

●●● **LEARN IT NOW**

**The
Business
School
UK**

The Business School (UK) Ltd

Briefing Document

Decide Today to Succeed

STUDYING WITH US

We believe that personal development is important for everyone and by studying an accredited course you will:

- Raise your commercial awareness
- Gain accredited transferable skills
- Broaden your perspective within your area to access emerging practice
- Offer added value through your extended skills and knowledge
- Enhance your CV, for current and future careers

We also understand that it's not always possible to "drop" everything to study. This is one of the reasons we created our own Virtual Learning Environment (VLE). By taking a course online you are able to:

- Study in your own time
- Study at your own pace, to your own schedule
- Study anywhere (you can study online, save the documents to your PC, or print them)
- Receive timely, expert tutor support
- Take advantage of a cost-effective way of gaining professional recognition

We understand that the thought of studying alone can be daunting. However, it need not be. Studying with us means you will never be alone. We are on hand to provide guidance with all aspects of your course. This starts with providing advice, if you need it, on selecting the right course and units for you, continuing with our ongoing expert tutor support all the way through until you finish your course.

Our VLE is simple and intuitive to use, with full instructions on how to use it under the Help section on the VLE. However, if you do need any technical assistance, our friendly and knowledgeable technical support is on hand to help you.

This briefing document provides you with all the information you need to know about getting started studying with us. It also contains contact information about us, should you have any questions or require any assistance.

We look forward to you studying with us,

The Business School (UK)

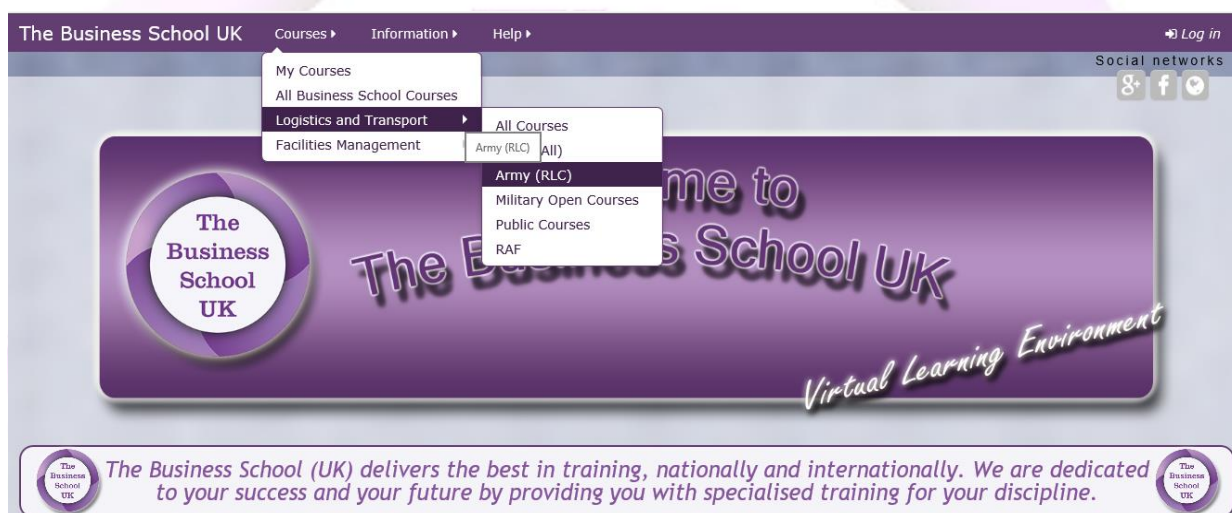
CILT (UK) LEVEL 3 AWARD IN GREEN LOGISTICS

Key points	Commercial perspective training Expert tutors Dedicated service Start of continuing professional development	
Cost	£499 all inclusive Course access immediately Includes registration with the awarding organisation and all other fees	All-inclusive price
Duration	Learner dependant – 1-2 months	Up to learner – could be done in a month
Entry requirements	None	English language and IT skills
Delivery	Via Virtual Learning Environment http://vle.thebusinessschool.uk.com/course/view.php?id=364 Create account to gain access	Plus tutor support directly via the VLE Reading list
Modules	Green Logistics	Emphasis on green supply chains and change
Equivalency	A Level/Highers	Specialist/professional reinforcement of Logistics
Assessment	One assignment per module	Pass or Resubmission (x 2) Submitted online
Enrolment	http://vle.thebusinessschool.uk.com/login/index.php Create Own Account (see briefing sheet) Pay in full by PayPal (credit or debit card)	
Progression	CILT Level 5 Professional Diploma in Logistics and Transport	
Completion	Success in assignment Payment External verification by CILT (up to 3 months)	
Support	Technical support	natasha@thebusinessschool.uk.com
	Payment support General enquiries	ianh@thebusinessschool.uk.com
	Career and progression support	david@thebusinessschool.uk.com

