

apprenticeship FRAMEWORK

Driving Goods Vehicles (Wales)

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

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=FR03275

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CHANGES TO REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 14TH OCTOBER 2016

These changes relate to the Essential Skills and Employer Rights and Responsibilities requirements of a framework and they ONLY apply to new Apprenticeship starts on, or after, 14th October 2016. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

Alternatives for Essential Skill qualifications

Foundation apprenticeships (Level 2): Where Essential Skills qualifications are specified in a foundation apprenticeship framework (Level 2), the apprenticeship framework must specify as a Welsh certificate requirement, the acceptance of one of the following recognised proxy qualifications.

For Communication:

- a. GCSE or iGCSE qualification in English language or literature to at least grade G (Level 1 equivalent); or
- b. O Level qualification in English language or literature to at least grade E; or
- c. A/AS Level qualification in English language or literature to at least grade E; or
- d. SCQF Level 4 – Communication Core Skills (Oral communication and written communication); or
- e. SQA National 4 English; or
- f. Functional Skills or Key Skills literacy qualifications in English provided the proxy qualification(s) attained are at Level 1 or above.

For Application of Number:

- a. GCSE or iGCSE qualification in Mathematics to at least grade G (Level 1 equivalent); or
- b. O Level qualification in Mathematics to at least grade E; or
- c. A/AS Level qualification in Mathematics to at least grade E; or
- d. SCQF Level 4 – Numeracy Core Skill (Graphical Information and using number); or
- e. SQA National 4 Mathematics ; or
- f. Functional Skills or Key Skills numeracy qualifications in Mathematics provided the proxy qualification(s) attained are at Level 1 or above.

Apprenticeships (Level 3): Where Essential Skills qualifications are specified in an apprenticeship framework (Level 3), the apprenticeship framework must specify as a Welsh certificate requirement, the acceptance of one of the following recognised proxy qualifications.

For Communication:

- a. GCSE or iGCSE qualification in English language or literature to at least grade C (Level 2 equivalent); or
- b. O Level Qualification in English language or literature to at least grade C; or
- c. A/AS Level qualification in English or literature to at least grade E; or
- d. SCQF Level 5 – Communication Core Skills (Oral communication and written communication); or
- e. SQA National 5 English; or
- f. Functional Skills or Key Skills literacy qualifications in English provided the proxy qualification(s) attained is at Level 2 or above.

For Application of Number:

- a. GCSE or iGCSE qualification in Mathematics to at least grade C (Level 2 equivalent); or
- b. O Level Qualification in Mathematics to at least grade C; or
- c. A/AS Level qualification in Mathematics to at least grade E; or
- d. SCQF Level 5 – Numeracy Core Skill (Graphical information and using number); or
- e. SQA National 5 Mathematics; or
- f. Functional Skills or Key Skills numeracy qualifications in Mathematics provided the proxy qualification(s) attained are at Level 2 or above.

Higher Apprenticeships (Levels 4-7): Essential Skills requirements are as for an apprenticeship frameworks at Level 3.

CHANGES TO REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 14TH OCTOBER 2016

Employer Rights and Responsibilities (ERR)

The final modification to SASW is to Employer Rights and Responsibilities (ERR) which is no longer compulsory in frameworks. Please refer to the Employer Rights and Responsibilities section within the framework document to confirm specific requirements.

Additional Information

It should be noted that SASW has also been modified to reflect existing improvements to Essential Skills Wales Qualifications. These improvements to ESW qualifications were signalled by the revised names:

- Essential Skills Wales Communication is now Essential Communication Skills (still 6 credits in size)
- Essential Skills Wales Application of Number Skills is now Essential Application of Number Skills (still 6 credits in size)
- Essential Skills Wales Information Communication Technology Skills is now Essential Digital Literacy Skills (still 6 credits in size)

Whilst there have been some amendments to the content of ESW qualifications, the most significant change has been to the assessment methodology for these qualifications.

From 1 January 2016, all new starts have had to follow the revised Essential Skill qualifications.

