

apprenticeship FRAMEWORK

Driving Goods Vehicles (England)

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 6 APRIL 2015

Modifications to SASE came into effect on 6th April 2015. These changes **ONLY** relate to the Transferable Skills requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 6th April 2015. Apprenticeships starts before this date must continue to meet the 2013 SASE requirements for Transferable Skills. For more details of the changes and how they will affect new Apprenticeship starts, please read the following preface page to the framework document.

NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

Latest framework version?

Please use this link to see if this is the latest issued version of this framework:

afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR03560

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CHANGES TO TRANSFERABLE SKILLS REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 6TH APRIL 2015

Modifications to SASE came into effect on 6th April 2015. The changes ONLY relate to the Transferable Skills requirements of a framework and they ONLY apply to new Apprenticeship starts on, or after, 6th April 2015. Apprenticeships started before this date must continue to meet the 2013 SASE requirements for Transferable Skills.

The modifications removed the “5 year rule”, meaning that acceptable qualifications, achieved before September 2012, are now in scope. This includes iGCSEs, A and AS Levels, O Levels and Key Skills. However, there are still minimum grade/level requirements that need to be achieved, depending on the level of Apprenticeship being undertaken. There have also been some changes to the minimum grade/level requirements which, in summary are:

| | |
|------------------------------|--|
| Intermediate Apprenticeship: | GCSE/iGCSE/A and AS Levels - minimum acceptable grade is now E, irrespective of achievement date (for ALL acceptable GCSEs/iGCSEs/A/AS Levels) |
| | Key Skills - minimum acceptable is Level 1, irrespective of achievement date |
| | O Levels – minimum acceptable grade is C, irrespective of achievement date |
| Advanced Apprenticeship: | GCSE/iGCSE - minimum acceptable grade is now C, irrespective of achievement date (for ALL acceptable GCSEs/iGCSEs) |
| | A/AS Level - minimum acceptable is grade E, irrespective of achievement date |
| | Key Skills - minimum acceptable is Level 2, irrespective of achievement date |
| | O Levels - minimum acceptable grade is C, irrespective of achievement date |
| Higher Apprenticeship: | There remains no mandatory requirement for Transferable Skills qualifications to be achieved. |

Please note that some frameworks may have grade/level requirements that are above the SASE minimum requirements. Please check the framework to ascertain where this is the case and/or check directly with the specific Issuing Authority responsible for the framework.

The updated version of SASE, and guidance documents, can be accessed here: <http://afo.sscalliance.org/SASE>

PLEASE NOTE THAT THAT THE NEW REQUIREMENTS FOR TRANSFERABLE SKILLS, AS DETAILED ABOVE, OVERRIDE THE NOTES AND GRADES/LEVELS ASSOCIATED WITH THE TRANSFERABLE SKILLS TABLES, WITHIN THIS DOCUMENT. Until the Transferable Skills tables can be updated, any references to “**achieved before Sept 2012 and within 5 years of starting Apprenticeship**” or “**achieved before September 2012, otherwise at any time prior to starting Apprenticeship**” can now be ignored.

Over the next few months, the Transferable Skills section within AFO will be amended to reflect the SASE modifications and all current frameworks will be updated and reissued to incorporate these changes. In the meantime, if you are in any doubt as to the requirements of any framework then please contact the relevant Issuing Authority.

Driving Goods Vehicles (England)

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Framework summary

Driving Goods Vehicles

Driving Goods Vehicles

This framework includes information on Personal Learning and Thinking Skills

Pathways for this framework at level 2 include:

Pathway 1: Motorcycle/Cycle Courier

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - Level 2 Certificate in Driving Goods Vehicles (Option A)

B2 - Level 2 Diploma in Transporting Goods by Road

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 2: Van Driver

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - Level 2 Certificate in Driving Goods Vehicles (Option B)

B2 - Level 2 Diploma in Transporting Goods by Road

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 3: Rigid Vehicle Driver

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - Level 2 Certificate in Driving Goods Vehicles (Option C)

B2 - Level 2 Diploma in Transporting Goods by Road

This pathway also contains information on:

- Employee rights and responsibilities

- Functional skills

Pathway 4: Articulated/Drawbar Driver

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - Level 2 Certificate in Driving Goods Vehicles (Option D)

B2 - Level 2 Diploma in Transporting Goods by Road

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Driving Goods Vehicles

Driving Goods Vehicles

This framework includes information on Personal Learning and Thinking Skills

Pathways for this framework at level 3 include:

Pathway 1: Van Driver/Team Leader

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - Level 3 Diploma in Driving Goods Vehicles (Option V)

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 2: Rigid Vehicle Driver/Team Leader

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - Level 3 Diploma in Driving Goods Vehicles (Option R)

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 3: Articulated/Drawbar Driver/Team Leader

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - Level 3 Diploma in Driving Goods Vehicles (Option A)

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 4: Transporting Freight by Road (Van)

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - Level 3 Certificate in Transporting Freight by Road (Option D)

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 5: Transporting Freight by Road (Rigid)

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - Level 3 Certificate in Transporting Freight by Road (Option C)

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Pathway 6: Transporting Freight by Road (Articulated / Drawbar)

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - Level 3 Certificate in Transporting Freight by Road (Option B)

This pathway also contains information on:

- Employee rights and responsibilities
- Functional skills

Framework information

Information on the Issuing Authority for this framework:

Skills for Logistics

The Apprenticeship sector for occupations in freight logistics and Maritime.

| | |
|---|---|
| Issue number: 16 | This framework includes: Level 2 Level 3 |
| Framework ID: FR03560 | |
| Date this framework is to be reviewed by: 31/08/2018 | |
| This framework is for use in: England | |

Short description

Employers need to make the most of everyone's potential by attracting new talent to the industry in England; especially women and those from under-represented groups and by encouraging existing staff to gain Level 2 qualifications. Apprentices can work as drivers of vans, rigid vehicles and articulated lorries, or as motorcycle/cycle couriers. Driving duties may be combined with collection and delivery of packages or other goods. Advanced Apprentices will take on more responsibility for looking after drivers and moving towards team leader roles. This framework will provide opportunities to move into Level 3 jobs and training in other parts of the Logistics Sector such as Traffic Office Management.

Contact information

Proposer of this framework

A large number of employers have been involved in either the development of the qualifications, the framework or both and include: The Royal Artillery, Stobart Group, TNT, UPS DHL, Wincanton, Fedex, Institute of Couriers, Robert Wiseman Dairies, Gist, CEVA Logistics. This has been in either on-line or face to face meetings and consultations to ensure the framework and qualifications are what employers in the sector need. The structure this framework provides at both Intermediate and Advanced level will enable these and other employers engaged in transport activities to effectively plan to meet their needs in the future.

Developer of this framework

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Issuing Authority's contact details

Issued by: Institute of the Motor Industry
Issuer contact name: Cara Taylor
Issuer phone: 01992 519039
Issuer email: skillsforlogistics@theimi.org.uk

Revising a framework

Contact details

Who is making this revision: Lindsey Baldwin
Your organisation: IMI
Your email address: skillsforlogistics@theimi.org.uk

Why this framework is being revised

To facilitate the removal of Level 2, Level 3 and ERR qualifications

To update the Developer and Issuing Authority contact information.

To update Awarding Organisation information from Edexcel to Pearson Edexcel.

Summary of changes made to this framework

To facilitate the removal of Level 2, Level 3 and ERR qualifications

To update the Developer and Issuing Authority contact information.

To update Awarding Organisation information from Edexcel to Pearson Edexcel.

Qualifications removed

Level 2

- 501/1580/7 L2 Certificate in Driving Good Vehicles - EDI
- 600/1656/5 L2 Certificate in Driving Good Vehicles - VTCT

Level 3

- 600/1961/X L3 Certificate in Transporting Freight by Road - EDI

Employee Rights and Responsibilities

- 600/2570/0 - OCR
- 600/1045/9 - EDI

Qualifications added

N/A

Qualifications that have been extended

N/A

Purpose of this framework

Summary of the purpose of the framework

Defining Apprenticeships

An Apprenticeship is a job with an accompanying skills development programme under an Apprenticeship Agreement designed by employers in the sector. It allows the apprentice to gain technical knowledge and real practical experience, along with functional and personal skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context.

This broader mix differentiates the Apprenticeship experience from training delivered to meet narrowly focused job needs. All apprentices commencing their Apprenticeship must have an **Apprenticeship Agreement** between the employer and the apprentice. This can be used to reinforce the understanding of the requirements of the Apprenticeship. On completion of the Apprenticeship the apprentice must be able to undertake the full range of duties, in the range of circumstances appropriate to the job, confidently and competently to the standard set by the industry.

The economy relies on the efficient movement of goods and Logistics employers need to attract more people into the industry at level 2 to train as drivers or motorcycle couriers to ensure goods are delivered to the correct destinations and on time. If goods are delivered to incorrect destinations, they need to be recovered which affects customer satisfaction and the profitability of businesses.

There are approximately 27,500 workplaces in England, employing around 250,000 people whose primary function is road freight transport activities.

These services are part of the wider logistics sector which employs around 8% of the workforce in England and provides many opportunities to move into jobs and training in other parts of logistics such as Traffic Office and Purchasing and Supply Management.

Transport service companies in England have reported a combination of skills gaps and shortages, including communication, literacy and numeracy and an ageing workforce. They will need approximately 100,000 staff in driving roles over the next 5 years to replace those who leave or retire to fill jobs as:

- motorcycle/cycle courier
- van driver

- rigid vehicle driver
- articulated/drawbar driver
- parcel delivery driver

Driving Goods Vehicles Intermediate Apprenticeship/Advanced Apprenticeship and its predecessor have been used by employers since 2005 and currently there are around 4,500 new Apprentices starting this framework annually. This Intermediate Apprenticeship/Advanced Apprenticeship builds on the success of the previous framework by meeting the skills gaps and shortages of the Road Transport Industry and at the same time, contributes to meeting the skills priorities for England by:

- Providing flexible access to a high quality skills programme, as a real alternative to academic qualifications, for those who prefer this style of learning and achievement.
- Incorporating Functional Skills in Maths and English, helping to improve the general level of literacy and numeracy basic skills.
- Using technical and competence qualifications, valued by Logistics employers, to help their businesses grow.
- Developing Apprentices' Personal Learning and Thinking Skills to build their confidence and creativity, improving their social and working lives.
- Developing Apprentices' employability skills making them more attractive to all employers whichever career they choose.
- Providing a career pathway into jobs and training at technician level and higher to provide the skills which the economy needs to grow.

Whilst the use of handheld technology devices (e.g. scanners) is quite widespread within the industry, ICT has not been included in this framework as employers do not feel it is relevant to the job role of those working in a driving environment.

Aims and objectives of this framework (England)

The aim of this Intermediate Apprenticeship/Advanced Apprenticeship is to provide the Road Transport Industry with staff who have the knowledge, skills and confidence to help their businesses grow and to provide a career path for Apprentices to higher level jobs and qualifications.

Objectives of this framework are to:

1. attract more applicants, including women and applicants from under-represented groups into Level 2 and Level 3 jobs in the road transport industry with the skills and knowledge which employers are looking for
2. provide flexible routes for those wishing to get into road transport and progress to a range of jobs, training and other qualifications in logistics

3. provide opportunities for existing staff to gain Level 2 and Level 3 qualifications which recognise their knowledge and experience
4. to replace staff who leave or retire

Entry conditions for this framework

Employers seek to attract applicants who have a keen interest in working in a transport business in the logistics sector. They must be willing to spend nights away from home and be good timekeepers. Employers are also interested in applicants who have basic literacy and numeracy skills on which this Intermediate Apprenticeship/Advanced Apprenticeship will build. Applicants for this Apprenticeship will be a mix of age and experience. As a guide, applicants may come from a range of routes including:

- work or work experience
- training and/or experience which could include a portfolio showing what they have done
- foundation learning at level 1
- any of the Key Skills or Functional Skills
- Young Apprenticeship
- vocational or academic qualifications

Initial Assessment

The purpose of initial assessment is to identify prior learning and experience to tailor the Apprentice's Individual Learning Plan, not for screening out applicants.

Training providers and employers will identify the apprentice's learning and support needs and reflect these in the individual learning plan, recognising prior qualifications and experience. Where APL is recognised for existing competence or knowledge, the Apprenticeship programme must be tailored to allow the apprentice to undertake new learning, including learning at a higher level and develop new skills.

Level 2

Title for this framework at level 2

Driving Goods Vehicles

Pathways for this framework at level 2

- Pathway 1: Motorcycle/Cycle Courier
- Pathway 2: Van Driver
- Pathway 3: Rigid Vehicle Driver
- Pathway 4: Articulated/Drawbar Driver

Level 2, Pathway 1: Motorcycle/Cycle Courier

Description of this pathway

Driving Goods Vehicles (Motorcycle/Cycle Courier) 46 Credits made up as follows:

- Certificate in Driving Goods Vehicles (option A 31 Credits) (Min 17 credits for competence and 14 credits for knowledge)
- Functional Skills - Maths - 5 Credits
- Functional Skills - English - 5 Credits
- Employee Rights and Responsibilities - 5 Credits

OR

Transporting Goods by Road (Motorcycle/Cycle Courier) 64 Credits made up as follows:

- Diploma in Transporting Goods by Road (option P1 49 Credits) (25 Credits for competence and 24 credits for knowledge)
- Functional Skills - Maths - 5 Credits
- Functional Skills - English - 5 Credits
- Employee Rights and Responsibilities - 5 credits

Entry requirements for this pathway in addition to the framework entry requirements

Apprentices **MUST** hold a Category A (Motorcycle) Licence before they commence this pathway if they wish to undertake the Motorcycle option as this is not funded as part of this framework.

| Job title(s) | Job role(s) |
|---------------------|--|
| Pedal Cycle Courier | Pedal Cycle Couriers often work alone making deliveries to businesses or private homes. You will be away from your base during the day. You will have responsibility for your cycle and load and will be required to keep accurate records for deliveries and returns. |
| Motorcycle Courier | Motorcycle Couriers often work alone making deliveries to businesses or private homes. You will be away from your base during the day. You will have responsibility for your motorcycle and load and will be required to keep accurate records for deliveries and returns. |

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

| B1 - Level 2 Certificate in Driving Goods Vehicles (Option A) | | | | | |
|---|------------|--|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| B1a | 501/1799/3 | City & Guilds | 29 | 149-172 | N/A |
| B1b | 501/1659/9 | Pearson Edexcel | 29 | 149-172 | N/A |
| B1c | 600/1276/6 | SQA | 29 | 149-172 | N/A |
| B1d | 600/3809/3 | HABC | 29 | 149-172 | N/A |
| B1e | 600/6394/4 | ICQ | 29 | 149-172 | N/A |
| B1f | 601/1372/8 | PAA/VQSET | 29 | 149-172 | N/A |
| B1g | 601/2332/1 | Future (Awards and Qualifications) Ltd | 29 | 149-172 | N/A |
| B1h | 600/8307/4 | ProQual | 29 | 149-189 | N/A |
| B1i | 601/2534/2 | NCFE | 29 | 149-172 | N/A |

| B2 - Level 2 Diploma in Transporting Goods by Road | | | | | |
|--|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| B2a | 601/0340/1 | Pearson Edexcel | 49 | 252 | N/A |

Relationship between competence and knowledge qualifications

The **Certificate in Driving Goods Vehicles** at Level 2 is a combined qualification incorporating competence and knowledge, which are separately assessed. Apprentices who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip them with new skills and learning.

