



# Certification of Humanitarian Logistics (CHL)

## Self- Guided Practice Starter Guide

### ABOUT CHL

Certification for Humanitarian Logistics (CHL) program consists of self-guided practice activities and coach-based learning assignments designed to demonstrate the skills and knowledge required to be a competent, professional humanitarian logistician.

### HOW WILL YOU LEARN?

As a CHL participant, you will complete seven units each comprising of a series of scenario-based tasks on core logistics topics including: warehousing and inventory, procurement, transport, fleet management, cash transfer programming, and managing a humanitarian supply chain response.

You will complete each unit in two unique ways:

1. CHL: Humanitarian Logistics Self-Guided Practice: You will review online learning materials and answer online assessment activities and questions. The self-guided practice is available in DisasterReady.org.
2. Fully Coached-based LLA Assignments: Complete a series of assignments to demonstrate your skills. An LLA expert coach will review your assignments, provide feedback, and answer questions. Coached-based assignments are managed by LLA through the LLA Campus platform.

### HOW DO YOU COMPLETE THE SELF-GUIDED PRACTICE?

The CHL: Humanitarian Self-Guided Practice in DisasterReady consists of seven online units. As you go through each online unit, you will be prompted with learning materials and resources to help you learn and answer questions on the unit topic.

You must achieve an overall score of 80% to pass and complete each unit. Once you complete Units 1-6, Unit 7 will be unlocked. Unit 7 is an assessment of what you learned in Units 1-6. You can retake all the tasks in each unit as many times needed to pass and complete the unit.

NOTE: You will receive a separate guide by email with details on how to access the coach-based assignments on the iLearner platform.

## HOW DO YOU ACHIEVE CERTIFICATION?

You must complete both the self-guided practice AND the coach-based assignments to complete each CHL unit. You will achieve certification by passing the self-guided practice with a minimum score of 80%, AND an external review of the coach-based assignments.

## HOW MUCH TIME DOES IT TAKE TO COMPLETE THE CHL PROGRAM?

The average time required to complete the CHL Programme is around six months, based on average study time of 5 hours per week. However, the awarding body, the Chartered Institute of Logistics and Transport CILT(UK), allows individuals two years from the date of registration to complete the program and the CILT(UK) assessment process.

Whilst you have the flexibility to determine how to study and manage your time between the self-guided practice activity on DisasterReady and the coach-based assignments, we recommend completing the self-guided practice activity and coach-based assignments for each unit in sequential order, starting with Unit 1, before moving on to the next unit. This enables you to focus and build a better understanding of each unit topic.

You are responsible for your own pace of study. It is important to be disciplined with your studying and try to establish a routine. Experience has shown that keeping to a regular timetable and working closely with your coach is the best way to successfully progress through the program.

## WHERE DO YOU START?

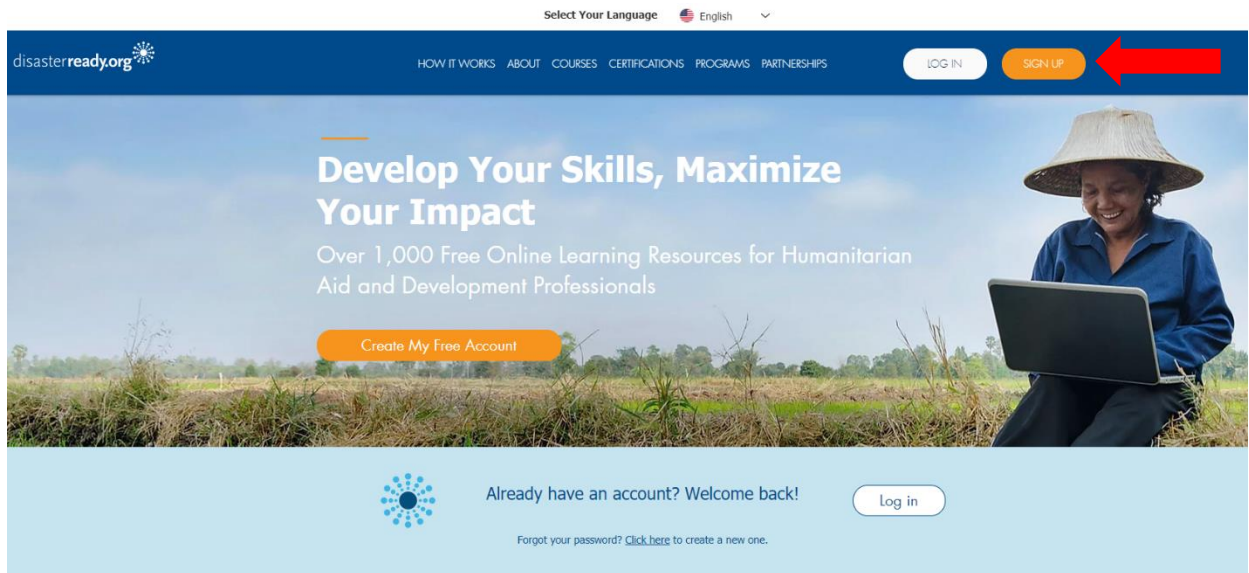
To begin the CHL program, your first step will be to sign up and access the CHL: Humanitarian Logistics Self-Guided Practice in the DisasterReady.org portal. DisasterReady is an open online portal providing free courses and learning resources for humanitarian and development professionals worldwide.