The updated version of SASW, and guidance documents, can be accessed here:

<http://gov.wales/topics/educationandskills/skillsandtraining/apprenticeships/providers/?lang=en&dgd>

Over the coming months, the Essential Skills section within AFO will be amended to reflect the SASW 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 (Wales)

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Framework summary

Driving Goods Vehicles

Driving Goods Vehicles

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)

This pathway also contains information on:

- Employee rights and responsibilities
- Essential 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)

This pathway also contains information on:

- Employee rights and responsibilities
- Essential 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)

This pathway also contains information on:

- Employee rights and responsibilities
- Essential 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)

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Driving Goods Vehicles

Driving Goods Vehicles

Pathways for this framework at level 3 include:

Pathway 1: 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 3 Diploma in Driving Goods Vehicles (Option V)

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 2: 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 3 Diploma in Driving Goods Vehicles (Option R)

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 3: 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 3 Diploma in Driving Goods Vehicles (Option A)

This pathway also contains information on:

- Employee rights and responsibilities
- Essential 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
- Essential 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
- Essential 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
- Essential skills

Framework information

Information on the Publishing Authority for this framework:

Institute of the Motor Industry

The Apprenticeship sector for occupations in the automotive industry (also includes Vehicle Maintenance & Repair, Vehicle Sales, Vehicle Body & Paint, Vehicle Fitting and Vehicle Parts) and also occupations in freight logistics and maritime.

Issue number: 9	This framework includes:
Framework ID: FR03275	Level 2 Level 3
Date this framework is to be reviewed by: 31/12/2017	This framework is for use in: Wales

Short description

Employers need to make the most of everyone's potential by attracting new talent into the industry in Wales, especially women, those from under-represented groups and encourage existing staff to gain Level 2 qualifications. Foundation Apprentices can work as drivers of vans, rigid vehicles and articulated lorries, or as motorcycle/cycle couriers. Apprentices will take on more responsibility for looking after drivers and moving to-wards 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 were 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 Foundation and Apprenticeship 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

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Revising a framework

Contact details

Who is making this revision: Rachel Taylor
Your organisation: Skills for Logistics
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Why this framework is being revised

To amend the QAN for the ABC Awards L2 Award in ERR .

Summary of changes made to this framework

Amended the QAN for the ABC Awards L2 Award in ERR .

Qualifications removed

L2 Award in Knowledge of Employee Rights and Responsibilities for the Automotive Sector

- 601/2952/9 - ABC Awards

Qualifications added

Level 2 Award in Employee rights and Responsibilities in the Logistics Sector

- 600/1740/5 - ABC Awards

Qualifications that have been extended

n/a

Purpose of this framework

Summary of the purpose of the framework

The Logistics sector helps to keep the economy in Wales moving by providing business with the means by which they can transport their goods for sale. Employers in Wales 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 destination and on time. If goods are delivered to incorrect destinations, they need to be recovered, which affects customer satisfaction and the profitability of businesses.

Logistics companies in Wales have reported a combination of skills gaps and shortages including literacy, numeracy and communication skills and an ageing workforce. Approximately 4,600 staff in the road transport industry over the next 5 years are needed to replace those who leave or retire in the following jobs:

- motorcycle/cycle courier
- van driver
- rigid vehicle driver
- articulated/drawbar driver

There are approximately 1,800 workplaces in Wales whose primary function is in road freight transport activities, employing around 11,000 people in driving activities. These services are part of a wider logistics sector which employs around 4% of the workforce in Wales and provides many opportunities to move into jobs and training in other parts of logistics such as Traffic Office and Purchasing and Supply Management.

Driving Goods Vehicles Foundation Apprenticeship/Apprenticeship and its predecessor have been used by employers since 2005. This Foundation Apprenticeship/Apprenticeship builds on the success of the previous Foundation Apprenticeship by meeting the skills gaps and shortages of the Road Transport Industry and at the same time, contributes to meeting the skills priorities for Wales by:

- Incorporating Essential Skills Wales of Communication and Application of Number, thereby helping to improve the levels of basic literacy and numeracy skills in the workforce in Wales.
- Providing qualifications for competence and knowledge, approved by employers to meet the skills mix they require.