Providers MUST ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE. This Pathway totals 46 credits which includes competence, knowledge, the ERR qualification and the two Functional Skills of English and Maths.

This framework exceeds the minimum of 37 credits set by the SASE.

The minimum number of credits for Competence for this qualification is 17

The minimum number of credits for Knowledge for this qualification is 14

The total credits for this combined qualification is 31 and is made up as follows:

Mandatory Units:

- Collecting and/or delivering goods motorcycles and pedal cycles (1 credit for competence and 1 for knowledge)
- Prepare the cycle/motorcycle for riding (1 credit for competence and 1 for knowledge)
- Protect the cycle/motorcycle and the load (1 credit for competence and 1 for knowledge)
- Operate and monitor the cycle/motorcycle systems (2 credits for competence and 1 for knowledge)
- Manoeuvre the cycle/motorcycle in restricted spaces (2 credits for competence and 2 for knowledge)
- Obtain information on the collection and/or delivery of loads (1 credit for competence and 1 for knowledge)

Optional Units Group 1 (1 unit from this group)

- Drive the cycle on public roads in a safe and fuel efficient manner (3 credits for competence and 3 for knowledge)
- Drive the cycle on private roads in a safe and fuel efficient manner (2 credit for competence and 2 for knowledge)

Optional units Group 2 (1 unit from this group)

- Ensure the cycle is loaded correctly (2 credits for competence and 2 for knowledge)
- Load the cycle correctly (3 credits for competence and 2 for knowledge)

Optional Unit Group 3 (1 unit from this group)

- Ensure the cycle is unloaded correctly (2 credits for competence and 1 for knowledge)
- Unload the cycle correctly (2 credits for competence and 1 for knowledge)

Optional Unit Group 4 (a minimum of 5 credits from this group)

- Make an effective contribution to a business in the logistics sector (2 credits for competence and 1 for knowledge)
- Contribute to the provision of customer service in logistics operations (2 credits for competence and 1 for knowledge)
- Dealing with payment transactions in logistics operations (1 credit for competence and 1 for knowledge)
- Plan the route and timings for the collection and delivery of goods (3 credits for competence and 3 for knowledge)

The Diploma in Transporting Goods by Road at Level 2 is a combined qualification incorporating competence and knowledge, which are separately assessed. Apprentices who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip them with new skills and learning.

Providers **MUST** ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE. This Pathway totals 64 credits which includes competence, knowledge, the ERR qualification and the two Functional Skills of English and Maths.

This framework exceeds the minimum of 37 credits set by the SASE.

The minimum number of credits for Competence for this qualification is 25

The minimum number of credits for Knowledge for this qualification is 24

The total credits for this combined qualification is 49 and is made up as follows:

Mandatory Units:

- Contribute to health, safety and security in package distribution (2 credits for knowledge and 3 credits for competence)
- Contribute to working relationships in package distribution (2 credits for knowledge and 3 credits for competence)
- Process package instructions (2 credits for knowledge and 2 credits for competence)
- Separate packages for processing (2 credits for knowledge and 3 credits for competence)
- Moving and/or handling goods in logistics operations (2 credits for knowledge and 2 credits for competence)
- Contribute to the provision of customer service in logistics operations (1 credit for knowledge and 2 credits for competence)
- Plan the route and timings for the collection and delivery of goods (3 credits for knowledge and 3 credits for competence)

Plus

Pathway 1 Motorcycle/Cycle Courier

- Prepare the Cycle for driving (1 credit for knowledge and 1 credit for competence)
- Protect the Cycle and the load (1 credit for knowledge and 1 credit for competence)
- Manoeuvre the Cycle in restricted spaces (2 credits for knowledge and 2 credits for competence)
- Drive the Cycle on public roads in a safe and fuel efficient manner (3 credits for knowledge and 3 credits for competence)
- Unload the Cycle correctly (1 credit for knowledge and 2 credits for competence)

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

| English | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in English | 1 | 5 |
| GCSE qualification in English (with enhanced functional content) | E | 5 |
| Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...* | 1 | 5 |
| GCSE Qualification in English* | C | N/A |
| A' Level or AS Level qualification in English Language* | E | N/A |
| A' Level or AS Level qualification in English Literature* | E | N/A |
| A' Level or AS Level qualification in English Language and Literature* | E | N/A |
| GCSE or O' Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Literature** | A | N/A |
| A' Level or AS Level qualification in English Language and Literature** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

| Mathematics | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in Mathematics | 1 | 5 |
| GCSE qualification (with enhanced functional content) in Mathematics | E | 5 |
| Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...* | 1 | 5 |
| GCSE qualification in Mathematics* | C | N/A |
| A' level or AS Level qualification in Mathematics* | E | N/A |
| A' Level or AS Level qualification in Pure Mathematics* | E | N/A |
| A'Level or AS Level qualification in Further Mathematics* | E | N/A |
| GCSE or O'Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Pure Mathematics** | A | N/A |
| A' Level or AS Level qualification in Further Mathematics** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

Whilst the use of handheld technology devices (e.g. scanners) is quite widespread within the industry, ICT has not been included in this framework as employers do not feel it is relevant to the job role of those working in a driving environment.

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL TWO INTERMEDIATE APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience

- training (non accredited)
- foundation learning at level 1
- any of the Key Skills or Functional Skills
- Young Apprenticeship
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 2 INTERMEDIATE APPRENTICESHIP:

Intermediate Apprenticeships/Advanced Apprenticeships in any of the following:

- Traffic Office Intermediate Apprenticeship
- Logistics Operations Advanced Apprenticeship
- Driving Goods Vehicles Advanced Apprenticeship

Into a job as a driver or with further development and training e.g. in-house/external development programme (CPD) accredited/non accredited into the following jobs at level 3:

- Traffic Office Manager
- Transport Manager

After further training and development for those who choose to do so:

- Foundation degree in logistics, transport planning, logistics operations and administration. visit www.fdf.ac.uk

Logistics career structure

- This Level 2 Intermediate Apprenticeship sits in the Logistics Professional Development Stairway at Step 2. For further information visit www.thestairway.org
- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/2246/2 - Skillsfirst Awards Ltd
- 600/3313/7 - HABC
- 600/4981/9 - EAL
- 600/4474/3 - NCFE
- 600/4380/5 - FDQ
- 600/4380/5 - CILT
- 600/6392/0 - ICQ
- 600/8172/7 - LAO
- 601/2287/0 - Future (Awards and Qualifications) Ltd
- 601/1592/0 - IMIAL
- 600/7827/3 - NOCN
- 600/5724/5 - SFEDI

All Apprentices must receive an induction to the workplace and to the Intermediate Apprenticeship programme. ERR will be covered through a separate QCF award entitled Employee Rights and Responsibilities in the Logistics Industry, which will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers.
2. procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the apprenticeship
3. the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support
4. the role played by their occupation in their organisation and industry.
5. has an informed view of the types of career pathways that are open to them.
6. the types of representative bodies and understands their relevance to their industry and organisation and the main roles and responsibilities.

7. where and how to get information and advice on their industry, occupation, training and career.
8. can describe and work within their organisation's principles and codes of practice.
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

Skills for Logistics has developed an ERR workbook to support the delivery of the ERR award

<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/>

RECOGNITION OF ERR:

When applying for the Intermediate Apprenticeship completion certificate, a certificate of achievement of the ERR Award must be must be retained in the Apprentices portfolio and is subject to audit.

The ACE Apprenticeship Declaration and Authorisation form V3 must be uploaded as part of the certification process. This can be downloaded directly from the ACE website:

<http://acecerts.co.uk>

Level 2, Pathway 2: Van Driver

Description of this pathway

Driving Goods Vehicles (Van driver). 44 Credits made up as follows:

- Certificate in Driving Goods Vehicles (option B 29 Credits) (Min 16 credits for competence and 13 credits for knowledge)
- Functional Skills - Maths - 5 Credits
- Functional Skills - English - 5 Credits
- Employee Rights and Responsibilities - 5 Credits

OR

Transporting Goods by Road (Van Driver) 64 Credits made up as follows:

- Diploma in Transporting Goods by Road (option P2 49 Credits) (25 Credits for competence and 24 credits for knowledge)
- Functional Skills - Maths - 5 Credits
- Functional Skills - English - 5 Credits
- Employee Rights and Responsibilities - 5 credits

Entry requirements for this pathway in addition to the framework entry requirements

Apprentices **MUST** hold a Category B (Car) Licence before they commence this pathway, as this is not funded as part of the Framework.

| Job title(s) | Job role(s) |
|--------------|--|
| Van Driver | Often working on your own making deliveries to warehouses, distribution outlets, shops or private homes. You will be away from your base sometimes overnight. You will have responsibility for your vehicle and load and will keep accurate records of deliveries and returns. |

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

| B1 - Level 2 Certificate in Driving Goods Vehicles (Option B) | | | | | |
|---|------------|--|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| B1a | 501/1799/3 | City & Guilds | 29 | 149-172 | N/A |
| B1b | 501/1659/9 | Pearson Edexcel | 29 | 149-172 | N/A |
| B1c | 600/1276/6 | SQA | 29 | 149-172 | N/A |
| B1d | 600/3809/3 | HABC | 29 | 149-172 | N/A |
| B1e | 600/6394/4 | ICQ | 29 | 149-172 | N/A |
| B1f | 601/1372/8 | PAA/VQSET | 29 | 149-172 | N/A |
| B1g | 601/2332/1 | Future (Awards and Qualifications) Ltd | 29 | 149-172 | N/A |
| B1h | 600/8307/4 | ProQual | 29 | 149-189 | N/A |
| B1i | 601/2534/2 | NCFE | 29 | 149-172 | N/A |
| B1j | 601/3042/8 | Wamitab | 29 | 139-157 | N/A |

Combined qualifications available to this pathway (cont.)

| B2 - Level 2 Diploma in Transporting Goods by Road | | | | | |
|--|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| B2a | 601/0340/1 | Pearson Edexcel | 49 | 252 | N/A |

Relationship between competence and knowledge qualifications

The **Certificate in Driving Goods Vehicles** at Level 2 is a combined qualification incorporating competence and knowledge, which are separately assessed. Apprentices who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip them with new skills and learning.

Providers **MUST** ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE. This Pathway totals 44 credits which includes competence, knowledge, the ERR qualification and the two Functional Skills of English and Maths.

This framework exceeds the minimum of 37 credits set by the SASE.

The minimum number of credits for Competence for this qualification is 16

The minimum number of credits for Knowledge for this qualification is 13

The total credits for this combined qualification is 29 and is made up as follows:

Mandatory Units:

- Prepare the van for driving (1 credit for competence and 1 for knowledge)
- Protect the van and the load (1 credit for competence and 1 for knowledge)
- Operate and monitor the van systems (2 credits for competence and 1 for knowledge)
- Manoeuvre the van in restricted spaces (2 credits for competence and 2 for knowledge)
- Obtain information on the collection and/or delivery of loads (1 credit for competence and 1 for knowledge)

Optional Units Group 1 (1 unit from this group)

- Drive the van on public roads in a safe and fuel efficient manner (3 credits for

- competence and 3 for knowledge)
- Drive the van on private roads in a safe and fuel efficient manner (2 credit for competence and 2 for knowledge)

Optional units Group 2 (1 unit from this group)

- Ensure the van is loaded correctly (2 credits for competence and 2 for knowledge)
- Load the van correctly (3 credits for competence and 2 for knowledge)

Optional Unit Group 3 (1 unit from this group)

- Ensure the van is unloaded correctly (2 credits for competence and 1 for knowledge)
- Unload the van correctly (2 credits for competence and 1 for knowledge)

Optional Unit Group 4 (a minimum of 5 credits from this group)

- Make an effective contribution to a business in the logistics sector (2 credits for competence and 1 for knowledge)
- Contribute to the provision of customer service in logistics operations (2 credits for competence and 1 for knowledge)
- Dealing with payment transactions in logistics operations (1 credit for competence and 1 for knowledge)
- Plan the route and timings for the collection and delivery of goods (3 credits for competence and 3 for knowledge)

The Diploma in Transporting Goods by Road at Level 2 is a combined qualification incorporating competence and knowledge, which are separately assessed. Apprentices who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip them with new skills and learning.

Providers **MUST** ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE. This Pathway totals 64 credits which includes competence, knowledge, the ERR qualification and the two Functional Skills of English and Maths. This framework exceeds the minimum of 37 credits set by the Specification for Apprenticeship Standards in England.

The minimum number of credits for Competence for this qualification is 25

The minimum number of credits for Knowledge for this qualification is 24

The total credits for this combined qualification is 49 and is made up as follows:

Mandatory Units:

- Contribute to health, safety and security in package distribution (2 credits for knowledge and 3 credits for competence)
- Contribute to working relationships in package distribution (2 credits for knowledge and 3 credits for competence)
- Process package instructions (2 credits for knowledge and 2 credits for competence)
- Separate packages for processing (2 credits for knowledge and 3 credits for competence)
- Moving and/or handling goods in logistics operations (2 credits for knowledge and 2 credits for competence)
- Contribute to the provision of customer service in logistics operations (1 credit for knowledge and 2 credits for competence)
- Plan the route and timings for the collection and delivery of goods (3 credits for knowledge and 3 credits for competence)

Plus

Pathway 2 Van Driver

- Protect the van and the load (1 credit for knowledge and 1 credit for competence)
- Prepare the van for driving (1 credit for knowledge and 1 credit for competence)
- Protect the van and the load (1 credit for knowledge and 1 credit for competence)
- Manoeuvre the van in restricted places (2 credits for knowledge and 2 credits for competence)
- Drive the van on public roads in a safe and fuel efficient manner (3 credits for knowledge and 3 credits for competence)
- Unload the van correctly (1 credit for knowledge and 2 credits for competence)

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

| English | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in English | 1 | 5 |
| GCSE qualification in English (with enhanced functional content) | E | 5 |
| Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...* | 1 | 5 |
| GCSE Qualification in English* | C | N/A |
| A' Level or AS Level qualification in English Language* | E | N/A |
| A' Level or AS Level qualification in English Literature* | E | N/A |
| A' Level or AS Level qualification in English Language and Literature* | E | N/A |
| GCSE or O' Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Literature** | A | N/A |
| A' Level or AS Level qualification in English Language and Literature** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

| Mathematics | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in Mathematics | 1 | 5 |
| GCSE qualification (with enhanced functional content) in Mathematics | E | 5 |
| Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...* | 1 | 5 |
| GCSE qualification in Mathematics* | C | N/A |
| A' level or AS Level qualification in Mathematics* | E | N/A |
| A' Level or AS Level qualification in Pure Mathematics* | E | N/A |
| A'Level or AS Level qualification in Further Mathematics* | E | N/A |
| GCSE or O'Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Pure Mathematics** | A | N/A |
| A' Level or AS Level qualification in Further Mathematics** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

Whilst the use of handheld technology devices (e.g. scanners) is quite widespread within the industry, ICT has not been included in this framework as employers do not feel it is relevant to the job role of those working in a driving environment.

