

GUIDE TO THE FRITZ INSTITUTE _CILT

ADVANCED LEVEL AWARD IN CASH TRANSFER PROGRAMMES

DELIVERED BY:



AWARDED BY:



PROGRAMME DEVISED BY THE CERTIFICATION ADVISORY GROUP



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GUIDE TO THE FRITZ INSTITUTE/CILT ADVANCED LEVEL AWARD IN CASH TRANSFER PROGRAMMES

INTRODUCTION

This guide provides background information to the Logistics Learning Alliance's (LLA) Programme for the Fritz Institute/CILT Advanced Award in Cash Transfer Programmes sponsored by the Certification Advisory Group and awarded by the Chartered Institute of Logistics and Transport, (CILT).

Under the Project Management of the Fritz Institute the programmes were developed and designed through a partnership of leading humanitarian aid agencies, the UK's pre-eminent institute for Logistics and Supply Chain training, CILT and Logistics Learning Alliance Ltd. This supported, learning Programme is delivered through a model developed by LLA and used extensively in its commercial sector learning programme but now adapted to the humanitarian scenario. LLA is the sole CILT Approved Centre delivering these programmes.

LOGISTICS LEARNING ALLIANCE LTD

The coaches at LLA have been involved with training people working in the supply chain and its related activities for many years.

In the UK we are a CILT Approved Centre for the delivery of their qualifications, managing the learning programmes for many students who pursue their qualifications by distance learning.

Our experience of working with a wide range of organisations gives us a good view of the challenges facing twenty first century supply chain management and this experience is reflected in the design and delivery of this certification programme.

CASH TRANSFER PROGRAMMING

Cash Transfer Programming (CTP) is the standard term used to refer to humanitarian programmes using cash or vouchers as the mode for assisting beneficiaries in preference to direct aid. Alternative terms for the same type of programming are 'cash-based interventions' (CBI), 'cash and vouchers', and simply 'cash'.

There is an increasing trend to develop cash transfer mechanisms to people in need rather than providing direct aid commodities. While this gives the recipients the freedom of choice on what to do with the money, it also helps to maintain local supply chains.

This Advanced Level Award helps prepare Humanitarian Supply Chain Managers for assisting in the decision on modality required for delivering aid to beneficiaries across regional or country supply chains, so they understand the reasons why CTP might be used, the processes involved in getting to those decisions and their role in implementing them.

THE CASE STUDY AND LEARNING SYSTEM

Supported Self Study is attractive to logistics/supply chain practitioners as it easily fits into a pattern of life that often involves erratic working hours and transient working locations. Traditionally though it is a learning method with a downside. At times you can seem to be isolated with nowhere to turn to for support. This is not the case with this programme. From the outset of the programme, candidates are allocated a coach/tutor with specialist knowledge of the subject area. Candidates are encouraged to contact their coach or the Admin Team whenever they need advice and guidance. Coaches are available by telephone during normal UK business hours (0900 to 1700 UK time), by prior arrangement outside of these times or by e-Mail at any time. Experience has shown us that the most successful students are those who do not hesitate to contact their coach whenever they need support.

The learning process includes a detailed case study that is a broad but intensive exploration of an NGO, SCILaid, involved in an on-going humanitarian aid operation. For the purposes of the study programme learners are “recruited” by SCILaid and appointed to a position relevant to their course of study. They will perform the tasks required by their role, demonstrating the necessary competences for the qualification. This is learning by challenge and application.

Logistics Learning Alliance will provide new students with an internet link enabling them to download the case study simulation to their hard drive. The full download will include

- A “virtual” introductory tour of SCILaid
- Access to statistical and operational information about the SCILaid environment
- Access to management information which will provide information enabling the learner to submit work of an acceptable standard

The CTP Award programme has 8 assignments or tasks. Each task should take around 6-8 hours to research and prepare your response. We would encourage students to plan to submit a completed assignment every two weeks. CILT allow one year to complete the programme though students should aim to complete the Award in around 6 months.

THE ASSESSMENT PROCESS

The assessment process is designed to test two things:

- The knowledge and experience of the individual
- The ability of the individual to apply that knowledge
- The tasks are designed to be answered within the context of SCILaid case-study scenario. This is a highly realistic simulation of a humanitarian aid situation, not un-typical of the situation many humanitarian logisticians will be familiar with.
- Where candidates exceed the one-year timeframe for completion of the certification programme there may be a requirement to reassess elements of the work submitted to ensure currency with the current competences. In this circumstance additional assessment fees may be payable.