Follow these steps on how to create your free DisasterReady account and log in to the portal to access the CHL: Humanitarian Logistics Self-Guided Practice. If you already have a DisasterReady account, refer to STEP 2.

## HOW TO ACCESS THE SELF-GUIDED PRACTICE

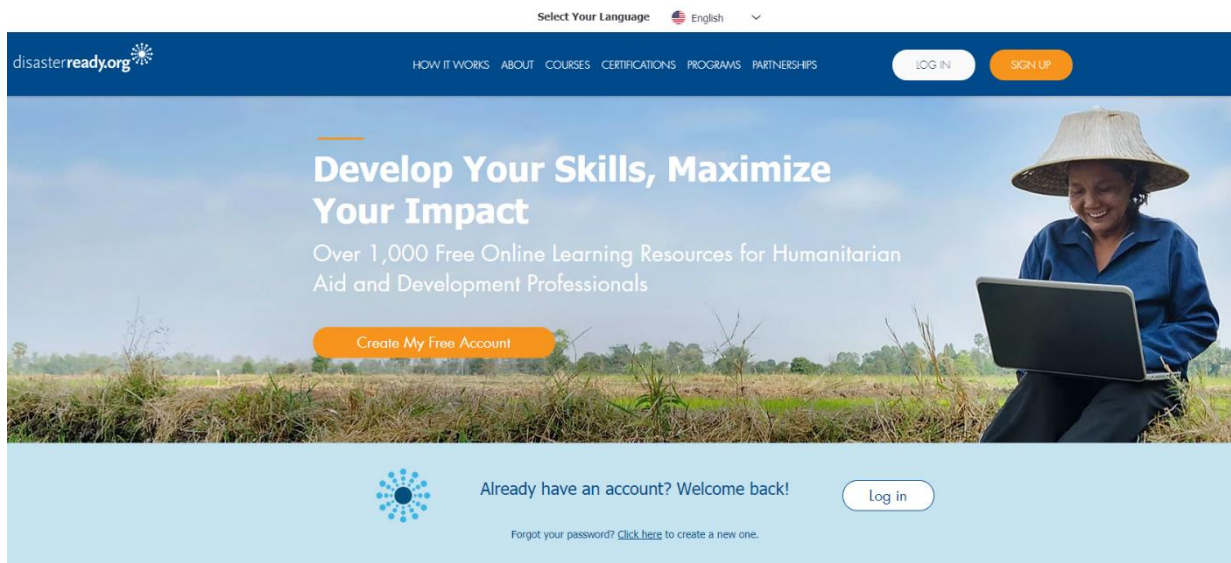
### STEP 1: CREATE YOUR DISASTERREADY ACCOUNT

If you do not have a DisasterReady account, sign up for free by going to [www.disasterready.org](http://www.disasterready.org) and clicking the SIGN UP button.