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL TWO INTERMEDIATE APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience

- training (non accredited)
- foundation learning at level 1
- any of the Key Skills or Functional Skills
- Young Apprenticeship
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 2 INTERMEDIATE APPRENTICESHIP:

Intermediate Apprenticeships/Advanced Apprenticeships in any of the following:

- Team Leading Intermediate Apprenticeship
- Logistics Operations Advanced Apprenticeship
- Driving Goods Vehicles Advanced Apprenticeship

Into a job as a driver or with further development and training e.g. in-house/external development programme (CPD) accredited/non accredited into the following jobs at level 3:

- Warehouse Manager
- Transport Manager

After further training and development for those who choose to do so:

- Foundation degree in logistics, transport planning, logistics operations and administration. visit www.fdf.ac.uk

Logistics career structure

- This Level 2 Intermediate Apprenticeship sits in the Logistics Professional Development Stairway at Step 2. For further information visit www.thestairway.org
- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/2246/2 - Skillsfirst Awards Ltd
- 600/3313/7 - HABC
- 600/4981/9 - EAL
- 600/4474/3 - NCFE
- 600/4380/5 - FDQ
- 600/4380/5 - CILT
- 600/6392/0 - ICQ
- 600/8172/7 - LAO
- 601/2287/0 - Future (Awards and Qualifications) Ltd
- 601/1592/0 - IMIAL
- 600/7827/3 - NOCN
- 600/5724/5 - SFEDI

All Apprentices must receive an induction to the workplace and to the Intermediate Apprenticeship programme. ERR will be covered through a separate QCF award entitled Employee Rights and Responsibilities in the Logistics Industry, which will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers.
2. procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the apprenticeship
3. the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support
4. the role played by their occupation in their organisation and industry.
5. has an informed view of the types of career pathways that are open to them.
6. the types of representative bodies and understands their relevance to their industry and organisation

and the main roles and responsibilities.

7. where and how to get information and advice on their industry, occupation, training and career.
8. can describe and work within their organisation's principles and codes of practice.
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

Skills for Logistics has developed an ERR workbook to support the delivery of the ERR award

<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/>

RECOGNITION OF ERR:

When applying for the Intermediate Apprenticeship completion certificate, a certificate of achievement of the ERR Award must be retained in the Apprentices portfolio and is subject to audit.

The ACE Apprenticeship Declaration and Authorisation form V3 must be uploaded as part of the certification process. This can be downloaded directly from the ACE website:

<http://acecerts.co.uk>

Level 2, Pathway 3: Rigid Vehicle Driver

Description of this pathway

Driving Goods Vehicles (Rigid Vehicle Driver) 44 Credits made up as follows:

- Certificate in Driving Goods Vehicles (option C 29 Credits) (Min 16 credits for competence and 13 credits for knowledge)
- Functional Skills - Maths - 5 Credits
- Functional Skills - English - 5 Credits
- Employee Rights and Responsibilities - 5 Credits

OR

Transporting Goods by Road (Rigid Vehicle Driver) 64 Credits made up as follows:

- Diploma in Transporting Goods by Road (option P3 49 Credits) (25 Credits for competence and 24 credits for knowledge)
- Functional Skills - Maths - 5 Credits
- Functional Skills - English - 5 Credits
- Employee Rights and Responsibilities - 5 credits

Entry requirements for this pathway in addition to the framework entry requirements

Age restrictions apply to apprentices wishing to drive Large Goods Vehicle (LGV's). Apprentices **MUST** hold a Full Category B (Car) Licence before they commence this pathway, as without it they will not be able to undertake LGV training. The minimum age Apprentices will need to be in order to drive a Large Goods Vehicle is 18.

| Job title(s) | Job role(s) |
|----------------------|--|
| Rigid Vehicle Driver | Often working on your own making deliveries to warehouses, distribution outlets, shops or private homes. You will be away from your base sometimes overnight. You will have responsibility for your vehicle and load and will be required to keep accurate records for deliveries and returns. |

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

| B1 - Level 2 Certificate in Driving Goods Vehicles (Option C) | | | | | |
|---|------------|--|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| B1a | 501/1799/3 | City & Guilds | 29 | 149-172 | N/A |
| B1b | 501/1659/9 | Pearson Edexcel | 29 | 149-172 | N/A |
| B1c | 600/1276/6 | SQA | 29 | 149-172 | N/A |
| B1d | 600/3809/3 | HABC | 29 | 149-172 | N/A |
| B1e | 600/6394/4 | ICQ | 29 | 149-172 | N/A |
| B1f | 601/1372/8 | PAA/VQSET | 29 | 149-172 | N/A |
| B1g | 601/2332/1 | Future (Awards and Qualifications) Ltd | 29 | 149-172 | N/A |
| B1h | 600/8307/4 | ProQual | 29 | 149-189 | N/A |
| B1i | 601/2534/2 | NCFE | 29 | 149-172 | N/A |
| B1j | 601/3042/8 | Wamitab | 29 | 139-157 | N/A |

Combined qualifications available to this pathway (cont.)

| B2 - Level 2 Diploma in Transporting Goods by Road | | | | | |
|--|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| B2a | 601/0340/1 | Pearson Edexcel | 49 | 252 | N/A |

Relationship between competence and knowledge qualifications

The **Certificate in Driving Goods Vehicles** at Level 2 is a combined qualification incorporating competence and knowledge, which are separately assessed. Apprentices who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip them with new skills and learning.

Providers **MUST** ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE. This Pathway totals 44 credits which includes competence, knowledge, the ERR qualification and the two Functional Skills of English and Maths.

This framework exceeds the minimum of 37 credits set by the SASE.

The minimum number of credits for Competence for this qualification is 16

The minimum number of credits for Knowledge for this qualification is 13

The total credits for this combined qualification is 29 and is made up as follows:

Mandatory Units:

- Prepare the rigid vehicle for driving (1 credit for competence and 1 for knowledge)
- Protect the rigid vehicle and the load (1 credit for competence and 1 for knowledge)
- Operate and monitor the rigid vehicle systems (2 credits for competence and 1 for knowledge)
- Manoeuvre the rigid vehicle in restricted spaces (2 credits for competence and 2 for knowledge)
- Obtain information on the collection and/or delivery of loads (1 credit for competence and 1 for knowledge)

Optional Units Group 1 (1 unit from this group)

- Drive the rigid vehicle on public roads in a safe and fuel efficient manner (3 credits for competence and 3 for knowledge)
- Drive the rigid vehicle on private roads in a safe and fuel efficient manner (2 credit for competence and 2 for knowledge)

Optional units Group 2 (1 unit from this group)

- Ensure the rigid vehicle is loaded correctly (2 credits for competence and 2 for knowledge)
- Load the rigid vehicle correctly (3 credits for competence and 2 for knowledge)

Optional Unit Group 3 (1 unit from this group)

- Ensure the rigid vehicle is unloaded correctly (2 credits for competence and 1 for knowledge)
- Unload the rigid vehicle correctly (2 credits for competence and 1 for knowledge)

Optional Unit Group 4 (a minimum of 5 credits from this group)

- Make an effective contribution to a business in the logistics sector (2 credits for competence and 1 for knowledge)
- Contribute to the provision of customer service in logistics operations (2 credits for competence and 1 for knowledge)
- Dealing with payment transactions in logistics operations (1 credit for competence and 1 for knowledge)
- Plan the route and timings for the collection and delivery of goods (3 credits for competence and 3 for knowledge)
- Attach and detach rigid vehicle mounted bodies (2 credits for competence and 1 for knowledge)
- Couple and uncouple the rigid vehicle (2 credits for competence and 1 for knowledge)

Post Driving Test Assessments

For Apprentices who gain their Category C licence as part of this framework there will be two post driving test assessments at 2 and 4 months following the date of the test pass. To download the form please visit : <http://www.skillsforlogistics.org/qualifications-training/apprenticeships/apprenticeships-in-england/driving-goods-vehicles-intermediate-advanced-apprenticeship/> or email apprenticeships@skillsforlogistics.org

The Diploma in Transporting Goods by Road at Level 2 is a combined qualification incorporating competence and knowledge, which are separately assessed. Apprentices who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip them with new skills and learning.

Providers MUST ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE. This Pathway totals 64 credits which includes competence, knowledge, the ERR qualification and the two Functional Skills of English and Maths.

This framework exceeds the minimum of 37 credits set by the SASE.

The minimum number of credits for Competence for this qualification is 25

The minimum number of credits for Knowledge for this qualification is 24

The total credits for this combined qualification is 49 and is made up as follows:

Mandatory Units:

- Contribute to health, safety and security in package distribution (2 credits for knowledge and 3 credits for competence)
- Contribute to working relationships in package distribution (2 credits for knowledge and 3 credits for competence)
- Process package instructions (2 credits for knowledge and 2 credits for competence)
- Separate packages for processing (2 credits for knowledge and 3 credits for competence)
- Moving and/or handling goods in logistics operations (2 credits for knowledge and 2 credits for competence)
- Contribute to the provision of customer service in logistics operations (1 credit for knowledge and 2 credits for competence)
- Plan the route and timings for the collection and delivery of goods (3 credits for knowledge and 3 credits for competence)

Plus

Pathway 3 Rigid Vehicle

- Prepare the Rigid Vehicle for Driving (1 credit for knowledge and 1 credit for competence)
- Protect the Rigid Vehicle and the load (1 credit for knowledge and 1 credit for competence)
- Manoeuvre the Rigid Vehicle on restricted spaces (2 credits for knowledge and 2 credits for competence)
- Drive the Rigid Vehicle on public roads in a safe and fuel efficient manner (3 credits for knowledge and 3 credits for competence)
- Unload the Rigid Vehicle correctly

Post Driving Test Assessments

For Apprentices who gain their Category C licence as part of this framework there will be two post driving test assessments at 2 and 4 months following the date of the test pass. To download the form please visit : [h
ttp://www.skillsforlogistics.org/qualifications-training/apprenticeships/apprenticeships-in-england/driving-goods-vehicles-intermediate-advanced-apprenticeship/](http://www.skillsforlogistics.org/qualifications-training/apprenticeships/apprenticeships-in-england/driving-goods-vehicles-intermediate-advanced-apprenticeship/) or email apprenticeships@skillsforlogistics.org

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

| English | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in English | 1 | 5 |
| GCSE qualification in English (with enhanced functional content) | E | 5 |
| Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...* | 1 | 5 |
| GCSE Qualification in English* | C | N/A |
| A' Level or AS Level qualification in English Language* | E | N/A |
| A' Level or AS Level qualification in English Literature* | E | N/A |
| A' Level or AS Level qualification in English Language and Literature* | E | N/A |
| GCSE or O' Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Literature** | A | N/A |
| A' Level or AS Level qualification in English Language and Literature** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

| Mathematics | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in Mathematics | 1 | 5 |
| GCSE qualification (with enhanced functional content) in Mathematics | E | 5 |
| Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...* | 1 | 5 |
| GCSE qualification in Mathematics* | C | N/A |
| A' level or AS Level qualification in Mathematics* | E | N/A |
| A' Level or AS Level qualification in Pure Mathematics* | E | N/A |
| A'Level or AS Level qualification in Further Mathematics* | E | N/A |
| GCSE or O'Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Pure Mathematics** | A | N/A |
| A' Level or AS Level qualification in Further Mathematics** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

Whilst the use of handheld technology devices (e.g. scanners) is quite widespread within the industry, ICT has not been included in this framework as employers do not feel it is relevant to the job role of those working in a driving environment.

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL TWO INTERMEDIATE APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience

- training (non accredited)
- foundation learning at level 1
- any of the Key Skills or Functional Skills
- Young Apprenticeship
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 2 INTERMEDIATE APPRENTICESHIP:

Intermediate Apprenticeships/Advanced Apprenticeships in any of the following:

- Team Leading Intermediate Apprenticeship
- Logistics Operations Advanced Apprenticeship
- Driving Goods Vehicles Advanced Apprenticeship

Into a job as a driver or with further development and training e.g. in-house/external development programme (CPD) accredited/non accredited into the following jobs at level 3:

- Warehouse Manager
- Transport Manager

After further training and development for those who choose to do so:

- Foundation degree in logistics, transport planning, logistics operations and administration. visit www.fdf.ac.uk

Logistics career structure

- This Level 2 Intermediate Apprenticeship sits in the Logistics Professional Development Stairway at Step 2. For further information visit www.thestairway.org
- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/2246/2 - Skillsfirst Awards Ltd
- 600/3313/7 - HABC
- 600/4981/9 - EAL
- 600/4474/3 - NCFE
- 600/4380/5 - FDQ
- 600/4380/5 - CILT
- 600/6392/0 - ICQ
- 600/8172/7 - LAO
- 601/2287/0 - Future (Awards and Qualifications) Ltd
- 601/1592/0 - IMIAL
- 600/7827/3 - NOCN
- 600/5724/5 - SFEDI

All Apprentices must receive an induction to the workplace and to the Intermediate Apprenticeship programme. ERR will be covered through a separate QCF award entitled Employee Rights and Responsibilities in the Logistics Industry, which will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers.
2. procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the apprenticeship
3. the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support
4. the role played by their occupation in their organisation and industry.
5. has an informed view of the types of career pathways that are open to them.
6. the types of representative bodies and understands their relevance to their industry and

organisation
and the main roles and responsibilities.

7. where and how to get information and advice on their industry, occupation, training and career.
8. can describe and work within their organisation's principles and codes of practice.
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

Skills for Logistics has developed an ERR workbook to support the delivery of the ERR award

<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/>

RECOGNITION OF ERR:

When applying for the Intermediate Apprenticeship completion certificate, a certificate of achievement of the ERR Award must be retained in the Apprentices portfolio and is subject to audit.

The ACE Apprenticeship Declaration and Authorisation form V3 must be uploaded as part of the certification process. This can be downloaded directly from the ACE website:

<http://acecerts.co.uk>

Level 2, Pathway 4: Articulated/Drawbar Driver

Description of this pathway

Driving Goods Vehicles (Articulated/Drawbar Driver). 44 Credits made up as follows:

- Certificate in Driving Goods Vehicles (option D 29 Credits) (Min 16 credits for competence and 13 credits for knowledge)
- Functional Skills - Maths - 5 Credits
- Functional Skills - English - 5 Credits
- Employee Rights and Responsibilities - 5 Credits

OR

Transporting Goods by Road (Articulated/Drawbar Driver) 64 Credits made up as follows:

- Diploma in Transporting Goods by Road (option P4 49 Credits) (25 Credits for competence and 24 credits for knowledge)
- Functional Skills - Maths - 5 Credits
- Functional Skills - English - 5 Credits
- Employee Rights and Responsibilities - 5 credits

Entry requirements for this pathway in addition to the framework entry requirements

Apprentices **MUST** hold a minimum of a Full Category C (Rigid Vehicle Licence) before they commence this pathway, as without it they will not be able to commence the additional LGV training.

| Job title(s) | Job role(s) |
|----------------------------|---|
| Articulated/Drawbar Driver | Often working on your own making deliveries to warehouses, distribution outlets, shops or private homes. You will be away from your base sometimes overnight. You will have responsibility for your vehicle and load and will be required to keep accurate records for deliveries and returns |

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

| B1 - Level 2 Certificate in Driving Goods Vehicles (Option D) | | | | | |
|---|------------|--|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| B1a | 501/1799/3 | City & Guilds | 29 | 149-172 | N/A |
| B1b | 501/1659/9 | Pearson Edexcel | 29 | 149-172 | N/A |
| B1c | 600/1276/6 | SQA | 29 | 149-172 | N/A |
| B1d | 600/3809/3 | HABC | 29 | 149-172 | N/A |
| B1e | 600/6394/4 | ICQ | 29 | 149-172 | N/A |
| B1f | 601/1372/8 | PAA/VQSET | 29 | 149-172 | N/A |
| B1g | 601/2332/1 | Future (Awards and Qualifications) Ltd | 29 | 149-172 | N/A |
| B1h | 600/8307/4 | Proqual | 29 | 149-189 | N/A |
| B1i | 601/2534/2 | NCFE | 29 | 149-172 | N/A |
| B1j | 601/3042/8 | Wamitab | 29 | 139-157 | N/A |

Combined qualifications available to this pathway (cont.)

| B2 - Level 2 Diploma in Transporting Goods by Road | | | | | |
|--|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| B2a | 601/0340/1 | Pearson Edexcel | 49 | 252 | N/A |

Relationship between competence and knowledge qualifications

The **Certificate in Driving Goods Vehicles** at Level 2 is a combined qualification incorporating competence and knowledge, which are separately assessed. Apprentices who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip them with new skills and learning.