- Developing employability skills through the incorporation of induction and employee rights and responsibilities components, recommending a minimum number of hours for these activities.
- Providing a progression pathway from level 2 to intermediate and higher -level skills, through to level 3 and 4 Apprenticeships/Higher Apprenticeships.
- Providing information about career pathways through the Logistics Professional Development Stairway and Delivering Your Future careers website.
- 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 (Wales)

The aim of this Foundation Apprenticeship/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

The main objectives of this framework are to:

1. attract more applicants, including women and applicants from under-represented groups into Level 2 jobs in the road transport sector 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 qualifications which recognise their knowledge and experience;
4. to replace staff who are retiring.

Entry conditions for this framework

Employers seek to attract applicants who have a keen interest in working in road transport, working in the logistics sector. They must be willing to spend nights away from home and be good timekeepers. Employers are also interested in applicants and who have basic literacy and numeracy skills on which this Foundation Apprenticeship/Apprenticeship will build. Applicants to this Foundation Apprenticeship/Apprenticeship will have 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
- any of the Essential Skills Wales or Wider Key Skills Wales
- The Welsh Baccaulaureate, including the Principal Learning Qualification for Retail Business which includes logistics and the supply chain
- vocational or academic qualification(s)

RULES TO AVOID REPEATING QUALIFICATIONS

There are no relaxations or proxies for any qualifications specified in a framework in SASW, however, providers are encouraged to identify additional on-the-job training programmes that customise the learning to the new workplace.

Processes exist to make sure that applicants with prior knowledge, qualifications and experience are not disadvantaged by having to repeat learning. Training providers and awarding organisations will be able to advise on the current rules for accrediting prior learning and recognising prior experience. Refer to the on and off the job training section for guidance about prior attainment and achievement. In the meantime, this is a short summary:

1. Essential Skills Wales.

If applicants already have GCSEs in English, Maths and/or Information and Communications Technology (ICT) they still have to do the Essential Skills Wales at the relevant level as these are new qualifications and proxies do not exist.

Up to the 31 August 2011, if applicants already have achieved Key Skills at the relevant level, they will not have to do the relevant Essential Skills Wales, however, apprentices can be encouraged to complete ESW at a higher level if appropriate.

2. Knowledge qualifications.

If applicants already have one of the Level 2 KNOWLEDGE qualifications before they started their Apprenticeship, (see knowledge qualifications page in this framework) they can count this and do not have to redo the qualification, providing that they have achieved this qualification

within 5 years (to be set by the framework developer but SASW recommends five years) of applying for the apprenticeship certificate.. For example they may have already achieved the KNOWLEDGE element as part of the Welsh Baccalaureate. The hours they spent gaining this qualification will also count towards the minimum hours required for this framework.

3. Competence qualifications.

If applicants already have the Level 2 COMPETENCE qualification for the Apprenticeship they do not have to repeat this qualification, however, this qualification must have been achieved within 5 years (to be set by the framework developer but SASW recommends five years) of applying for the Apprenticeship certificate and they will still have to demonstrate competence in the workplace.

4. Prior experience.

Applicants already working in the sector will be able to have their prior experience recognised by the Awarding Organisation and this will count towards the competence and the knowledge qualifications in this framework.

5. Initial Assessment

Training providers and employers will use initial assessment to ensure that applicants have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs, recognising prior qualifications and experience.

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) 48 Credits

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

Foundation 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 warehouses, distribution outlets, businesses or private homes. You will be away from your base and 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	31	149-172	N/A
B1b	501/1580/7	EDI	31	149-189	N/A
B1c	501/1659/9	Edexcel	31	149-172	N/A
B1d	600/1276/6	SQA	31	149-172	N/A
B1e	600/3809/3	HABC	31	149-172	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.