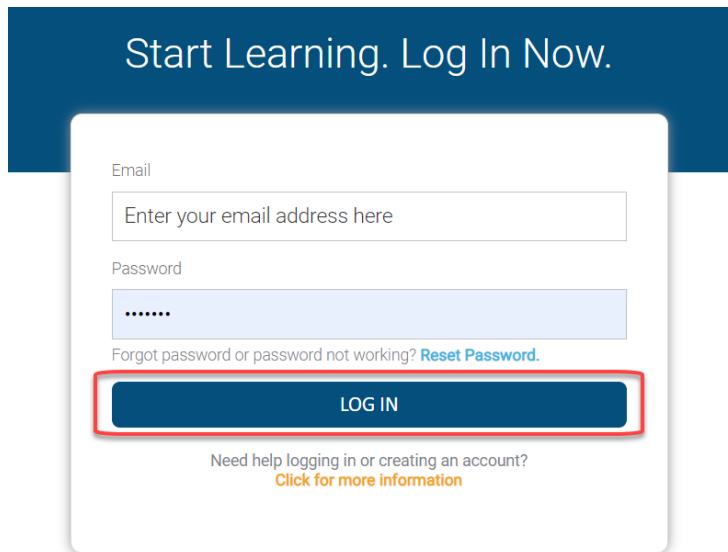


### STEP 2: LOG IN TO DISASTERREADY

1. Log in to the portal from [DisasterReady.org](http://DisasterReady.org) by clicking the LOG IN button.



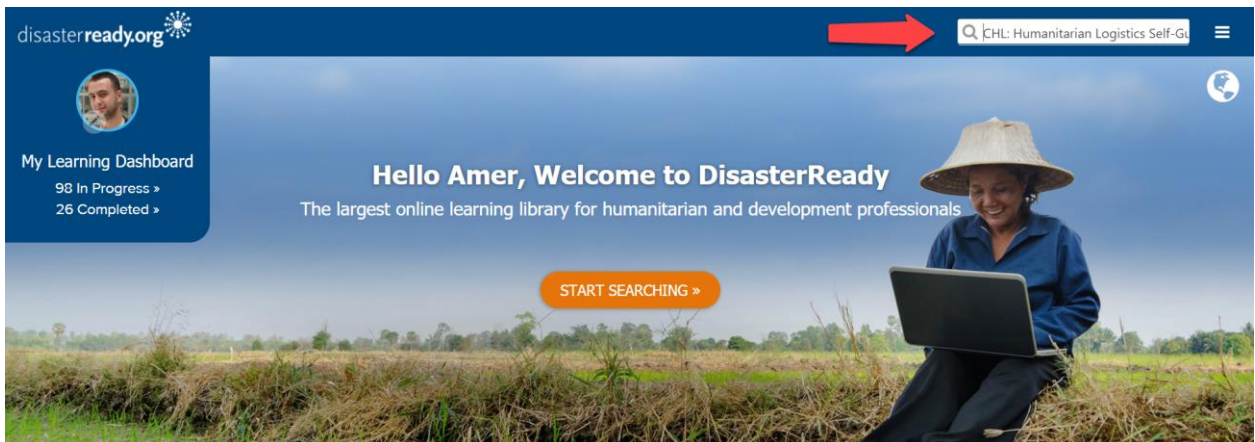
2. Enter your email address and password, and then click [LOG IN](#).



The image shows a login form titled "Start Learning. Log In Now." It features two input fields: "Email" with the placeholder text "Enter your email address here" and "Password" with a masked field of six dots. Below the password field is a link that says "Forgot password or password not working? [Reset Password.](#)". A red rectangular box highlights the "LOG IN" button. At the bottom of the form, there is a link that says "Need help logging in or creating an account? [Click for more information](#)".