Providers **MUST** ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE. This Pathway totals 44 credits which includes competence, knowledge, the ERR qualification and the two Functional Skills of English and Maths.

This framework exceeds the minimum of 37 credits set by the SASE.

The minimum number of credits for Competence for this qualification is 16

The minimum number of credits for Knowledge for this qualification is 13

The total credits for this combined qualification is 29 and is made up as follows:

Mandatory Units:

- Prepare the articulated/drawbar vehicle for driving (1 credit for competence and 1 for knowledge)
- Protect the articulated/drawbar vehicle and the load (1 credit for competence and 1 for knowledge)
- Operate and monitor the articulated/drawbar systems (2 credits for competence and 1 for knowledge)
- Manoeuvre the articulated/drawbar vehicle in restricted spaces (2 credits for competence and 2 for knowledge)
- Obtain information on the collection and/or delivery of loads (1 credit for competence and 1 for knowledge)

Optional Units Group 1 (1 unit from this group)

- Drive the articulated/drawbar vehicle on public roads in a safe and fuel efficient manner (3 credits for competence and 3 for knowledge)
- Drive the articulated/drawbar vehicle on private roads in a safe and fuel efficient manner (2 credit for competence and 2 for knowledge)

Optional units Group 2 (1 unit from this group)

- Ensure the articulated/drawbar vehicle is loaded correctly (2 credits for competence and 2 for knowledge)
- Load the articulated/drawbar vehicle correctly (3 credits for competence and 2 for knowledge)

Optional Unit Group 3 (1 unit from this group)

- Ensure the articulated/drawbar vehicle is unloaded correctly (2 credits for competence and 1 for knowledge)
- Unload the articulated/drawbar vehicle correctly (2 credits for competence and 1 for knowledge)

Optional Unit Group 4 (a minimum of 5 credits from this group)

- Make an effective contribution to a business in the logistics sector (2 credits for competence and 1 for knowledge)
- Contribute to the provision of customer service in logistics operations (2 credits for competence and 1 for knowledge)
- Dealing with payment transactions in logistics operations (1 credit for competence and 1 for knowledge)
- Plan the route and timings for the collection and delivery of goods (3 credits for competence and 3 for knowledge)
- Attach and detach articulated or drawbar vehicle mounted bodies (2 credits for competence and 1 for knowledge)
- Couple and uncouple the articulated or draw bar vehicle (2 credits for competence and 1 for knowledge)

Post Driving Test Assessments

For Apprentices who gain their Category C+E licence as part of this framework there will be two post driving test assessments at 2 and 4 months following the date of the test pass. To download the form please visit :

<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/dgv> or email apprenticeships@skillsforlogistics.org

The Diploma in Transporting Goods by Road at Level 2 is a combined qualification incorporating competence and knowledge, which are separately assessed. Apprentices who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip them with new skills and learning.

Providers **MUST** ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE. This Pathway totals 64 credits which includes competence, knowledge, the ERR qualification and the two Functional Skills of English and Maths.

This framework exceeds the minimum of 37 credits set by the SASE.

The minimum number of credits for Competence for this qualification is 25

The minimum number of credits for Knowledge for this qualification is 24

The total credits for this combined qualification is 49 and is made up as follows:

Mandatory Units:

- Contribute to health, safety and security in package distribution (2 credits for knowledge and 3 credits for competence)
- Contribute to working relationships in package distribution (2 credits for knowledge and 3 credits for competence)
- Process package instructions (2 credits for knowledge and 2 credits for competence)
- Separate packages for processing (2 credits for knowledge and 3 credits for competence)
- Moving and/or handling goods in logistics operations (2 credits for knowledge and 2 credits for competence)
- Contribute to the provision of customer service in logistics operations (1 credit for knowledge and 2 credits for competence)
- Plan the route and timings for the collection and delivery of goods (3 credits for knowledge and 3 credits for competence)

Plus

Pathway 4 Articulated/Drawbar driver

- Prepare the Articulated or Draw Bar Vehicle for driving (1 credit for knowledge and 1 credit for competence)
- Protect the Articulated or Draw Bar vehicle and the load (1 credit for knowledge and 1 credit for competence)
- Manoeuvre the Articulated or Draw Bar vehicle in restricted spaces (2 credits for knowledge and 2 credits for competence)
- Drive the Articulated or Draw Bar vehicle on public roads in a safe and fuel efficient

manner (3 credits for knowledge and 3 credits for competence)

- Unload the Articulated or Draw Bar vehicle correctly (1 credit for knowledge and 2 credits for competence)

Post Driving Test Assessments

For Apprentices who gain their Category C licence as part of this framework there will be two post driving test assessments at 2 and 4 months following the date of the test pass. To download the form please visit :

<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/dgv> or email apprenticeships@skillsforlogistics.org

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

| English | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in English | 1 | 5 |
| GCSE qualification in English (with enhanced functional content) | E | 5 |
| Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...* | 1 | 5 |
| GCSE Qualification in English* | C | N/A |
| A' Level or AS Level qualification in English Language* | E | N/A |
| A' Level or AS Level qualification in English Literature* | E | N/A |
| A' Level or AS Level qualification in English Language and Literature* | E | N/A |
| GCSE or O' Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Literature** | A | N/A |
| A' Level or AS Level qualification in English Language and Literature** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

| Mathematics | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in Mathematics | 1 | 5 |
| GCSE qualification (with enhanced functional content) in Mathematics | E | 5 |
| Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...* | 1 | 5 |
| GCSE qualification in Mathematics* | C | N/A |
| A' level or AS Level qualification in Mathematics* | E | N/A |
| A' Level or AS Level qualification in Pure Mathematics* | E | N/A |
| A'Level or AS Level qualification in Further Mathematics* | E | N/A |
| GCSE or O'Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Pure Mathematics** | A | N/A |
| A' Level or AS Level qualification in Further Mathematics** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

Whilst the use of handheld technology devices (e.g. scanners) is quite widespread within the industry, ICT has not been included in this framework as employers do not feel it is relevant to the job role of those working in a driving environment.

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL TWO INTERMEDIATE APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience

- training (non accredited)
- foundation learning at level 1
- any of the Key Skills or Functional Skills
- Young Apprenticeship
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 2 INTERMEDIATE APPRENTICESHIP:

Intermediate Apprenticeships/Advanced Apprenticeships in any of the following:

- Team Leading Intermediate Apprenticeship
- Logistics Operations Advanced Apprenticeship
- Driving Goods Vehicles Advanced Apprenticeship

Into a job as a driver or with further development and training e.g. in-house/external development programme (CPD) accredited/non accredited into the following jobs at level 3:

- Warehouse Manager
- Transport Manager

After further training and development for those who choose to do so:

- Foundation degree in logistics, transport planning, logistics operations and administration. visit www.fdf.ac.uk

Logistics career structure

- This Level 2 Intermediate Apprenticeship sits in the Logistics Professional Development Stairway at Step 2. For further information visit www.thestairway.org
- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/2246/2 - Skillsfirst Awards Ltd
- 600/3313/7 - HABC
- 600/4981/9 - EAL
- 600/4474/3 - NCFE
- 600/4380/5 - FDQ
- 600/4380/5 - CILT
- 600/6392/0 - ICQ
- 600/8172/7 - LAO
- 601/2287/0 - Future (Awards and Qualifications) Ltd
- 601/1592/0 - IMIAL
- 600/7827/3 - NOCN
- 600/5724/5 - SFEDI

All Apprentices must receive an induction to the workplace and to the Intermediate Apprenticeship programme. ERR will be covered through a separate QCF award entitled Employee Rights and Responsibilities in the Logistics Industry, which will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers.
2. procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the apprenticeship
3. the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support
4. the role played by their occupation in their organisation and industry.
5. has an informed view of the types of career pathways that are open to them.
6. the types of representative bodies and understands their relevance to their industry and

organisation
and the main roles and responsibilities.

7. where and how to get information and advice on their industry, occupation, training and career.
8. can describe and work within their organisation's principles and codes of practice.
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

Skills for Logistics has developed an ERR workbook to support the delivery of the ERR award

<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/>

RECOGNITION OF ERR:

When applying for the Intermediate Apprenticeship completion certificate, a certificate of achievement of the ERR Award must be must be retained in the Apprentices portfolio and is subject to audit.

The ACE Apprenticeship Declaration and Authorisation form V3 must be uploaded as part of the certification process. This can be downloaded directly from the ACE website:

<http://acecerts.co.uk>

Level 3

Title for this framework at level 3

Driving Goods Vehicles

Pathways for this framework at level 3

- Pathway 1: Van Driver/Team Leader
- Pathway 2: Rigid Vehicle Driver/Team Leader
- Pathway 3: Articulated/Drawbar Driver/Team Leader
- Pathway 4: Transporting Freight by Road (Van)
- Pathway 5: Transporting Freight by Road (Rigid)
- Pathway 6: Transporting Freight by Road (Articulated / Drawbar)

Level 3, Pathway 1: Van Driver/Team Leader

Description of this pathway

Driving Goods Vehicles (Van Driver/Team Leader) 57 Credits made up as follows:

- Diploma in Driving Goods Vehicles (option V, 42 Credits) (Min 23 credits for competence and 19 credits for knowledge)
- Functional Skills - Maths - 5 Credits
- Functional Skills - English - 5 Credits
- Employee Rights and Responsibilities - 5 Credits

Entry requirements for this pathway in addition to the framework entry requirements

Advanced Apprentices MUST hold a Category B (Car) Licence before they commence this pathway, as this is not funded as part of the Framework.

| Job title(s) | Job role(s) |
|------------------------|---|
| Van Driver/Team Leader | In addition to the normal driving duties of making deliveries and collections to both business and private customers, you will have responsibility for leading a team of drivers. This will include guidance where necessary and acting as a first point of contact during normal working activities. |

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

| B1 - Level 3 Diploma in Driving Goods Vehicles (Option V) | | | | | |
|---|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| B1a | 600/1860/4 | Pearson Edexcel | 42 | 227-246 | |
| B1b | 600/2645/5 | City & Guilds | 42 | 227-246 | |
| B1c | 600/2301/6 | SQA | 42 | 227-246 | |
| B1d | 600/3706/4 | HABC | 42 | 227-246 | |

Relationship between competence and knowledge qualifications

The Diploma in Driving Goods Vehicles at Level 3 is a combined qualification incorporating competence and knowledge, which are separately assessed. Apprentices who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip them with new skills and learning.

Providers **MUST** ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE. This pathway totals 57 credits which includes competence, knowledge, the ERR qualification and the two Functional Skills of English, Maths

This framework exceeds the minimum of 37 credits set by the SASE.

The minimum number of credits for Competence for this qualification is 23

The minimum number of credits for Knowledge for this qualification is 19

Total Credits for this combined qualification is 42 made up as follows:

Mandatory Units

- Contribute to the provision of customer service in logistics operations (2credits for competence and 1 for knowledge)
- Provide leadership for your team in logistics operations (2 credits for competence and 2 for knowledge)

- Take responsibility for Health, Safety and Security in your team (2 credits for competence and 1 for knowledge)

Optional Group 1 (1 unit to be taken from this group)

- Drive the van on public roads in a safe and fuel efficient manner (3 credits for competence and 3 for knowledge)
- Drive the van on private roads in a safe and fuel efficient manner (2 credits for competence and 2 for knowledge)

Optional Group 2 (1 unit to be taken from this group)

- Prepare the van for driving (1 credit for competence and 1 for knowledge)
- Protect the van and load (1 credit for competence and 1 for knowledge)
- Ensure the van is loaded correctly (2 credits for competence and 2 for knowledge)
- Ensure the van is unloaded correctly (1 credit for competence and 1 for knowledge)
- Dealing with payment transactions in logistics operations (1 credit for competence and 1 for knowledge)

Optional Group 3 (3 units to be taken from this group)

- Allocate and check work in your team in logistics operations (2 credits for competence and 1 for knowledge)
- Inducting new colleagues into a logistics operation (1 credit for competence and 1 for knowledge)
- Manage your own professional development in logistics operations (1 credit for competence and 1 for knowledge)
- Recruit, select and keep colleagues in logistics operations (2 credits for competence and 2 for knowledge)
- Build and manage teams in logistics operations (2 credits for competence and 2 for knowledge)
- Help team members address problems affecting their performance in logistics operations (2 credits for competence and 1 for knowledge)

Optional Group 4 (3 units to be taken from this group)

- Routing and scheduling of loads (2 credits for competence and 1 for knowledge)
- Schedule logistics operations to meet customer requirements (2 credits for competence and 2 for knowledge)
- Arrange the transportation of goods using multiple transport modes (2 credits for competence and 1 for knowledge)
- Organise the preparation of documentation for the transportation of goods (2 credits for competence and 1 for knowledge)
- Ensure compliance with legal, regulatory, ethical and social requirements in logistics operations (1 credit for competence and 2 for knowledge)

Optional Group 5 (2 units to be taken from this group)

- Optimise the use of logistics resources (2 credits for competence and 1 for knowledge)
- Respond to problems in logistics operations (1 credit for competence and 2 for knowledge)
- Improve the performance of logistics operations (2 credits for competence and 2 for knowledge)
- Minimise the environmental impact of logistics operations (1 credit for competence and 2 for knowledge)

Optional Group 6 (2 units to be taken from this group)

- Apply technology in logistics operations (2 credits for competence and 2 for knowledge)
- Develop productive working relationships with colleagues in logistics operations (1 credit for competence and 1 for knowledge)
- Monitor vehicle movements (1 credit for competence and 1 for knowledge)
- Manage the traffic office (2 credits for competence and 2 for knowledge)
- Principles of food safety supervision in logistics (1 credit for competence and 2 for knowledge)
- Supervise the receipt, storage and dispatch of goods (3 credits for competence and 3 for knowledge)

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

| English | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in English | 2 | 5 |
| GCSE qualification in English (with enhanced functional content) | C | 5 |
| Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...* | 2 | 5 |
| GCSE Qualification in English* | C | N/A |
| A' Level or AS Level qualification in English Language* | E | N/A |
| A' Level or AS Level qualification in English Literature* | E | N/A |
| A' Level or AS Level qualification in English Language and Literature* | E | N/A |
| GCSE or O' Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Literature** | A | N/A |
| A' Level or AS Level qualification in English Language and Literature** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

| Mathematics | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in Mathematics | 2 | 5 |
| GCSE qualification (with enhanced functional content) in Mathematics | C | 5 |
| Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...* | 2 | 5 |
| GCSE qualification in Mathematics* | C | N/A |
| A' level or AS Level qualification in Mathematics* | E | N/A |
| A' Level or AS Level qualification in Pure Mathematics* | E | N/A |
| A'Level or AS Level qualification in Further Mathematics* | E | N/A |
| GCSE or O'Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Pure Mathematics** | A | N/A |
| A' Level or AS Level qualification in Further Mathematics** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

Whilst the use of handheld technology devices (e.g. scanners) is quite widespread within the industry, ICT has not been included in this framework as employers do not feel it is relevant to the job role of those working in a driving environment.