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 SASW. The framework totals 48 credits which includes competence, knowledge, the ERR qualification and the two Essential Skills Wales of Communication and Application of Number. This framework exceeds the minimum of 37 credits set by the SASW

Total Credits for this combined qualification pathway 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 for driving (1 credit for competence and 1 for knowledge)
- Protect the cycle and the load (1 credit for competence and 1 for knowledge)
- Operate and monitor the cycle systems (2 credits for competence and 1 for knowledge)
- Manoeuvre the cycle 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)

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	N/A	N/A

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL TWO FOUNDATION APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- any of the Essential Skills Wales or Wider Key Skills Wales
- Welsh Baccalaureate including any of the (14-19) Principal Learning Qualifications, particularly Retail Business which has logistics content
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 2 FOUNDATION APPRENTICESHIP:

Foundation Apprenticeships/Apprenticeships in any of the following:

- Foundation Apprenticeship in Team Leading
- Traffic Office Apprenticeship
- Logistics Operations Apprenticeship
- Driving Goods Vehicles 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:

- Transport Manager
- Traffic Office 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 Foundation 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

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1045/9 - EDI
- 600/1361/8 - C&G
- 600/1217/1 - Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/3313/7 - HABC
- 600/6024/4 - CILT
- 600/7827/3 - NOCN
- 600/1592/0 - IMIAL
- 600/4981/9 - EAL

All Apprentices must receive an induction to the workplace and to the 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/qualifications-training/apprenticeships/apprenticeships-in-wales/>

RECOGNITION OF ERR:

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

The ACW Apprenticeship Certificate Claim form must be uploaded as part of the certification process. This can be downloaded directly from the ACW website:

<https://acwcerts.co.uk/web/forms-documentation>

Level 2, Pathway 2: Van Driver

Description of this pathway

Driving Goods Vehicles (Van Driver). 46 Credits

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

Foundation 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 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 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	501/1580/7	EDI	29	149-189	N/A
B1c	501/1659/9	Edexcel	29	149-172	N/A
B1d	600/1276/6	SQA	29	149-172	N/A
B1e	600/3809/3	HABC	29	149-172	N/A
B1f	601/3042/8	Wamitab	29	139-157	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.

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 SASW. The framework totals 46 credits which includes competence, knowledge, the ERR qualification and the two Essential Skills Wales of Communication and Application of Number. This framework exceeds the minimum of 37 credits set by the SASW

The total credits for this combined qualification pathway 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)

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	N/A	N/A

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL TWO FOUNDATION APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- any of the Essential Skills Wales
- Welsh Baccalaureate including any of the (14-19) Principal Learning Qualifications, particularly Retail Business which has logistics content
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 2 FOUNDATION APPRENTICESHIP:

Foundation Apprenticeships/Apprenticeships in any of the following:

- Foundation Apprenticeship in Team Leading
- Traffic office Apprenticeship
- Logistics Operations Apprenticeship
- Driving Goods Vehicles 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:

- Transport Manager
- Traffic Office 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 Foundation Apprenticeship sits in the Logistics Professional Development Stairway at Step 3. For further information visit www.thestairway.org
- For careers information visit www.deliveringyourfuture.co.uk

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1045/9 - EDI
- 600/1361/8 - C&G
- 600/1217/1 - Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/3313/7 - HABC
- 600/6024/4 - CILT
- 600/4981/9 - EAL
- 600/1592/0 - IMIAL
- 600/7827/3 - NOCN

All Apprentices must receive an induction to the workplace and to the 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/qualifications-training/apprenticeships/apprenticeships-in-wales/>

RECOGNITION OF ERR:

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

The ACW Apprenticeship Certificate Claim form must be uploaded as part of the certification process. This can be downloaded directly from the ACW website:

<https://acwcerts.co.uk/web/form s-documentation>

Level 2, Pathway 3: Rigid Vehicle Driver

Description of this pathway

Driving Goods Vehicles (Rigid Vehicle Driver) 46 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 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	501/1580/7	EDI	29	149-189	N/A
B1c	501/1659/9	Edexcel	29	149-172	N/A
B1d	600/1276/6	SQA	29	149-172	N/A
B1e	600/3809/3	HABC	29	149-172	N/A
B1f	601/3042/8	Wamitab	29	139-157	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.