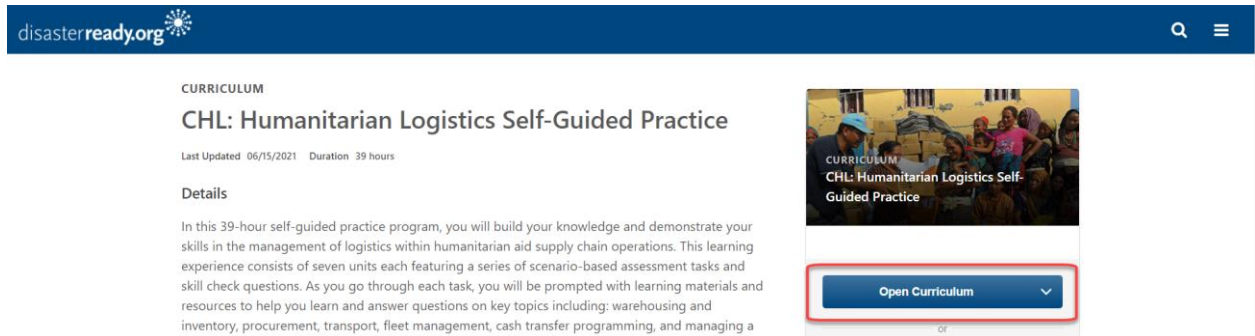
### STEP 3: ACCESS THE SELF- GUIDED PRACTICE

From the welcome page, enter "*CHL: Humanitarian Logistics Self-Guided Practice*" in the search field OR click on [this link](#).



## STEP 4: START THE SELF- GUIDED PRACTICE

From the training details page, click [OPEN CURRICULUM](#) to start the self-guided practice.



disasterready.org

CURRICULUM

### CHL: Humanitarian Logistics Self-Guided Practice

Last Updated 06/15/2021 Duration 39 hours

Details

In this 39-hour self-guided practice program, you will build your knowledge and demonstrate your skills in the management of logistics within humanitarian aid supply chain operations. This learning experience consists of seven units each featuring a series of scenario-based assessment tasks and skill check questions. As you go through each task, you will be prompted with learning materials and resources to help you learn and answer questions on key topics including: warehousing and inventory, procurement, transport, fleet management, cash transfer programming, and managing a

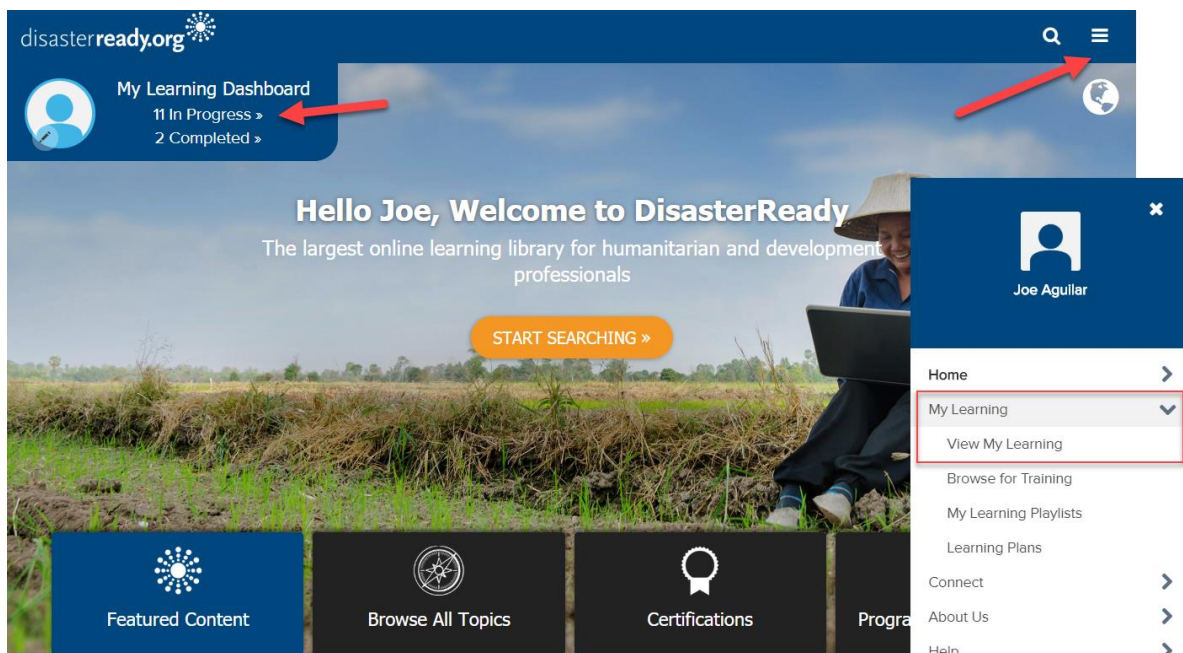
CURRICULUM  
CHL: Humanitarian Logistics Self-Guided Practice

Open Curriculum

## STEP 5: RETURN TO THE SELF- GUIDED PRACTICE

Follow the steps below to return to the self-guided practice as you finish each unit. You can access and/or retake the practice activity in DisasterReady at any time.