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL THREE ADVANCED APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- Foundation learning level 1
- training (non accredited)
- Traffic Office Intermediate Apprenticeship
- Warehousing and Storage Intermediate Apprenticeship
- Driving Goods Vehicles Intermediate Apprenticeship
- International Trade and Logistics Operations Intermediate Apprenticeship
- any of the Key Skills or Functional Skills
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 3 ADVANCED APPRENTICESHIP:

Advanced/Higher Apprenticeships in any of the following:

- Management Higher Apprenticeship
- Supply Chain Management Higher Apprenticeship

Into a job as a Transport Operations Team Leader or with further development and training e.g. in-house/external development programme (CPD) accredited/non accredited into the following jobs:

- Warehouse Manager
- Transport Specialist responsible for all aspects of the distribution and transport of goods

After further training and development for those who choose to do so:

- Foundation degree in logistics, transport planning, logistics operations and administration. visit www.fdf.ac.uk
- Higher Education programmes such as Logistics and Supply Chain Management, Business and Management

Logistics career structure

- This Level 3 Apprenticeship sits in the Logistics Professional Development Stairway at Step 3. For further information visit www.thestairway.org
- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/2246/2 - Skillsfirst Awards Ltd
- 600/3313/7 - HABC
- 600/4981/9 - EAL
- 600/4474/3 - NCFE
- 600/4380/5 - FDQ
- 600/4380/5 - CILT
- 600/6392/0 - ICQ
- 600/8172/7 - LAO
- 601/2287/0 - Future (Awards and Qualifications) Ltd
- 601/1592/0 - IMIAL
- 600/7827/3 - NOCN
- 600/5724/5 - SFEDI

All Apprentices must receive an induction to the workplace and to the Intermediate Apprenticeship programme. ERR will be covered through a separate QCF award entitled Employee Rights and Responsibilities in the Logistics Industry, which will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers.
2. procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the apprenticeship
3. the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support
4. the role played by their occupation in their organisation and industry.
5. has an informed view of the types of career pathways that are open to them.
6. the types of representative bodies and understands their relevance to their industry and organisation and the main roles and responsibilities.

7. where and how to get information and advice on their industry, occupation, training and career.
8. can describe and work within their organisation's principles and codes of practice.
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

Skills for Logistics has developed an ERR workbook to support the delivery of the ERR award

<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/>

RECOGNITION OF ERR:

When applying for the Advanced Apprenticeship completion certificate, a certificate of achievement of the ERR Award must be must be retained in the Apprentices portfolio and is subject to audit.

The ACE Apprenticeship Declaration and Authorisation form V3 must be uploaded as part of the certification process. This can be downloaded directly from the ACE website:

<http://acecerts.co.uk>

Level 3, Pathway 2: Rigid Vehicle Driver/Team Leader

Description of this pathway

Driving Goods Vehicles (Rigid Vehicle Driver/Team Leader) 57 Credits made up as follows:

- Diploma in Driving Goods Vehicles (option R, 42 Credits) (Min 23 credits for competence and 19 credits for knowledge)
- Functional Skills - Maths - 5 Credits
- Functional Skills - English - 5 Credits
- Employee Rights and Responsibilities - 5 Credits

Entry requirements for this pathway in addition to the framework entry requirements

Age restrictions apply to Advanced Apprentices wishing to drive Large Goods Vehicles (LGV's). Apprentices MUST hold a Full Category B (Car) Licence before they commence this pathway, as without it they will not be able to undertake LGV training. The minimum age Apprentices will need to be in order to drive a Large Goods Vehicle is 18.

| Job title(s) | Job role(s) |
|----------------------------------|---|
| Rigid Vehicle Driver/Team Leader | In addition to the normal driving duties of making deliveries and collections to both business and private customers, you will have responsibility for leading a team of drivers. This will include guidance where necessary and acting as a first point of contact during normal working activities. |

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

| B1 - Level 3 Diploma in Driving Goods Vehicles (Option R) | | | | | |
|---|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| B1a | 600/1860/4 | Pearson Edexcel | 42 | 227-246 | |
| B1b | 600/2645/5 | City & Guilds | 42 | 227-246 | |
| B1c | 600/2301/6 | SQA | 42 | 227-246 | |
| B1d | 600/3706/4 | HABC | 42 | 227-246 | |

Relationship between competence and knowledge qualifications

The Diploma in Driving Goods Vehicles at Level 3 is a combined qualification incorporating competence and knowledge, which is separately assessed. Apprentices who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip them with new skills and learning.

Providers **MUST** ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE. This pathway totals 57 credits which includes competence, knowledge, the ERR qualification and the two Functional Skills of English, Maths

This framework exceeds the minimum of 37 credits set by the SASE.

The minimum number of credits for Competence for this qualification is 23

The minimum number of credits for Knowledge for this qualification is 19

Total Credits for this combined qualification is 42 made up as follows:

Mandatory Units

- Contribute to the provision of customer service in logistics operations (2credits for competence and 1 for knowledge)
- Provide leadership for your team in logistics operations (2 credits for competence and 2

for knowledge)

- Take responsibility for Health, Safety and Security in your team (2 credits for competence and 1 for knowledge)

Optional Group 1 (1 unit to be taken from this group)

- Drive the rigid vehicle on public roads in a safe and fuel efficient manner (3 credits for competence and 3 for knowledge)
- Drive the rigid vehicle on private roads in a safe and fuel efficient manner (2 credits for competence and 2 for knowledge)

Optional Group 2 (1 unit to be taken from this group)

- Prepare the rigid vehicle for driving (1 credit for competence and 1 for knowledge)
- Protect the rigid vehicle and load (1 credit for competence and 1 for knowledge)
- Ensure the rigid vehicle is loaded correctly (2 credits for competence and 2 for knowledge)
- Ensure the rigid vehicle is unloaded correctly (1 credit for competence and 1 for knowledge)
- Dealing with payment transactions in logistics operations (1 credit for competence and 1 for knowledge)

Optional Group 3 (3 units to be taken from this group)

- Allocate and check work in your team in logistics operations (2 credits for competence and 1 for knowledge)
- Inducting new colleagues into a logistics operation (1 credit for competence and 1 for knowledge)
- Manage your own professional development in logistics operations (1 credit for competence and 1 for knowledge)
- Recruit, select and keep colleagues in logistics operations (2 credits for competence and 2 for knowledge)
- Build and manage teams in logistics operations (2 credits for competence and 2 for knowledge)
- Help team members address problems affecting their performance in logistics operations (2 credits for competence and 1 for knowledge)

Optional Group 4 (3 units to be taken from this group)

- Routing and scheduling of loads (2 credits for competence and 1 for knowledge)
- Schedule logistics operations to meet customer requirements (2 credits for competence and 2 for knowledge)
- Arrange the transportation of goods using multiple transport modes (2 credits for competence and 1 for knowledge)

- Organise the preparation of documentation for the transportation of goods (2 credits for competence and 1 for knowledge)
- Ensure compliance with legal, regulatory, ethical and social requirements in logistics operations (1 credit for competence and 2 for knowledge)

Optional Group 5 (2 units to be taken from this group)

- Optimise the use of logistics resources (2 credits for competence and 1 for knowledge)
- Respond to problems in logistics operations (1 credit for competence and 2 for knowledge)
- Improve the performance of logistics operations (2 credits for competence and 2 for knowledge)
- Minimise the environmental impact of logistics operations (1 credit for competence and 2 for knowledge)

Optional Group 6 (2 units to be taken from this group)

- Apply technology in logistics operations (2 credits for competence and 2 for knowledge)
- Develop productive working relationships with colleagues in logistics operations (1 credit for competence and 1 for knowledge)
- Monitor vehicle movements (1 credit for competence and 1 for knowledge)
- Manage the traffic office (2 credits for competence and 2 for knowledge)
- Principles of food safety supervision in logistics (1 credit for competence and 2 for knowledge)
- Supervise the receipt, storage and dispatch of goods (3 credits for competence and 3 for knowledge)

Post Driving Test Assessments

For Advanced Apprentices who gain their Category C licence as part of this framework there will be two post driving test assessments at 2 and 4 months following the date of the test pass. To download the form please visit :

<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/dgv> or email apprenticeships@skillsforlogistics.org

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

| English | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in English | 2 | 5 |
| GCSE qualification in English (with enhanced functional content) | C | 5 |
| Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...* | 2 | 5 |
| GCSE Qualification in English* | C | N/A |
| A' Level or AS Level qualification in English Language* | E | N/A |
| A' Level or AS Level qualification in English Literature* | E | N/A |
| A' Level or AS Level qualification in English Language and Literature* | E | N/A |
| GCSE or O' Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Literature** | A | N/A |
| A' Level or AS Level qualification in English Language and Literature** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

| Mathematics | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in Mathematics | 2 | 5 |
| GCSE qualification (with enhanced functional content) in Mathematics | C | 5 |
| Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...* | 2 | 5 |
| GCSE qualification in Mathematics* | C | N/A |
| A' level or AS Level qualification in Mathematics* | E | N/A |
| A' Level or AS Level qualification in Pure Mathematics* | E | N/A |
| A'Level or AS Level qualification in Further Mathematics* | E | N/A |
| GCSE or O'Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Pure Mathematics** | A | N/A |
| A' Level or AS Level qualification in Further Mathematics** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

Whilst the use of handheld technology devices (e.g. scanners) is quite widespread within the industry, ICT has not been included in this framework as employers do not feel it is relevant to the job role of those working in a driving environment.

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL THREE ADVANCED APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- Foundation learning level 1
- training (non accredited)
- Traffic Office Intermediate Apprenticeship
- Warehousing and Storage Intermediate Apprenticeship
- Driving Goods Vehicles Intermediate Apprenticeship
- International Trade and Logistics Operations Intermediate Apprenticeship
- any of the Key Skills or Functional Skills
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 3 ADVANCED APPRENTICESHIP:

Advanced/Higher Apprenticeships in any of the following:

- Management Higher Apprenticeship
- Supply Chain Management Higher Apprenticeship

Into a job as a Transport Operations Team Leader or with further development and training e.g. in-house/external development programme (CPD) accredited/non accredited into the following jobs:

- Warehouse Manager
- Transport Specialist responsible for all aspects of the distribution and transport of goods

After further training and development for those who choose to do so:

- Foundation degree in logistics, transport planning, logistics operations and administration. visit www.fdf.ac.uk
- Higher Education programmes such as Logistics and Supply Chain Management, Business and Management

Logistics career structure

- This Level 3 Apprenticeship sits in the Logistics Professional Development Stairway at Step 3. For further information visit www.thestairway.org
- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/2246/2 - Skillsfirst Awards Ltd
- 600/3313/7 - HABC
- 600/4981/9 - EAL
- 600/4474/3 - NCFE
- 600/4380/5 - FDQ
- 600/4380/5 - CILT
- 600/6392/0 - ICQ
- 600/8172/7 - LAO
- 601/2287/0 - Future (Awards and Qualifications) Ltd
- 601/1592/0 - IMIAL
- 600/7827/3 - NOCN
- 600/5724/5 - SFEDI

All Apprentices must receive an induction to the workplace and to the Intermediate Apprenticeship programme. ERR will be covered through a separate QCF award entitled Employee Rights and Responsibilities in the Logistics Industry, which will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers.
2. procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the apprenticeship
3. the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support
4. the role played by their occupation in their organisation and industry.
5. has an informed view of the types of career pathways that are open to them.
6. the types of representative bodies and understands their relevance to their industry and organisation and the main roles and responsibilities.

7. where and how to get information and advice on their industry, occupation, training and career.
8. can describe and work within their organisation's principles and codes of practice.
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

Skills for Logistics has developed an ERR workbook to support the delivery of the ERR award

<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/>

RECOGNITION OF ERR:

When applying for the Advanced Apprenticeship completion certificate, a certificate of achievement of the ERR Award must be must be retained in the Apprentices portfolio and is subject to audit.

The ACE Apprenticeship Declaration and Authorisation form V3 must be uploaded as part of the certification process. This can be downloaded directly from the ACE website:

<http://acecerts.co.uk>

Level 3, Pathway 3: Articulated/Drawbar Driver/Team Leader

Description of this pathway

Driving Goods Vehicles (Articulated/Drawbar Driver/Team Leader) 57 Credits made up as follows:

- Diploma in Driving Goods Vehicles (option A, 42 Credits) (Min 23 credits for competence and 19 credits for knowledge)
- Functional Skills - Maths - 5 Credits
- Functional Skills - English - 5 Credits
- Employee Rights and Responsibilities - 5 Credits

Entry requirements for this pathway in addition to the framework entry requirements

Apprentices MUST hold a minimum of a Full Category C (Rigid Vehicle Licence) before they commence this pathway, as without it they will not be able to commence the additional LGV training.

| Job title(s) | Job role(s) |
|--|---|
| Articulated/Drawbar Driver/Team Leader | In addition to the normal driving duties of making deliveries and collections to both business and private customers, you will have responsibility for leading a team of drivers. This will include guidance where necessary and acting as a first point of contact during normal working activities. |

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

| B1 - Level 3 Diploma in Driving Goods Vehicles (Option A) | | | | | |
|---|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| B1a | 600/1860/4 | Pearson Edexcel | 42 | 227-246 | |
| B1b | 600/2645/5 | City & Guilds | 42 | 227-246 | |
| B1c | 600/2301/6 | SQA | 42 | 227-246 | |
| B1d | 600/3706/4 | HABC | 42 | 227-246 | |

Relationship between competence and knowledge qualifications

The Diploma in Driving Goods Vehicles at Level 3 is a combined qualification incorporating competence and knowledge, which is separately assessed. Apprentices who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip them with new skills and learning.

Providers MUST ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE. This pathway totals 57 credits which includes competence, knowledge, the ERR qualification and the two Functional Skills of English, Maths

This framework exceeds the minimum of 37 credits set by the SASE.