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 SASW. The framework totals 46 credits which includes competence, knowledge, the ERR qualification and the two Essential Skills Wales of Communication and Application of Number. This framework exceeds the minimum of 37 credits set by the SASW

The total Credits for this combined qualification pathway 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)

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 (2 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. To download the form please visit

<http://www.skillsforlogistics.org/qualifications-training/apprenticeships/apprenticeships-in-wales/driving-goods-vehicles-foundation-apprenticeship-apprenticeship/> or email apprenticeships@skillsforlogistics.org

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	N/A	N/A

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL TWO FOUNDATION APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- any of the Essential Skills Wales or Wider Key Skills Wales
- Welsh Baccalaureate including any of the (14-19) Principal Learning Qualifications, particularly Retail Business which has logistics content
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 2 FOUNDATION APPRENTICESHIP:

Foundation Apprenticeships/Apprenticeships in any of the following:

- Foundation Apprenticeship in Team Leading
- Traffic Office Apprenticeship
- Logistics Operations Apprenticeship
- Driving Goods Vehicles 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:

- Transport Manager
- Traffic Office 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 Foundation Apprenticeship sits in the Logistics Professional Development Stairway at Step 3. For further information visit www.thestairway.org
- For careers information for logistics visit www.deliveringyourfuture.co.uk

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1045/9 - EDI
- 600/1361/8 - C&G
- 600/1217/1 - Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/3313/7 - HABC
- 600/6024/4 - CILT
- 600/4981/9 - EAL
- 600/1592/0 - IMIAL
- 600/7827/3 - NOCN

All Apprentices must receive an induction to the workplace and to the 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/qualifications-training/apprenticeships/apprenticeships-in-wales/>

RECOGNITION OF ERR:

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

The ACW Apprenticeship Certificate Claim form must be uploaded as part of the certification process. This can be downloaded directly from the ACW website:

<https://acwcerts.co.uk/web/form s-documentation>

Level 2, Pathway 4: Articulated/Drawbar Driver

Description of this pathway

Driving Goods Vehicles (Articulated/Drawbar Driver) 46 Credits

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

Apprentices MUST hold a minimum of a 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	501/1580/7	EDI	29	149-189	N/A
B1c	501/1659/9	Edexcel	29	149-172	N/A
B1d	600/1276/6	SQA	29	149-172	N/A
B1e	600/3809/3	HABC	29	149-172	N/A
B1f	601/3042/8	Wamitab	29	139-157	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.

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 SASW. The framework totals 46 credits which includes competence, knowledge, the ERR qualification and the two Essential Skills Wales of Communication and Application of Number. This framework exceeds the minimum of 37 credits set by the SASW

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

Mandatory units

- Prepare the articulated or drawbar vehicle for driving (1 credit for competence and 1 for knowledge)
- Protect the articulated or drawbar vehicle and the load (1 credit for competence and 1 for knowledge)
- Operate and monitor the articulated or drawbar vehicle systems (2 credits for

competence and 1 for knowledge)

- Manoeuvre the articulated or 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 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 Units Group 2 (1 unit from this group)

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

Optional Unit Group 3 (1 unit from this group)

- Ensure the articulated or drawbar vehicle is unloaded correctly (2 credits for competence and 1 for knowledge)
- Unload the articulated or 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 (0 credit for competence and 3 for knowledge)
- Contribute to the provision of customer service in logistics operations (0 credit for competence and 3 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 the articulated or drawbar vehicle mounted bodies (2 credits for competence and 1 for knowledge)
- Couple and uncouple the articulated or drawbar vehicle (2 credits for competence and 1 for knowledge)

Post Driving Test Assessments

For Apprentices who gain their Category CE licence as part of this framework there will be two post driving test assessments. To download the form please visit

<http://www.skillsforlogistics.org/qualifications-training/apprenticeships/apprenticeships-in-wales/driving-goods-vehicles-foundation-apprenticeship-apprenticeship/> or email apprenticeships@skillsforlogistics.org

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	1	6
Application of numbers	1	6
IT	N/A	N/A

