If possible, an organisation chart showing the applicants' position in the organisation and to whom they report.
- Professional body membership.

APPENDIX I The Three Routes to Chartered Fellowship

Route	Target	Criteria for Evaluating Potential Candidates	Documents to be submitted
1) By Upgrade “The normal route”	1) Existing CMILT and 2) Seven years’ experience at a high level of responsibility	1) At least seven years’ experience at high level of responsibility and 2) Have made or is committed to make distinguished contributions to CILT and 3) Meeting one of the eight criteria laid down in the Membership Handbook 4.6.3.1.2 (a to h)	Application made by the applicant Completed Application Form including: 1) one-page summary 2) CPD record of the previous two years 3) CPD plan for the next two years 4) Supporting signatures of three CMILTs or FCILTs 5) Letters of recommendations by at least 2 Chartered Fellows (for Criteria e to h only)
2) By Direct Entry “May be granted exceptionally”	1) Eminence or 2) Special knowledge (No need to be CMILT)	1) Usually, meeting one of the criteria set out in the Membership Handbook 4.6.3.2.4.3 (a to f) Notes: - “Eminence” is defined as the holding of a unique position of responsibility and/or influence in connection with a national or international body or organisation involved in logistics and transport. - “Special Knowledge” is defined as the knowledge of such depth or knowledge in a particular area that few other people have. A Viva Voce may be required in such case.	Application made by the person who makes the nomination Person who nominates: Submit a one-page summary for the nominee Upon election: - Candidate elected by Eminence to complete the Application Form with personal information only - Candidate elected by Special Knowledge to fully complete the Application Form as listed under Route 1 (By Upgrade) above
3) By Nomination “a more proactive approach”	1) “talented and well-established professionals” (No need to be CMILT)	1) At least seven years’ experience at high level of responsibility and 2) Have made or is committed to make distinguished contributions to CILT and 3) Meeting one of the eight criteria laid down in the Membership Handbook 4.6.3.1.2 (a to h) or Make very special and substantial contribution to CILT	Application made by a Council Member Council member: 1-page summary for the nominee Upon election: Candidate to complete the Application Form with personal information only

APPENDIX J Fees and Charges

J.1	Fee Schedules (non-refundable) (with effect from 1 October 2019)	HK\$
	Application Fee	150
	Administration Fee for Appeal	300
	Election Fees for Direct Entry/ Upgrade	
	Affiliate Member (A)/ Graduate Member (GM)	560
	Member (MILT)	650
	Chartered Member (CMILT)	1,120
	Chartered Fellow (FCILT)	1,700
	Organisation Member (OM category)	6,800
	Organisation Member (SMEM category)	4,800
	Exemption Fees	
	- Accredited Exempting Programme/Point System (for MILTs only)	600
	- The Professional Entry Route (Viva Voce) (for CMILTs)	750
	Annual Subscription Fees*	
	Student (S)	120
	Affiliate Member (A)/ Graduate Member (GM)	560
	Member (MILT)	650
	Chartered Member (CMILT)	1,120
	Chartered Fellow (FCILT)	1,700
	Organisation Member (OM category)	6,800
	Organisation Member (SMEM category)	4,800
	* <i>Members should renew their membership in October each year</i>	

J.2 Subject to applications for “Retired Membership”, subscription rate of retired members would be reduced by 50 percent.

J.3 Members should renew their membership in October of each year.

J.4 Annual Subscription Notice will be issued prior to the renewal deadline.

J.5 An administration fee of HK\$100 would be charged for the replacement of a lost certificate.

J.6 An administration fee of HK\$30 would be charged for the replacement of lost Membership Card.

APPENDIX K Summary of Structured and Unstructured CPD Activities

The Structured CPD Activities:

Items	Activities	Hours	Points
a	Attendance at conferences, seminars of professional bodies;	Every 2 hrs	10, maximum 200 points
b	Distance learning with feedback or some form of assessment;	Every 2 hrs	10, maximum 200 points
c	Studying for a professional qualification;	Every 2 hrs	10, maximum 200 points
d	Undertaking research;	Every 2 hrs	10, maximum 200 points
e	Attendance at job related short courses;	Every 2 hrs	10, maximum 100 points
f	Teaching and making presentations (repeated presentations of the course should not be considered for this purpose);	Every 1 hr	20
g	Writing of technical or professional articles, papers or books;	Each article or paper; Each book	100; 200
h	Undertaking technical research for a new piece of work;	Every 2 hrs	10
i	Participating in seminar organised by CILTHK with similar nature in logistics and transport industry;	Whole session	40
j	Participating in other activities (including site visit) recognised by E&T for CPD purposes.	Half day; Whole day	40; 80

The Unstructured CPD Activities:

Items	Activities	Hours	Points
a	<p><u>Reading of the technical and professional literature.</u> Reading of recognised professional journals and magazines may be considered as part of CPD. Individuals may have to decide to what extent reading particular items constitutes CPD, and to record these specific items on their CPD form and it is up to E&T Committee to consider whether the activities constitute CPD. Mere subscription to a publication does not constitute CPD.</p>	Every 1 hr	10, maximum 40 points in each activity
b	<p><u>Individual home study.</u> Viewing of videos, television programmes, the use of audiotapes, participation in computer based learning programmes, distance learning or any alternative form of learning where there is no interaction with other individuals, and no assessment (in the form of a further qualification) may also constitute CPD. Individuals are required to record these specific items on their CPD forms and it is up to E&T Committee to consider whether the activities constitute CPD.</p>	Every 2 hrs	10, maximum 40 points in this category
c	Serving as a member of committees and working groups of a professional body.	Every 2 hrs	10
d	Coaching and mentoring	Every 1 hr	10

Continuing Professional Development (CPD) Records

CPD Period: _____ CPD Points required: **200 (minimum requirement)**

Full Name: _____ Membership No.: _____

Contact No.: _____ Recent Job Nature: Transport Logistics

Email: _____ *(Please tick the appropriate box)*

Structured CPD activities <i>(please refer to the Membership Handbook 5.2)</i>						
No	Date of Activity	Title of Activity	Organiser	*Hours	# Supporting Document No.	CPD Points

Remarks

* Members must fill in number(s) of hour spent on the fore mentioned activity if no CPD points were accredited by CILTHK.

Members must fill in the supporting document no. as any copies of supporting records and/or documentary evidences were requested by the CPD panel.