	VLE Help documents are found under the Help tab on the VLE navigation menu. This includes a complete site guide.	
	Policy documents are found under the Information tab on the VLE navigation menu.	

STEP BY STEP PROCESS

1. Enter VLE at <http://vle.thebusinessschool.uk.com/>.
2. Click Courses/Logistics and Transport/Public.



3. Select Awards at the top of the course list.
4. Select appropriate course by clicking the title of the course.

CILT (UK) Level 3 Award in Global Logistics P L



General Programme Information - The CILT (UK) Level 3 Award in Global Logistics is designed to provide a broad foundation for the development of a global perspective on supply chain management.


Qualification Awarded - The Chartered Institute of Logistics and Transport (CILT (UK)) is recognised by Ofqual as an Awarding Organisation. The CILT (UK) Level 3 Award in Global Logistics is on the Register of Regulated Qualifications, and is delivered by The Business School (UK) Ltd, an approved CILT (UK) centre for the delivery of its qualifications.

General Target Audience - The CILT (UK) Level 3 Award is designed for those wishing to broaden their perspective within the global logistics and transport industry and is also recommended for anyone making a career change. This is an open access qualification, although Learners would benefit from having some prior knowledge of logistics and transport through previous training.

Structure of Programme - The qualification is made up of 1 unit. Units are measured by level, by credit value and by guided learning hours (the numbers of hours learners will devote to their study). These are designated by CILT (UK) and approved by Ofqual, the regulatory body for qualifications in the UK.

5. Read Welcome Letter by clicking the icon.
6. Read Detailed Course Information by clicking the icon.



CILT (UK) Level 3 Award in Global Logistics




Global Logistics

This is the starting point for your studies to achieve the **CILT (UK) Level 3 - Award in Global Logistics** qualification. There is 1 unit within this qualification: **O10-L3 Global Logistics**

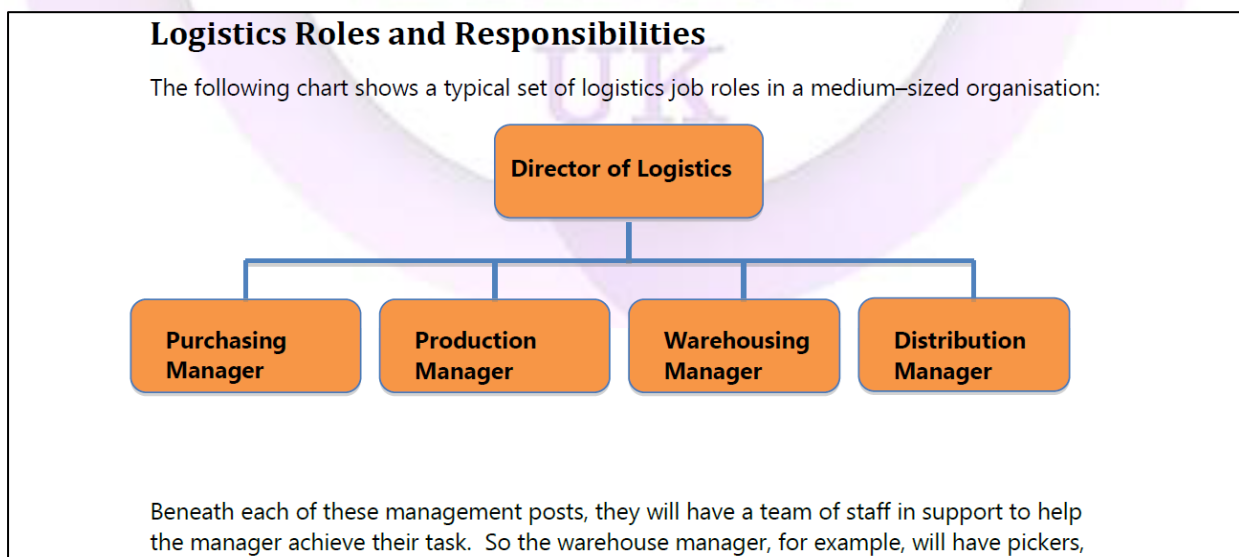
More information can be found via the links below:

-  Welcome Letter
-  Candidate Information Pack

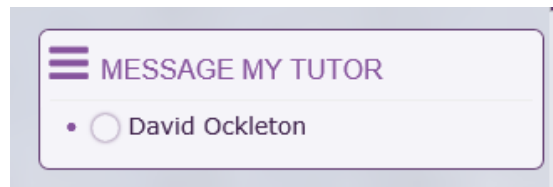
Payment Information – this gives you detail about how you can make payments, either in full or by instalments. It is important that you read this letter and take action as soon as you can. Do remember that we are not able to assess any of your work or claim your CILT certificate until suitable payments arrangements have been made.

-  Payment Information

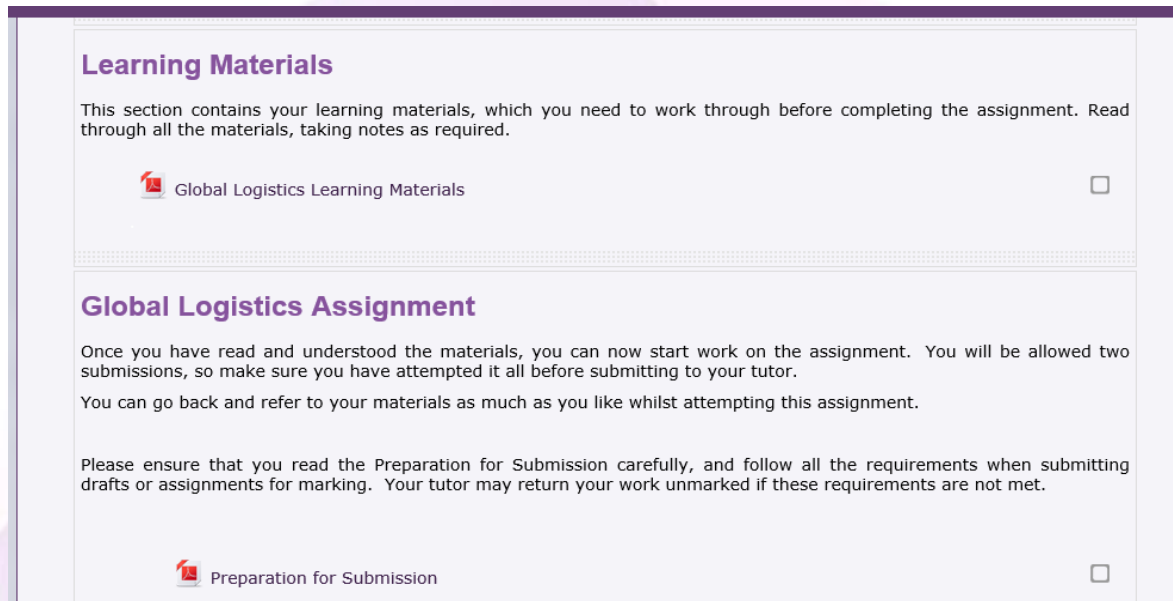
7. Make payment arrangements to pay via PayPal – you can use debit or credit card even without a PayPal account.
8. Now scroll down to the Learning Materials and open them by clicking the icon.
9. This is an example of the sort of learning materials you will see.



10. Use the Message My Tutor to contact the tutor for that module by clicking on the name in the box to the right of the screen.



11. When all learning materials have been read, and notes taken, read the Preparation for Submission. Note you can re-read the learning materials as many times as you like, and use them to complete your assignment.



12. Note that the assignment will not be available until you have completed your personal details.
13. Complete personal details by clicking Edit profile settings in the right hand menu. Scroll down to see the Additional information for awarding organisation registration. Note you will not be registered with CILT (UK) until this is completed. Note that the address you use will be the address to which your certificate will be sent.
14. Once your tutor has confirmed your success in the assignment, complete the module feedback form.
15. Download your successful completion certificate – this is proof of your successful completion, subject to the quality assurance processes with the Awarding Organisation.
16. The Business School will commence quality assurance processes and then claim your CILT (UK) qualification certificate. This may take up to 3 months, but usually less.



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