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL TWO FOUNDATION APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- any of the Essential Skills Wales or Wider Key Skills Wales
- Welsh Baccalaureate including any of the (14-19) Principal Learning Qualifications, particularly Retail Business which has logistics content
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 2 FOUNDATION APPRENTICESHIP:

Foundation Apprenticeships/Apprenticeships in any of the following:

- Foundation Apprenticeship in Team Leading
- Traffic office Apprenticeship
- Logistics Operations Apprenticeship
- Driving Goods Vehicles 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:

- Transport Manager
- Traffic Office 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 Foundation Apprenticeship sits in the Logistics Professional Development Stairway at Step 3. For further information visit www.thestairway.org
- For careers information on logistics visit www.deliveringyourfuture.co.uk

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

QCF Award numbers

- 600/1045/9 - EDI
- 600/1361/8 - C&G
- 600/1217/1 - Edexcel
- 600/1740/5 - ABC Awards
- 600/1745/4 - SQA
- 600/3313/7 - HABC
- 600/6024/4 - CILT
- 600/4981/9 - EAL
- 600/1592/0 - IMIAL
- 600/7827/3 - NOCN

All Apprentices must receive an induction to the workplace and to the 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/qualifications-training/apprenticeships/apprenticeships-in-wales/>

RECOGNITION OF ERR:

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

The ACW Apprenticeship Certificate Claim form must be uploaded as part of the certification process. This can be downloaded directly from the ACW website:

<https://acwcerts.co.uk/web/form s-documentation>

Level 3

Title for this framework at level 3

Driving Goods Vehicles

Pathways for this framework at level 3

- Pathway 1: Van Driver
- Pathway 2: Rigid Vehicle Driver
- Pathway 3: Articulated/Drawbar Driver
- 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

Description of this pathway

Driving Goods Vehicles (Van Driver) 59 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 it 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	600/1961/X	EDI	42	227-246	
B1b	600/1860/4	Edexcel	42	227-246	
B1c	600/2645/5	City & Guilds	42	227-246	
B1d	600/2301/6	SQA	42	227-246	
B1e	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.

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 SASW. This pathway totals 59 credits which includes competence, knowledge, the ERR qualification and the two Essential Skills Wales of Communication and Application of Number. This framework exceeds the minimum of 37 credits set by the SASW.

Total Credits for this combined qualification pathway 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)

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 (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	N/A	N/A

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL 3 APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- any of the Essential Skills Wales or Wider Key Skills Wales
- Driving Goods Vehicles Foundation Apprenticeship
- Traffic Office Foundation Apprenticeship
- Warehousing and Storage Foundation Apprenticeship
- Welsh Baccalaureate including any of the (14-19) Principal Learning Qualifications, particularly Retail Business which has logistics content
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 3 APPRENTICESHIP:

Apprenticeship/Higher Apprenticeship in any of the following:

- Management Higher Apprenticeship
- Purchasing and Supply 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 5. 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

- 600/1045/9 - EDI
- 600/1361/8 - C&G
- 600/1217/1 - Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/3313/7 - HABC
- 600/6024/4 - CILT
- 600/4981/9 - EAL
- 600/1592/0 - IMIAL
- 600/7827/3 - NOCN

All Apprentices must receive an induction to the workplace and to the 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 Support³.
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/qualifications-training/apprenticeships/apprenticeships-in-wales/>

RECOGNITION OF ERR:

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

The ACW Apprenticeship Certificate Claim form must be uploaded as part of the certification process. This can be downloaded directly from the ACW website:

<https://acwcerts.co.uk/web/form s-documentation>

Level 3, Pathway 2: Rigid Vehicle Driver

Description of this pathway

Driving Goods Vehicles (Rigid Vehicle Driver) 59 Credits

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

Age restrictions apply to 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	600/1961/X	EDI	42	227-246	
B1b	600/1860/4	Edexcel	42	227-246	
B1c	600/2645/5	City & Guilds	42	227-246	
B1d	600/2301/6	SQA	42	227-246	
B1e	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.