SCILAIID CASE STUDY

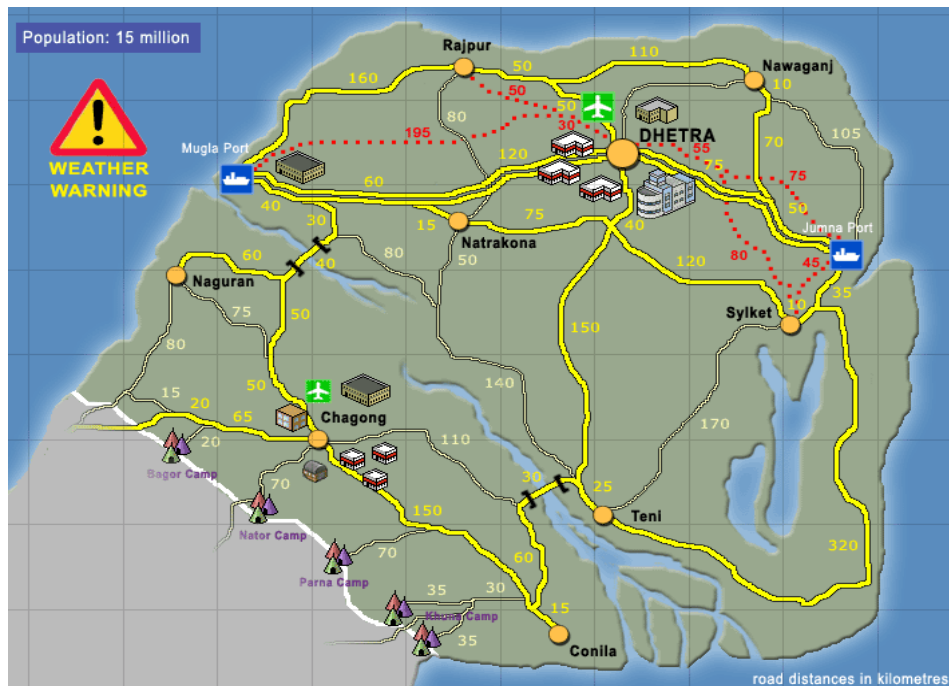
The case study provides a network of integrated or inter-related work-based tasks to ensure that whatever level and position within the hierarchy of SCIL plc they are appointed to, candidates will have the opportunity to demonstrate their ability to apply the knowledge gained.

The assessment process will take into account prior learning, achievement and experience, which is appropriate to the requirements of the qualification.

Each candidate is assigned a personal specialist coach/tutor, who will work with the candidate to provide the evidence to satisfy:

- All the outcomes of effective performance
- All the knowledge requirements of the qualification

Evidence of performance will be assessed on an on-going basis by LLA and externally verified by the CILT.



When the CILT is satisfied that all the requirements of the qualification have been met the Advanced Award for Humanitarian Supply Chain Cash Transfer Programmes will be made by CILT.

A 1-year time limit for the completion of the programme is granted. Students wishing to complete the programme beyond this deadline must submit a written application to LLA but should note the following

- No application will be accepted if 2 years or more have lapsed since the student's initial registration
- Students will have to re-start the programme after the 2-year period and re-register with LLA/CILT
- Alternatively, students can go through the normal APL procedure for units previously completed but should be aware that they may have to assemble a completely new portfolio.

Please note that these time limits are the maximum allowed to complete the qualification. Candidates are strongly urged to attempt to complete their studies within a shorter timescale and can reasonably expect to complete the programme within 6 months.

Where a candidate takes in excess of one year, the continued provision of administrative support, coaching and assessment will be at the discretion of LLA.

ENROLMENT

To register as a candidate for the Award Programme, please complete the attached enrolment form and return it to

hcregistrations@logisticslearningalliance.com

QUALIFICATION STRUCTURE AND CONTENT

ADVANCED AWARD IN CASH TRANSFER PROGRAMMING

OBJECTIVE: THE PURPOSE OF THIS AWARD IS TO PROVIDE A FRAMEWORK FOR PLANNING FOR SUPPLY CHAIN'S RESPONSIBILITIES, ACCOUNTABILITIES, AND ACTIVITIES IN SUPPORT OF CASH TRANSFER PROGRAMMING (CTP).

This unit focuses on technical expertise relevant for supply chain to advise on and support CTP.

LEARNING OUTCOMES The learner can...	ASSESSMENT CRITERIA The learner will...	CONTENT
1. Plan assessments and analysis required to effectively support CTP	<ul style="list-style-type: none"> • Identify all players and informants to be interviewed and develop questionnaires • Identify components of the retail market assessment and justify resources for execution • Draw a market map of the retail sector and explain its relevance • Synthesize retail market information from secondary information sources 	<ul style="list-style-type: none"> • The Macro Retail Market Assessment • The Micro Retail Market Assessment • Beneficiary Inclusion • Internal assessment for the Retail Market Assessment • Risk Identification • Market-Based Responses • Retail Agents and Contracting Approaches • Market mapping

<p>2. Analyze procurement options, including both price and contracting approaches</p>	<ul style="list-style-type: none"> • Explain relevance of import parity prices to determining modalities • Analyze import parity prices, accounting for seasonality and anticipated price movements • Critically compare contracting approaches for service providers • Critically compare delivery approaches for implications to procurement, supply chain, and the over-all operation 	<ul style="list-style-type: none"> • Roles and responsibilities in the procurement process • Principles of Public Procurement • Segregation of duties • Import parity prices and import parity price analysis • Implications to modalities and supply chain design and operations • Hybrid model approaches • Types of suppliers involved in CTP • Contracting approaches for retail agents • Contracting complexities of delivery mechanisms
<p>3. Identify supply chain inputs to analyses led by other functions, which contribute to the modality decision</p>	<ul style="list-style-type: none"> • Identify supply chain contributions to the risk analysis • Identify the supply chain contributions to value-for-money analysis • Identify the supply chain contributions to response analysis 	<ul style="list-style-type: none"> • Non-Supply Chain-Led Assessments • Risk Analysis • Value-for-Money Analysis • Response Analysis
<p>4. Evaluate risk exposure</p>	<ul style="list-style-type: none"> • Identify risks and assess risk exposure • Identify possible mitigating measures and contingency plans • Calculate mitigated exposure • Communicate concerns about risk exposure • Develop plan for modality switch 	<ul style="list-style-type: none"> • Outsourcing risk associated with CTP • Risk mitigation vs contingency planning • Contingency planning and modality switches • Remote cash