1. Log in to DisasterReady (refer to STEP 2).
2. Once you start the self-guided practice, you can access it any time from your Transcript. To access your Transcript, click *"In Progress"* under [My Learning Dashboard](#) OR click the Navigation menu and select [My Learning > View My Learning](#).



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My Learning Dashboard  
11 In Progress >  
2 Completed >

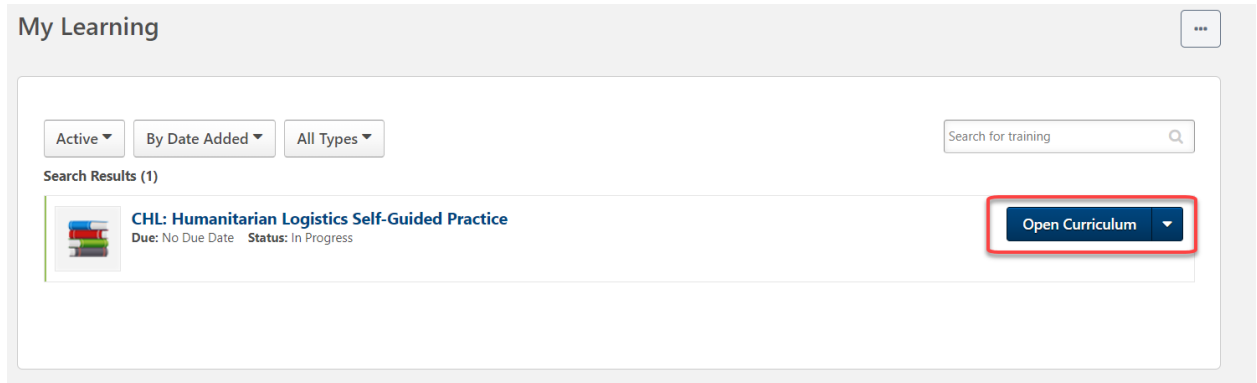
Hello Joe, Welcome to DisasterReady  
The largest online learning library for humanitarian and development professionals

START SEARCHING >

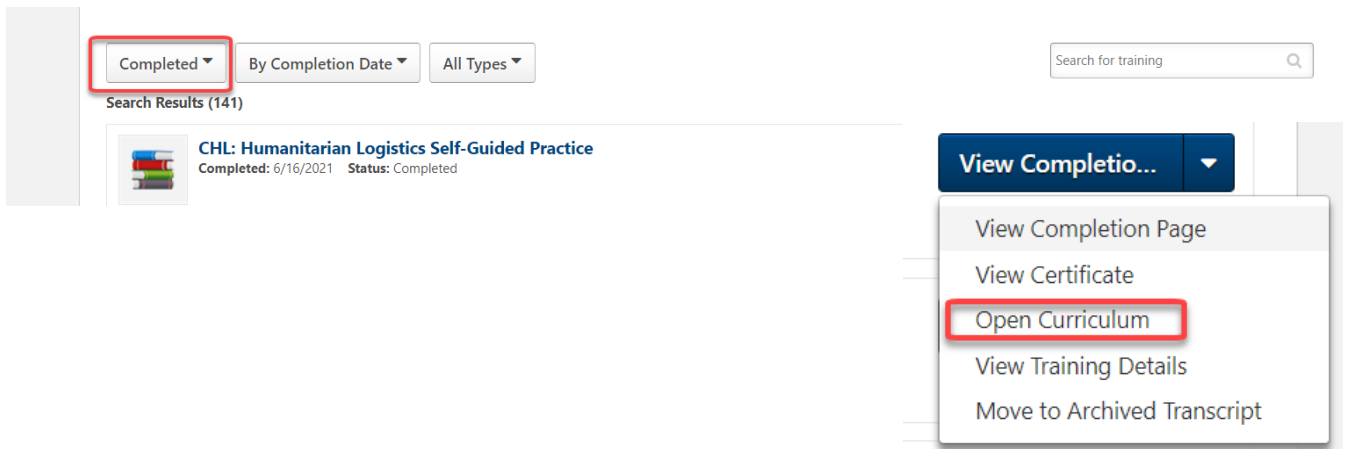
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- From the Transcript page, find “CHL: Humanitarian Logistics Self-Guided Practice” and click the **OPEN CURRICULUM** button to access the online units.