The minimum number of credits for Competence for this qualification is 23

The minimum number of credits for Knowledge for this qualification is 19

Total Credits for this combined qualification is 42 made up as follows:

Mandatory Units

- Contribute to the provision of customer service in logistics operations (2 credits for competence and 1 for knowledge)
- Provide leadership for your team in logistics operations (2 credits for competence and 2 for knowledge)

- Take responsibility for Health, Safety and Security in your team (2 credits for competence and 1 for knowledge)

Optional Group 1 (1 unit to be taken from this group)

- Drive the articulated or drawbar vehicle on public roads in a safe and fuel efficient manner (3 credits for competence and 3 for knowledge)
- Drive the articulated or drawbar vehicle on private roads in a safe and fuel efficient manner (2 credits for competence and 2 for knowledge)

Optional Group 2 (1 unit to be taken from this group)

- Prepare the articulated or drawbar vehicle for driving (1 credit for competence and 1 for knowledge)
- Protect the articulated or drawbar vehicle and load (1 credit for competence and 1 for knowledge)
- Ensure the articulated or drawbar vehicle is loaded correctly (2 credits for competence and 2 for knowledge)
- Ensure the articulated or drawbar vehicle is unloaded correctly (1 credit for competence and 1 for knowledge)
- Dealing with payment transactions in logistics operations (1 credit for competence and 1 for knowledge)

Optional Group 3 (3 units to be taken from this group)

- Allocate and check work in your team in logistics operations (2 credits for competence and 1 for knowledge)
- Inducting new colleagues into a logistics operation (1 credit for competence and 1 for knowledge)
- Manage your own professional development in logistics operations (1 credit for competence and 1 for knowledge)
- Recruit, select and keep colleagues in logistics operations (2 credits for competence and 2 for knowledge)
- Build and manage teams in logistics operations (2 credits for competence and 2 for knowledge)
- Help team members address problems affecting their performance in logistics operations (2 credits for competence and 1 for knowledge)

Optional Group 4 (3 units to be taken from this group)

- Routing and scheduling of loads (2 credits for competence and 1 for knowledge)
- Schedule logistics operations to meet customer requirements (2 credits for competence and 2 for knowledge)

- Arrange the transportation of goods using multiple transport modes (2 credits for competence and 1 for knowledge)
- Organise the preparation of documentation for the transportation of goods (2 credits for competence and 1 for knowledge)
- Ensure compliance with legal, regulatory, ethical and social requirements in logistics operations (1 credit for competence and 2 for knowledge)

Optional Group 5 (2 units to be taken from this group)

- Optimise the use of logistics resources (2 credits for competence and 1 for knowledge)
- Respond to problems in logistics operations (1 credit for competence and 2 for knowledge)
- Improve the performance of logistics operations (2 credits for competence and 2 for knowledge)
- Minimise the environmental impact of logistics operations (1 credit for competence and 2 for knowledge)

Optional Group 6 (2 units to be taken from this group)

- Apply technology in logistics operations (2 credits for competence and 2 for knowledge)
- Develop productive working relationships with colleagues in logistics operations (1 credit for competence and 1 for knowledge)
- Monitor vehicle movements (1 credit for competence and 1 for knowledge)
- Manage the traffic office (2 credits for competence and 2 for knowledge)
- Principles of food safety supervision in logistics (1 credit for competence and 2 for knowledge)
- Supervise the receipt, storage and dispatch of goods (3 credits for competence and 3 for knowledge)

Post Driving Test Assessments

For Advanced Apprentices who gain their Category C licence as part of this framework there will be two post driving test assessments at 2 and 4 months following the date of the test pass.

To download the form please visit :

<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/dgv> or email apprenticeships@skillsforlogistics.org

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

| English | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in English | 2 | 5 |
| GCSE qualification in English (with enhanced functional content) | C | 5 |
| Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...* | 2 | 5 |
| GCSE Qualification in English* | C | N/A |
| A' Level or AS Level qualification in English Language* | E | N/A |
| A' Level or AS Level qualification in English Literature* | E | N/A |
| A' Level or AS Level qualification in English Language and Literature* | E | N/A |
| GCSE or O' Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Literature** | A | N/A |
| A' Level or AS Level qualification in English Language and Literature** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

| Mathematics | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in Mathematics | 2 | 5 |
| GCSE qualification (with enhanced functional content) in Mathematics | C | 5 |
| Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...* | 2 | 5 |
| GCSE qualification in Mathematics* | C | N/A |
| A' level or AS Level qualification in Mathematics* | E | N/A |
| A' Level or AS Level qualification in Pure Mathematics* | E | N/A |
| A'Level or AS Level qualification in Further Mathematics* | E | N/A |
| GCSE or O'Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Pure Mathematics** | A | N/A |
| A' Level or AS Level qualification in Further Mathematics** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

Whilst the use of handheld technology devices (e.g. scanners) is quite widespread within the industry, ICT has not been included in this framework as employers do not feel it is relevant to the job role of those working in a driving environment

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL THREE ADVANCED APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- Foundation learning level 1
- training (non accredited)
- Traffic Office Intermediate Apprenticeship
- Warehousing and Storage Intermediate Apprenticeship
- Driving Goods Vehicles Intermediate Apprenticeship
- International Trade and Logistics Operations Intermediate Apprenticeship
- any of the Key Skills or Functional Skills
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 3 ADVANCED APPRENTICESHIP:

Advanced/Higher Apprenticeships in any of the following:

- Management Higher Apprenticeship
- Supply Chain Management Higher Apprenticeship

Into a job as a Transport Operations Team Leader or with further development and training e.g. in-house/external development programme (CPD) accredited/non accredited into the following jobs:

- Warehouse Manager
- Transport Specialist responsible for all aspects of the distribution and transport of goods

After further training and development for those who choose to do so:

- Foundation degree in logistics, transport planning, logistics operations and administration. visit www.fdf.ac.uk
- Higher Education programmes such as Logistics and Supply Chain Management, Business and Management

Logistics career structure

- This Level 3 Apprenticeship sits in the Logistics Professional Development Stairway at Step 3. For further information visit www.thestairway.org
- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/2246/2 - Skillsfirst Awards Ltd
- 600/3313/7 - HABC
- 600/4981/9 - EAL
- 600/4474/3 - NCFE
- 600/4380/5 - FDQ
- 600/4380/5 - CILT
- 600/6392/0 - ICQ
- 600/8172/7 - LAO
- 601/2287/0 - Future (Awards and Qualifications) Ltd
- 601/1592/0 - IMIAL
- 600/7827/3 - NOCN
- 600/5724/5 - SFEDI

All Apprentices must receive an induction to the workplace and to the Intermediate Apprenticeship programme. ERR will be covered through a separate QCF award entitled Employee Rights and Responsibilities in the Logistics Industry, which will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers.
2. procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the apprenticeship
3. the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support
4. the role played by their occupation in their organisation and industry.
5. has an informed view of the types of career pathways that are open to them.
6. the types of representative bodies and understands their relevance to their industry and organisation and the main roles and responsibilities.

7. where and how to get information and advice on their industry, occupation, training and career.
8. can describe and work within their organisation's principles and codes of practice.
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

Skills for Logistics has developed an ERR workbook to support the delivery of the ERR award

<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/>

RECOGNITION OF ERR:

When applying for the Advanced Apprenticeship completion certificate, a certificate of achievement of the ERR Award must be must be retained in the Apprentices portfolio and is subject to audit.

The ACE Apprenticeship Declaration and Authorisation form V3 must be uploaded as part of the certification process. This can be downloaded directly from the ACE website:

<http://acecerts.co.uk>

Level 3, Pathway 4: Transporting Freight by Road (Van)

Description of this pathway

Transporting Freight by Road (Van) 41 Credits made up as follows:

- Certificate in Transporting Freight by Road (option D, 26 Credits) (Min 12 credits for competence and 14 credits for knowledge)
- Functional Skills - Maths - 5 Credits
- Functional Skills - English - 5 Credits
- Employee Rights and Responsibilities - 5 Credits

Entry requirements for this pathway in addition to the framework entry requirements

Apprentices MUST hold a Category B (Car) Licence before they commence this pathway, as this is not funded as part of the framework.

| Job title(s) | Job role(s) |
|--------------|---|
| Van Driver | Often working on your own making deliveries to warehouses, distribution outlets, shops or private homes. You will be away from your base sometimes overnight. You will have responsibility for your vehicle and load and will keep accurate records of deliveries and returns |

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

| B1 - Level 3 Certificate in Transporting Freight by Road (Option D) | | | | | |
|---|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| B1a | 600/5766/X | City & Guilds | 26 | 148-158 | |
| B1b | 600/8248/3 | Pearson Edexcel | 26 | 148-158 | |

Relationship between competence and knowledge qualifications

The Certificate in Transporting Freight by Road at Level 3 is a combined qualification incorporating competence and knowledge, which are separately assessed. Apprentices who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip them with new skills and learning.

Providers MUST ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE. This Pathway totals 41 credits which includes competence, knowledge, the ERR qualification and the two Functional Skills of English and Maths.

This framework exceeds the minimum of 37 credits set by the SASE.

The minimum number of credits for Competence for this qualification is 12

The minimum number of credits for Knowledge for this qualification is 14

The total credits for this combined qualification is 26 and is made up as follows:

Mandatory Units

- Manage your own professional development in logistics operations (1 credit for competence and 1 for knowledge)
- Minimise the environmental impact of logistics operations (1 credit for competence and 2 for knowledge)
- Develop productive working relationships with colleagues in logistics operations (1 credit for competence and 1 for knowledge)
- Respond to problems in logistics operations (1 credit for competence and 2 for knowledge)

knowledge)

Additional Mandatory Unit for this Pathway only

- Drive the van on public roads in a safe and fuel efficient manner (3 credits for competence and 3 for knowledge)

Optional Group 1 (2 units to be taken from this group)

- Prepare the van for driving (1 credit for competence and 1 for knowledge)
- Protect the van and load (1 credit for competence and 1 for knowledge)
- Ensure the van is loaded correctly (2 credits for competence and 2 for knowledge)
- Ensure the van is unloaded correctly (1 credit for competence and 1 for knowledge)

Optional Group 2 (2 units to be taken from this group)

- Plan the route and timings for the collection and delivery of loads (3 credits for competence and 3 for knowledge)
- Optimise the use of logistics resources (2 credits for competence and 1 for knowledge)
- Improve the performance of logistics operations (2 credits for competence and 2 for knowledge)
- Principles of food safety supervision in logistics (1 credit for competence and 2 for knowledge)

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

| English | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in English | 2 | 5 |
| GCSE qualification in English (with enhanced functional content) | C | 5 |
| Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...* | 2 | 5 |
| GCSE Qualification in English* | C | N/A |
| A' Level or AS Level qualification in English Language* | E | N/A |
| A' Level or AS Level qualification in English Literature* | E | N/A |
| A' Level or AS Level qualification in English Language and Literature* | E | N/A |
| GCSE or O' Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Literature** | A | N/A |
| A' Level or AS Level qualification in English Language and Literature** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

| Mathematics | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in Mathematics | 2 | 5 |
| GCSE qualification (with enhanced functional content) in Mathematics | C | 5 |
| Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...* | 2 | 5 |
| GCSE qualification in Mathematics* | C | N/A |
| A' level or AS Level qualification in Mathematics* | E | N/A |
| A' Level or AS Level qualification in Pure Mathematics* | E | N/A |
| A'Level or AS Level qualification in Further Mathematics* | E | N/A |
| GCSE or O'Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Pure Mathematics** | A | N/A |
| A' Level or AS Level qualification in Further Mathematics** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

Whilst the use of handheld technology devices (e.g. scanners) is quite widespread within the industry, ICT has not been included in this framework as employers do not feel it is relevant to the job role of those working in a driving environment.

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL THREE ADVANCED APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- Foundation learning level 1
- training (non accredited)
- Traffic Office Intermediate Apprenticeship
- Warehousing and Storage Intermediate Apprenticeship
- Driving Goods Vehicles Intermediate Apprenticeship
- International Trade and Logistics Operations Intermediate Apprenticeship
- any of the Key Skills or Functional Skills
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 3 ADVANCED APPRENTICESHIP:

Advanced/Higher Apprenticeships in any of the following:

- Management Higher Apprenticeship
- Supply Chain Management Higher Apprenticeship

Into a job as a Transport Operations Team Leader or with further development and training e.g. in-house/external development programme (CPD) accredited/non accredited into the following jobs:

- Warehouse Manager
- Transport Specialist responsible for all aspects of the distribution and transport of goods

After further training and development for those who choose to do so:

- Foundation degree in logistics, transport planning, logistics operations and administration. visit www.fdf.ac.uk
- Higher Education programmes such as Logistics and Supply Chain Management, Business and Management

Logistics career structure

- This Level 3 Apprenticeship sits in the Logistics Professional Development Stairway at Step 3. For further information visit www.thestairway.org
- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/2246/2 - Skillsfirst Awards Ltd
- 600/3313/7 - HABC
- 600/4981/9 - EAL
- 600/4474/3 - NCFE
- 600/4380/5 - FDQ
- 600/4380/5 - CILT
- 600/6392/0 - ICQ
- 600/8172/7 - LAO
- 601/2287/0 - Future (Awards and Qualifications) Ltd
- 601/1592/0 - IMIAL
- 600/7827/3 - NOCN
- 600/5724/5 - SFEDI

All Apprentices must receive an induction to the workplace and to the Intermediate Apprenticeship programme. ERR will be covered through a separate QCF award entitled Employee Rights and Responsibilities in the Logistics Industry, which will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers.
2. procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the apprenticeship
3. the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support
4. the role played by their occupation in their organisation and industry.
5. has an informed view of the types of career pathways that are open to them.
6. the types of representative bodies and understands their relevance to their industry and organisation and the main roles and responsibilities.
7. where and how to get information and advice on their industry, occupation, training and

career.

8. can describe and work within their organisation's principles and codes of practice.
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

Skills for Logistics has developed an ERR workbook to support the delivery of the ERR award
<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/>

RECOGNITION OF ERR:

When applying for the Advanced Apprenticeship completion certificate, a certificate of achievement of the ERR Award must be must be retained in the Apprentices portfolio and is subject to audit.

The ACE Apprenticeship Declaration and Authorisation form V3 must be uploaded as part of the certification process. This can be downloaded directly from the ACE website:
<http://acecerts.co.uk>

Level 3, Pathway 5: Transporting Freight by Road (Rigid)

Description of this pathway

Transporting Freight by Road (Rigid) 41 Credits made up as follows:

- Certificate in Transporting Freight by Road (option C, 26 Credits) (Min 12 credits for competence and 14 credits for knowledge)
- Functional Skills - Maths - 5 Credits
- Functional Skills - English - 5 Credits
- Employee Rights and Responsibilities - 5 Credits

Entry requirements for this pathway in addition to the framework entry requirements

Age restrictions apply to Advanced Apprentices wishing to drive Large Goods Vehicles (LGV's). Apprentices MUST hold a Full Category B (Car) Licence before they commence this pathway, as without it they will not be able to undertake LGV training. The minimum age Apprentices will need to be in order to drive a Large Goods Vehicle is 18.

| Job title(s) | Job role(s) |
|----------------------|--|
| Rigid Vehicle Driver | Often working on your own making deliveries to warehouses, distribution outlets, shops or private homes. You will be away from your base sometimes overnight. You will have responsibility for your vehicle and load and will keep accurate records of deliveries and returns. |

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

| B1 - Level 3 Certificate in Transporting Freight by Road (Option C) | | | | | |
|---|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| B1a | 600/5766/X | City & Guilds | 26 | 148-158 | |
| B1b | 600/8248/3 | Pearson Edexcel | 26 | 148-158 | |

Relationship between competence and knowledge qualifications

The Certificate in Transporting Freight by Road at Level 3 is a combined qualification incorporating competence and knowledge, which are separately assessed. Apprentices who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip them with new skills and learning.

Providers MUST ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE. This Pathway totals 41 credits which includes competence, knowledge, the ERR qualification and the two Functional Skills of English and Maths.

This framework exceeds the minimum of 37 credits set by the SASE.