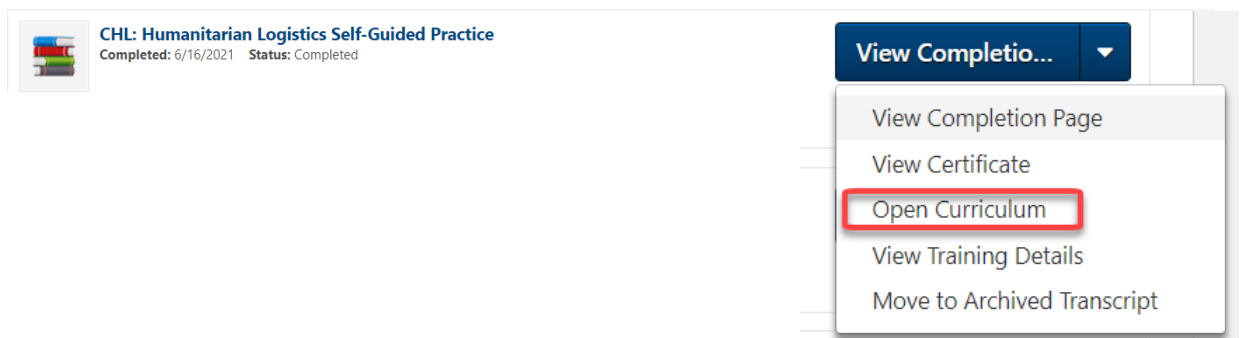
- Once you have completed the self-guided practice, you can retake any of the units at any time. From the Transcript page, click on the drop down on the left and select the **COMPLETED** tab to access your completed training. Find the self-guided practice, click the drop down on the right, and select **OPEN CURRICULUM** to access the online units.



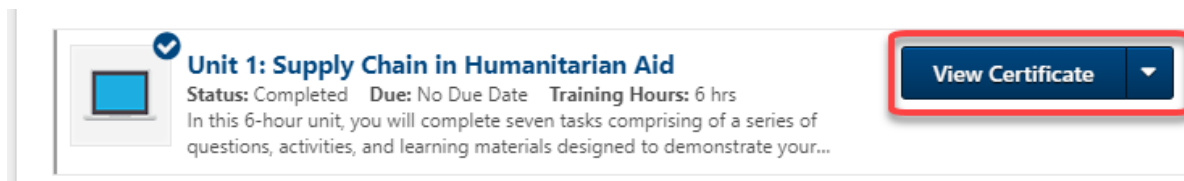
## STEP 6: DOWNLOAD YOUR COMPLETION CERTIFICATE

After you complete each of the seven units in the “CHL: Humanitarian Logistics Self-Guided Practice”, you will need to download your completion certificate, save it as a PDF, and then upload it to the iLearner system. Once you upload the certificate to the iLearner system, your coach will sign off the corresponding tasks. Note: You will receive instructions on how to upload documents on the iLearner system from your coach.

1. From the Transcript page, find the self-guided practice, click the drop down on the right, and select **OPEN CURRICULUM** to access the online units.



2. Select **VIEW CERTIFICATE** to download and save your certificate to upload to the iLearner system.



## NEED HELP?

If you need help accessing DisasterReady or the self-guided practice activity, please contact the DisasterReady [help desk by clicking at this link](#).

Please note that LLA is unable to provide any technical or coaching support for the self-guided practice activity. This part of the program is entirely student-led and managed by DisasterReady.