The minimum number of credits for Competence for this qualification is 12

The minimum number of credits for Knowledge for this qualification is 14

The total credits for this combined qualification is 26 and is made up as follows:

Mandatory Units

- Manage your own professional development in logistics operations (1 credit for competence and 1 for knowledge)
- Minimise the environmental impact of logistics operations (1 credit for competence and 2 for knowledge)
- Develop productive working relationships with colleagues in logistics operations (1 credit for competence and 1 for knowledge)
- Respond to problems in logistics operations (1 credit for competence and 2 for knowledge)

knowledge)

Additional Mandatory Unit for this Pathway only

- Drive the Rigid vehicle on public roads in a safe and fuel efficient manner (3 credits for competence and 3 for knowledge)

Optional Group 1 (2 units to be taken from this group)

- Prepare the rigid vehicle for driving (1 credit for competence and 1 for knowledge)
- Protect the rigid vehicle and load (1 credit for competence and 1 for knowledge)
- Ensure the rigid vehicle is loaded correctly (2 credits for competence and 2 for knowledge)
- Ensure the rigid vehicle is unloaded correctly (1 credit for competence and 1 for knowledge)

Optional Group 2 (2 units to be taken from this group)

- Plan the route and timings for the collection and delivery of loads (3 credits for competence and 3 for knowledge)
- Optimise the use of logistics resources (2 credits for competence and 1 for knowledge)
- Improve the performance of logistics operations (2 credits for competence and 2 for knowledge)
- Principles of food safety supervision in logistics (1 credit for competence and 2 for knowledge)

Post Driving Test Assessments

For Advanced Apprentices who gain their Category C licence as part of this framework there will be two post driving test assessments at 2 and 4 months following the date of the test pass.

To download the form please visit :

<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/dgv> or email apprenticeships@skillsforlogistics.org

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

| English | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in English | 2 | 5 |
| GCSE qualification in English (with enhanced functional content) | C | 5 |
| Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...* | 2 | 5 |
| GCSE Qualification in English* | C | N/A |
| A' Level or AS Level qualification in English Language* | E | N/A |
| A' Level or AS Level qualification in English Literature* | E | N/A |
| A' Level or AS Level qualification in English Language and Literature* | E | N/A |
| GCSE or O' Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Literature** | A | N/A |
| A' Level or AS Level qualification in English Language and Literature** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

| Mathematics | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in Mathematics | 2 | 5 |
| GCSE qualification (with enhanced functional content) in Mathematics | C | 5 |
| Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...* | 2 | 5 |
| GCSE qualification in Mathematics* | C | N/A |
| A' level or AS Level qualification in Mathematics* | E | N/A |
| A' Level or AS Level qualification in Pure Mathematics* | E | N/A |
| A'Level or AS Level qualification in Further Mathematics* | E | N/A |
| GCSE or O'Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Pure Mathematics** | A | N/A |
| A' Level or AS Level qualification in Further Mathematics** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

Whilst the use of handheld technology devices (e.g. scanners) is quite widespread within the industry, ICT has not been included in this framework as employers do not feel it is relevant to the job role of those working in a driving environment.

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL THREE ADVANCED APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- Foundation learning level 1
- training (non accredited)
- Traffic Office Intermediate Apprenticeship
- Warehousing and Storage Intermediate Apprenticeship
- Driving Goods Vehicles Intermediate Apprenticeship
- International Trade and Logistics Operations Intermediate Apprenticeship
- any of the Key Skills or Functional Skills
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 3 ADVANCED APPRENTICESHIP:

Advanced/Higher Apprenticeships in any of the following:

- Management Higher Apprenticeship
- Supply Chain Management Higher Apprenticeship

Into a job as a Transport Operations Team Leader or with further development and training e.g. in-house/external development programme (CPD) accredited/non accredited into the following jobs:

- Warehouse Manager
- Transport Specialist responsible for all aspects of the distribution and transport of goods

After further training and development for those who choose to do so:

- Foundation degree in logistics, transport planning, logistics operations and administration. visit www.fdf.ac.uk
- Higher Education programmes such as Logistics and Supply Chain Management, Business and Management
- **Logistics career structure**
- This Level 3 Apprenticeship sits in the Logistics Professional Development Stairway at Step 3. For further information visit www.thestairway.org
- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/2246/2 - Skillsfirst Awards Ltd
- 600/3313/7 - HABC
- 600/4981/9 - EAL
- 600/4474/3 - NCFE
- 600/4380/5 - FDQ
- 600/4380/5 - CILT
- 600/6392/0 - ICQ
- 600/8172/7 - LAO
- 601/2287/0 - Future (Awards and Qualifications) Ltd
- 601/1592/0 - IMIAL
- 600/7827/3 - NOCN
- 600/5724/5 - SFEDI

All Apprentices must receive an induction to the workplace and to the Intermediate Apprenticeship programme. ERR will be covered through a separate QCF award entitled Employee Rights and Responsibilities in the Logistics Industry, which will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers.
2. procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the apprenticeship
3. the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support
4. the role played by their occupation in their organisation and industry.
5. has an informed view of the types of career pathways that are open to them.
6. the types of representative bodies and understands their relevance to their industry and organisation and the main roles and responsibilities.
7. where and how to get information and advice on their industry, occupation, training and

career.

8. can describe and work within their organisation's principles and codes of practice.
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

Skills for Logistics has developed an ERR workbook to support the delivery of the ERR award
<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/>

RECOGNITION OF ERR:

When applying for the Advanced Apprenticeship completion certificate, a certificate of achievement of the ERR Award must be retained in the Apprentices portfolio and is subject to audit.

The ACE Apprenticeship Declaration and Authorisation form V3 must be uploaded as part of the certification process. This can be downloaded directly from the ACE website:

<http://acecerts.co.uk>

Level 3, Pathway 6: Transporting Freight by Road (Articulated / Drawbar)

Description of this pathway

Transporting Freight by Road (Articulated/Drawbar Driver) 44 Credits made up as follows:

- Certificate in Transporting Freight by Road (option B, 29 Credits) (Min 14 credits for competence and 15 credits for knowledge)
- Functional Skills - Maths - 5 Credits
- Functional Skills - English - 5 Credits
- Employee Rights and Responsibilities - 5 Credits

Entry requirements for this pathway in addition to the framework entry requirements

Apprentices **MUST** hold a minimum of a Full Category C (Rigid Vehicle Licence) before they commence this pathway, as without it they will not be able to commence the additional LGV training.

| Job title(s) | Job role(s) |
|----------------------------|--|
| Articulated/Drawbar Driver | Often working on your own making deliveries to warehouses, distribution outlets, shops or private homes. You will be away from your base sometimes overnight. You will have responsibility for your vehicle and load and will keep accurate records of deliveries and returns. |

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

| B1 - Level 3 Certificate in Transporting Freight by Road (Option B) | | | | | |
|---|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| B1a | 600/5766/X | City & Guilds | 29 | 148-158 | |
| B1b | 600/8248/3 | Pearson Edexcel | 29 | 148-158 | |

Relationship between competence and knowledge qualifications

The Certificate in Transporting Freight by Road at Level 3 is a combined qualification incorporating competence and knowledge, which are separately assessed. Apprentices who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip them with new skills and learning.

Providers MUST ensure that Apprentices achieve at least 10 credits for competence and at least 10 credits for knowledge when selecting units to meet the requirements of the SASE. This Pathway totals 44 credits which includes competence, knowledge, the ERR qualification and the two Functional Skills of English and Maths.

This framework exceeds the minimum of 37 credits set by the SASE.

The minimum number of credits for Competence for this qualification is 14

The minimum number of credits for Knowledge for this qualification is 15

The total credits for this combined qualification is 29 and is made up as follows:

Mandatory Units

- Manage your own professional development in logistics operations (1 credit for competence and 1 for knowledge)
- Minimise the environmental impact of logistics operations (1 credit for competence and 2 for knowledge)
- Develop productive working relationships with colleagues in logistics operations (1 credit for competence and 1 for knowledge)
- Respond to problems in logistics operations (1 credit for competence and 2 for knowledge)

knowledge)

Additional Mandatory Units for this Pathway only)

- Drive the articulated or draw bar vehicle on public roads in a safe and fuel efficient manner (3 credits for competence and 3 for knowledge)
- Couple and uncouple the articulated or draw bar vehicle (2 credits for competence and 1 for knowledge)

Optional Group 1 (2 units to be taken from this group)

- Prepare the articulated or draw bar vehicle for driving (1 credit for competence and 1 for knowledge)
- Protect the articulated or draw bar vehicle and load (1 credit for competence and 1 for knowledge)
- Ensure the articulated or draw bar vehicle is loaded correctly (2 credits for competence and 2 for knowledge)
- Ensure the articulated or draw bar vehicle is unloaded correctly (1 credit for competence and 1 for knowledge)

Optional Group 2 (2 units to be taken from this group)

- Plan the route and timings for the collection and delivery of loads (3 credits for competence and 3 for knowledge)
- Optimise the use of logistics resources (2 credits for competence and 1 for knowledge)
- Improve the performance of logistics operations (2 credits for competence and 2 for knowledge)
- Principles of food safety supervision in logistics (1 credit for competence and 2 for knowledge)

Post Driving Test Assessments

For Advanced Apprentices who gain their Category C+E licence as part of this framework there will be two post driving test assessments at 2 and 4 months following the date of the test pass. To download the form please visit :

<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/dgv> or email apprenticeships@skillsforlogistics.org

Transferable skills (England)

Functional Skills / GCSE (with enhanced functional content) and Key Skills (England)

Apprentices must complete or have completed one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications listed below in order to successfully complete their Apprenticeship and this will carry the QCF five credit values. If they do not have these qualifications as part of their evidence an Apprenticeship certificate cannot be awarded.

| English | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in English | 2 | 5 |
| GCSE qualification in English (with enhanced functional content) | C | 5 |
| Key Skills qualification in Communication achieved either before September 2013 as part of the Apprenticeship, or...* | 2 | 5 |
| GCSE Qualification in English* | C | N/A |
| A' Level or AS Level qualification in English Language* | E | N/A |
| A' Level or AS Level qualification in English Literature* | E | N/A |
| A' Level or AS Level qualification in English Language and Literature* | E | N/A |
| GCSE or O' Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Language** | A | N/A |
| A' Level or AS Level qualification in English Literature** | A | N/A |
| A' Level or AS Level qualification in English Language and Literature** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

| Mathematics | Minimum level or grade | Credit value |
|---|------------------------|--------------|
| Functional Skills qualification in Mathematics | 2 | 5 |
| GCSE qualification (with enhanced functional content) in Mathematics | C | 5 |
| Key Skills qualification in Application of Number achieved either before September 2013 as part of the Apprenticeship, or...* | 2 | 5 |
| GCSE qualification in Mathematics* | C | N/A |
| A' level or AS Level qualification in Mathematics* | E | N/A |
| A' Level or AS Level qualification in Pure Mathematics* | E | N/A |
| A'Level or AS Level qualification in Further Mathematics* | E | N/A |
| GCSE or O'Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Mathematics** | A | N/A |
| A' Level or AS Level qualification in Pure Mathematics** | A | N/A |
| A' Level or AS Level qualification in Further Mathematics** | A | N/A |

* achieved before September 2012 and within the 5 years immediately prior to starting an Apprenticeship.

** achieved before September 2012, otherwise at any time prior to starting the Apprenticeship.

Inclusion of Information and Communications Technology (ICT)

Whilst the use of handheld technology devices (e.g. scanners) is quite widespread within the industry, ICT has not been included in this framework as employers do not feel it is relevant to the job role of those working in a driving environment.

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL THREE ADVANCED APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- Foundation learning level 1
- training (non accredited)
- Traffic Office Intermediate Apprenticeship
- Warehousing and Storage Intermediate Apprenticeship
- Driving Goods Vehicles Intermediate Apprenticeship
- International Trade and Logistics Operations Intermediate Apprenticeship
- any of the Key Skills or Functional Skills
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 3 ADVANCED APPRENTICESHIP:

Advanced/Higher Apprenticeships in any of the following:

- Management Higher Apprenticeship
- Supply Chain Management Higher Apprenticeship

Into a job as a Transport Operations Team Leader or with further development and training e.g. in-house/external development programme (CPD) accredited/non accredited into the following jobs:

- Warehouse Manager
- Transport Specialist responsible for all aspects of the distribution and transport of goods

After further training and development for those who choose to do so:

- Foundation degree in logistics, transport planning, logistics operations and administration. visit www.fdf.ac.uk
- Higher Education programmes such as Logistics and Supply Chain Management, Business and Management

Logistics career structure

- This Level 3 Apprenticeship sits in the Logistics Professional Development Stairway at Step 3. For further information visit www.thestairway.org
- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/2246/2 - Skillsfirst Awards Ltd
- 600/3313/7 - HABC
- 600/4981/9 - EAL
- 600/4474/3 - NCFE
- 600/4380/5 - FDQ
- 600/4380/5 - CILT
- 600/6392/0 - ICQ
- 600/8172/7 - LAO
- 601/2287/0 - Future (Awards and Qualifications) Ltd
- 601/1592/0 - IMIAL
- 600/7827/3 - NOCN
- 600/5724/5 - SFEDI

All Apprentices must receive an induction to the workplace and to the Intermediate Apprenticeship programme. ERR will be covered through a separate QCF award entitled Employee Rights and Responsibilities in the Logistics Industry, which will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers.
2. procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the apprenticeship
3. the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support
4. the role played by their occupation in their organisation and industry.
5. has an informed view of the types of career pathways that are open to them.
6. the types of representative bodies and understands their relevance to their industry and organisation and the main roles and responsibilities.

7. where and how to get information and advice on their industry, occupation, training and career.
8. can describe and work within their organisation's principles and codes of practice.
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

Skills for Logistics has developed an ERR workbook to support the delivery of the ERR award
<http://www.skillsforlogistics.org/home/qualifications/apprenticeships/eng/>

RECOGNITION OF ERR:

When applying for the Advanced Apprenticeship completion certificate, a certificate of achievement of the ERR Award must be must be retained in the Apprentices portfolio and is subject to audit.

The ACE Apprenticeship Declaration and Authorisation form V3 must be uploaded as part of the certification process. This can be downloaded directly from the ACE website:
<http://acecerts.co.uk>

The remaining sections apply to all levels and pathways within this framework.

How equality and diversity will be met

The Logistics sector workforce is predominantly white male and despite progress in recent years, females, those from black and minority ethnic groups and people with a learning difficulty or disability are not being attracted to the sector. The perception of the Road Transport Industry is that jobs are for males and the ageing workforce provides an opportunity to attract a wider range of applicants to fill these driving roles.

Logistics is seen as a job for males and this perception is being challenged in a number of ways, such as:

- raising awareness of Logistics as a profession is being raised through the (14-19) Diploma in Retail Business, which has logistics content
- promotional leaflets aimed at 14 – 19 year olds in schools in England such as “Getting more girls into Logistics and Retail”
- Delivering Your Future careers website illustrating non stereotypical roles www.deliveringyourfuture.co.uk
- Made in China, a free teaching resource to support Maths and Enterprise in schools using the journey of an MP3 player from China to the UK. <http://www.madeinchinaresources.co.uk>

Apprenticeships are seen as a vital route to encourage, and facilitate, a greater diversity of individuals into the industry and action plans are in place to increase the number of apprenticeships by a minimum of 10% each year. Actions to widen participation and increase diversity in the Logistics workforce include:

- flexible entry conditions to attract a wide range of applicants to this Apprenticeship
- Incorporating guidance on initial assessment to ensure it does not discriminate against applicants to this framework at entry
- Working with the Logistics Lead at the National Apprenticeship Service (NAS) to promote logistics as a priority sector
- Links with Jobcentre Plus, promoting logistics as a career path
- Promoting logistics content in the curriculum through the Chartered Institute for Logistics and Transport (CILTUK)
- Developing an entry to employment programme aimed at difficult to reach groups
- Raising the profile of Logistics at careers events.

Skills for Logistics expects providers and employers to abide by the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to and promotion within the sector using the 9 protected characteristics of :

1. Age
2. Disability
3. Gender
4. Gender reassignment
5. Marriage and civil partnership
6. Pregnancy and maternity
7. Race
8. Religion or Belief
9. Sex or sexual orientation.

Skills for Logistics will monitor take up and achievement of all Apprenticeships and take steps to address any barriers to take up and achievement.

On and off the job guided learning (England)

Total GLH for each pathway

Total GLH for the Level 2 All Pathways:

The total amount of Guided Learning Hours (GLH) which includes both on and off-the-job guided learning for the Level 2 Intermediate Apprenticeship is a minimum of 339 GLH over a minimum duration of 12 months for this programme. This figure is increased by 40 GLH on-the-job for those gaining their LGV licence as part of the Intermediate Apprenticeship (Pathways 3 and 4). For Apprentices from 16 - 18, the Apprenticeship must last at least 12 months and for Apprentices 19 and over, the Apprenticeship must be at least 12 months, unless relevant prior learning is recorded. Where this is the case, Apprenticeships will not be less than six months and must include new skills and new learning

Total GLH for the Level 3 pathways 1,2 and 3

The total amount of Guided Learning Hours (GLH) which includes both on and off-the-job guided learning for the Level 3 Advanced Apprenticeship is a minimum of 427 GLH over a minimum duration of 12 months for this programme. This figure is increased by 40 GLH on-the-job for those gaining their LGV licence as part of the Advanced Apprenticeship (Options R and A). For Apprentices from 16 - 18, the Apprenticeship must last at least 12 months and for Apprentices 19 and over, the Apprenticeship must be at least 12 months, unless relevant prior learning is recorded. Where this is the case, Apprenticeships will not be less than six months and must include new skills and new learning

Total GLH for the Level 3 pathways 4 and 5

The total amount of Guided Learning Hours (GLH) which includes both on and off-the-job guided learning for the Level 3 Advanced Apprenticeship is 348 GLH over a minimum duration of 12 months for this programme. This figure is increased by 40 GLH on-the-job for those gaining their LGV licence as part of the Advanced Apprenticeship (Option C). For Apprentices from 16 - 18, the Apprenticeship must last at least 12 months and for Apprentices 19 and over, the Apprenticeship must be at least 12 months, unless relevant prior learning is recorded. Where this is the case, Apprenticeships will not be less than six months and must include new skills and new learning

Total GLH for the Level 3 pathway 6

The total amount of Guided Learning Hours (GLH) which includes both on and off-the-job

guided learning for the Level 3 Advanced Apprenticeship is 358 GLH over a minimum duration of 12 months for this programme. This figure is increased by 40 GLH on-the-job for those gaining their LGV licence as part of the Advanced Apprenticeship (Options B). For Apprentices from 16 - 18, the Apprenticeship must last at least 12 months and for Apprentices 19 and over, the Apprenticeship must be at least 12 months, unless relevant prior learning is recorded. Where this is the case, Apprenticeships will not be less than six months and must include new skills and new learning

Guided Learning Hours:

- must be planned, reviewed and evaluated jointly between the apprentice and tutor, teacher, mentor or manager;
- must allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager;
- are delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring; feedback and assessment; collaborative/networked learning with peers; guided study; provide examples from the sector as to how this will be delivered in the "how this requirement will be met" in the off the job and on the job sections;
- Apprenticeship delivery must be planned to make full and effective use of the duration, including the opportunity for apprentices to embed and extend their learning through repeated workplace practice;
- completed in relation to accredited components of the framework achieved prior to the that apprenticeship training may count towards the GLH requirement for the framework;
- where an apprentice completes an Apprenticeship part way through the final 12 month period (which is after the first 12 months), an apprentice must receive a proportion of the minimum of 280 GLH which is at least equal to the proportion of the final 12 month period spent on the Apprenticeship

Minimum off-the-job guided learning hours

Off the Job GLH:

For all pathways of this Level 2 Intermediate Apprenticeship an apprentice will need to complete a minimum of 215 GLH off-the-job, which exceeds the of 30% or 100 GLH per year minimum set by the SASE for this one year programme.

Off the job minimum per year for all Level 2 pathways is made up as follows:

- 45 GLH per year for the knowledge element of the Level 2 Certificate in Driving Goods Vehicles
- 45 GLH Level 1 Functional Skill in Maths (alternatively apprentices can complete Level 1 Key Skill in Application of Number)

- 45GLH Level 1 Functional Skill in English (alternatively apprentices can complete Level 1 Key Skill in Communication)
- 40 GLH for ERR and Induction (to reflect the % of time for induction and ERR delivered/completed off the job)
- 40 hours minimum for mentoring (or at least one hour a week for the duration of the programme)

For the Level 3 Advanced Apprenticeship pathways 1,2 and 3 an apprentice will need to complete a minimum of 246 GLH off-the-job, which exceeds the of 30% or 100 GLH per year minimum set by the SASE for this one year programme.

- 76 GLH per year for the knowledge element of the Level 3 Diploma in Driving Goods Vehicles
- 45 GLH Level 2 Functional Skill in Maths (alternatively apprentices can complete Level 2 Key Skill in Application of Number)
- 45 GLH Level 2 Functional Skill in English (alternatively apprentices can complete Level 2 Key Skill in Communication)
- 40 GLH for ERR and Induction (to reflect the % of time for induction and ERR delivered/completed off the job)
- 40 hours minimum for mentoring (or at least one hour a week for the duration of the programme)

For the Level 3 Advanced Apprenticeship pathways 4 and 5 an apprentice will need to complete a minimum of 220 GLH off-the-job, which exceeds the of 30% or 100 GLH per year minimum set by the SASE for this one year programme.

- 50 GLH per year for the knowledge element of the Level 3 Certificate in Transporting Freight by Road
- 45 GLH Level 2 Functional Skill in Maths (alternatively apprentices can complete Level 2 Key Skill in Application of Number)
- 45 GLH Level 2 Functional Skill in English (alternatively apprentices can complete Level 2 Key Skill in Communication)
- 40 GLH for ERR and Induction (to reflect the % of time for induction and ERR delivered/completed off the job)
- 40 hours minimum for mentoring (or at least one hour a week for the duration of the programme)

For the Level 3 Advanced Apprenticeship pathway 6 an apprentice will need to complete a minimum of 223 GLH off-the-job, which exceeds the of 30% or 100 GLH per year minimum set by the SASE for this one year programme.

- 53 GLH per year for the knowledge element of the Level 3 Certificate in Transporting Freight by Road
- 45 GLH Level 2 Functional Skill in Maths (alternatively apprentices can complete Level 2 Key Skill in Application of Number)

- 45 GLH Level 2 Functional Skill in English (alternatively apprentices can complete Level 2 Key Skill in Communication)
- 40 GLH for ERR and Induction (to reflect the % of time for induction and ERR delivered/completed off the job)
- 40 hours minimum for mentoring (or at least one hour a week for the duration of the programme)

How this requirement will be met

Delivery and recording of on the job GLH

Off the job learning requires activity away from the immediate pressures of the workplace in order to develop the knowledge required for the job role. This can include access to a computer during working hours, day release, block release, web based learning and mentoring.

Evidence of off the job GLH for this Intermediate Apprenticeship is:

For the Level 2 All Pathways:

- Level 2 Certificate in Driving Goods Vehicles or Level 2 Diploma in Transporting Goods by Road
- Level 1 Functional Skills certificates for Maths and English or Level 1 Key Skills certificates for Communication and Application of Number
- Certificate of completion of the ERR Award
- The ACE Declaration form which asks the Apprentice to confirm they have completed the required GLH

For the Level 3 Pathways 1,2 and 3:

- Level 3 Diploma in Driving Goods Vehicles
- Level 2 Functional Skills certificates for Maths and English or Level 2 Key Skills certificates for Communication and Application of Number
- Certificate of completion of the ERR Award
- The ACE Declaration form which asks the Apprentice to confirm they have completed the required GLH

For the Level 3 Pathways 4 and 5:

- Level 3 Certificate in Transporting Freight by Road
- Level 2 Functional Skills certificates for Maths and English or Level 2 Key Skills certificates for Communication and Application of Number
- Certificate of completion of the ERR Award
- The ACE Declaration form which asks the Apprentice to confirm they have completed the required GLH

For the Level 3 Pathway 6:

- Level 3 Certificate in Transporting Freight by Road
- Level 2 Functional Skills certificates for Maths and English or Level 2 Key Skills certificates for Communication and Application of Number
- Certificate of completion of the ERR Award
- The ACE Declaration form which asks the Apprentice to confirm they have completed the required GLH

Minimum on-the-job guided learning hours

For this Intermediate Apprenticeship all pathways the on the job GLH total is 124 GLH

The on the job GLH for the Level 2 all pathways is as follows :

- a minimum of 94 GLH on-the-job for the 12 month programme as part of the competence element of the Level 2 Certificate in Driving Goods Vehicles (Pathways 3 and 4 attract an additional 40 GLH each for on the job GLH for the achievement of the relevant driving licences)
- 20 GLH related to the on the job elements of induction and ERR
- 10 GLH on the job to practise the two Key/Functional Skills.

For this Advanced apprenticeship pathways 1,2, and 3 the on the job GLH total is 181 GLH

The on the job GLH for the Level 3 Pathways 1,2 and 3 is as follows:

- a minimum of 151 GLH on-the-job for the 12 month programme as part of the competence element of the Level 3 Diploma in Driving Goods Vehicles (Pathways R and A attract an additional 40 GLH each for on the job GLH for the achievement of the relevant driving licences)
- 20 GLH related to the on the job elements of induction and ERR
- 10 GLH on the job to practise the two Key/Functional Skills

For the Advanced Apprenticeship pathways 4 and 5 the on the job GLH total is 128 GLH

The on the job GLH for the Level 3 Pathways 4 and 5 is as follows:

- a minimum of 98 GLH on-the-job for the 12 month programme as part of the competence element of the Level 3 Certificate in Transporting Freight by Road (Pathway 5 attracts an additional 40 GLH for on the job GLH for the achievement of the relevant driving licences)
- 20 GLH related to the on the job elements of induction and ERR
- 10 GLH on the job to practise the two Key/Functional Skills

For the Advanced Apprenticeship pathway 6 the on the job GLH total is 135 GLH

The on the job GLH for the Level 3 Pathway 6 is as follows:

- a minimum of 105 GLH on-the-job for the 12 month programme as part of the competence element of the Level 3 Certificate in Transporting Freight by Road (Pathway 6 attracts an additional 40 GLH for on the job GLH for the achievement of the relevant driving licences)
- 20 GLH related to the on the job elements of induction and ERR
- 10 GLH on the job to practise the two Key/Functional Skills

How this requirement will be met

Delivery & recording of on the job GLH:

Apprentices will take part in a variety of activities on the job in order to demonstrate occupational competence and an understanding of the workplace. This can include embedding knowledge into workplace activities, coaching sessions and performance reviews, mentoring, assessment of competence, the building of portfolios, keeping diaries/logs and peer review discussions. On the job GLH must be recorded and apprentices can do this using a diary or a portfolio.

Evidence for on-the-job GLH for this Intermediate Apprenticeship all pathways is:

- Level 2 Certificate in Driving Goods Vehicles or Level 2 Diploma in Transporting Goods by Road
- Certificate showing achievement of the ERR Award listed.

Evidence for on-the-job GLH for this Advanced Apprenticeship pathways 1, 2 and 3 is:

- Level 3 Diploma in Driving Goods Vehicles
- Certificate showing achievement of the ERR Award listed.

Evidence for on-the-job GLH for this Advanced Apprenticeship pathways 4 & 5 is:

- Level 3 Certificate in Transporting Freight by Road
- Certificate showing achievement of the ERR Award listed.

Evidence for on-the-job GLH for this Advanced Apprenticeship pathways 6 is:

- Level 3 Certificate in Transporting Freight by Road
- Certificate showing achievement of the ERR Award listed.

There is no requirement under SASE for achievement of GLH to be evidenced at point of claiming completion certificate. The Universal Declaration and Authorisation Form requires apprentices to tick to acknowledge that they have received the minimum levels of GLH as required by their framework but ACE does not require this to be evidenced.

Personal learning and thinking skills assessment and recognition (England)

Summary of Personal Learning and Thinking Skills

Apprentices must be introduced to PLTS during induction so that they learn to recognise for themselves when and where they are practising these skills.

Skills for Logistics has mapped all of the PLTS to all units within ALL competence and knowledge units. Skills for Logistics provides a transferable skills evidence record sheet which Apprentices must use to record when, where and how the learning for PLTS have been delivered and demonstrated. This evidence must be kept in the Apprentices portfolio and is subject to audit.

To download the evidence record sheets, visit <http://www.skillsforlogistics.org/qualifications-training/apprenticeships/apprenticeships-in-england/driving-goods-vehicles-intermediate-advanced-apprenticeship/> or email apprenticeships@skillsforlogistics.org

Creative thinking

Creative Thinking involves:

- generating ideas and exploring possibilities
- asking questions to extend thinking
- connecting own and others' ideas and experiences in inventive ways
- questioning own and others' assumptions
- trying out alternatives or new solutions and following ideas through
- adapting ideas as circumstances change.

Independent enquiry

Independent Enquiry involves:

- identifying questions to answer and problems to resolve
- planning and carrying out research, appreciating the consequences of decisions
- exploring issues, events or problems from different perspectives
- analysing and evaluating information, judging its relevance and value

- considering the influence of circumstances, beliefs and feelings on decisions and events
- supporting conclusions, using reasoned arguments and evidence.

Reflective learning

Reflective Learning involves:

- assessing yourself and others, identifying opportunities and achievements
- setting goals with success criteria for your personal development and work
- reviewing progress, acting on the outcomes
- inviting feedback and dealing positively with praise, setbacks and criticism
- evaluating experiences and learning to inform your future progress
- communicating your learning in relevant ways for different audiences.

Team working

Team Working involves:

- collaborating with others to work towards common goals
- reaching agreements, managing discussions to achieve results
- adapting behaviour to suit different roles and situations, including leadership roles
- showing fairness and consideration to others
- taking responsibility, showing confidence in yourself and your contribution
- providing constructive support and feedback to others.

Self management

Self Management involves:

- seeking out challenges or new responsibilities and showing flexibility when priorities change
- working towards goals, showing initiative, commitment and perseverance
- organising time and resources, prioritising actions
- anticipating, taking and managing risks
- dealing with competing pressures, including personal and work-related demands
- responding positively to change, seeking advice and support when needed
- managing your emotions and building and maintaining relationships.

Effective participation

Effective Participation involves:

- discussing issues of concern, seeking resolution where needed
- presenting a persuasive case for action

- proposing practical ways forward, breaking these down into manageable steps
- identifying improvements that would benefit others as well yourself
- trying to influence others, negotiating and balancing diverse views to reach workable solutions
- acting as an advocate for views and beliefs that may differ from your own.

Additional employer requirements

N/A

apprenticeship
FRAMEWORKS ONLINE

For more information visit
www.afo.sscalliance.org