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 SASW. This pathway totals 59 credits which includes competence, knowledge, the ERR qualification and the two Essential Skills Wales of Communication and Application of Number. This framework exceeds the minimum of 37 credits set by the SASW.

Total Credits for this combined qualification pathway 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 Apprentices who gain their Category C licence as part of this framework there will be two post driving test assessments. To download the form please visit

<http://www.skillsforlogistics.org/qualifications-training/apprenticeships/apprenticeships-in-wales/driving-goods-vehicles-foundation-apprenticeship-apprenticeship/> or email apprenticeships@skillsforlogistics.org

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	N/A	N/A

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL 3 APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- any of the Essential Skills Wales or Wider Key Skills Wales
- Driving Goods Vehicles Foundation Apprenticeship
- Traffic Office Foundation Apprenticeship
- Warehousing and Storage Foundation Apprenticeship
- Welsh Baccalaureate including any of the (14-19) Principal Learning Qualifications, particularly Retail Business which has logistics content
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 3 APPRENTICESHIP:

Apprenticeship/Higher Apprenticeship in any of the following:

- Management Higher Apprenticeship
- Purchasing and Supply 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 5. 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

- 600/1045/9 - EDI
- 600/1361/8 - C&G
- 600/1217/1 - Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/3313/7 - HABC
- 600/6024/4 - CILT
- 600/4981/9 - EAL
- 600/1592/0 - IMIAL
- 600/7827/3 - NOCN

All Apprentices must receive an induction to the workplace and to the 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 Support³.
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/qualifications-training/apprenticeships/apprenticeships-in-wales/>

RECOGNITION OF ERR:

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

The ACW Apprenticeship Certificate Claim form must be uploaded as part of the certification process. This can be downloaded directly from the ACW website:

<https://acwcerts.co.uk/web/form s-documentation>

Level 3, Pathway 3: Articulated/Drawbar Driver

Description of this pathway

Driving Goods Vehicles (Articulated/Drawbar Driver) 59 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	600/19561/X	EDI	42	227-246	
B1b	600/1860/4	Edexcel	42	227-246	
B1c	600/2645/5	City & Guilds	42	227-246	
B1d	600/2301/6	SQA	42	227-246	
B1e	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.

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 SASW. This pathway totals 59 credits which includes competence, knowledge, the ERR qualification and the two Essential Skills Wales of Communication and Application of Number. This framework exceeds the minimum of 37 credits set by the SASW.

Total Credits for this combined qualification pathway 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 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 credits for competence and 2 for knowledge)

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

- Prepare the articulated/drawbar vehicle for driving (1 credit for competence and 1 for knowledge)
- Protect the articulated/drawbar vehicle and load (1 credit for competence and 1 for knowledge)
- Ensure the articulated/drawbar vehicle is loaded correctly (2 credits for competence and 2 for knowledge)
- Ensure the articulated/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 Apprentices who gain their Category CE licence as part of this framework there will be two post driving test assessments. To download the form please visit

<http://www.skillsforlogistics.org/qualifications-training/apprenticeships/apprenticeships-in-wales/driving-goods-vehicles-foundation-apprenticeship-apprenticeship/> or email apprenticeships@skillsforlogistics.org

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	N/A	N/A

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL 3 APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- any of the Essential Skills Wales or Wider Key Skills Wales
- Driving Goods Vehicles Foundation Apprenticeship
- Traffic Office Foundation Apprenticeship
- Warehousing and Storage Foundation Apprenticeship
- Welsh Baccalaureate including any of the (14-19) Principal Learning Qualifications, particularly Retail business which has logistics content
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 3 APPRENTICESHIP:

Apprenticeship/Higher Apprenticeship in any of the following:

- Management Higher Apprenticeship
- Purchasing and Supply 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 5. 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

- 600/1045/9 - EDI
- 600/1361/8 - C&G
- 600/1217/1 - Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/3313/7 - HABC
- 600/6024/4 - CILT
- 600/4981/9 - EAL
- 600/1592/0 - IMIAL
- 600/7827/3 - NOCN

All Apprentices must receive an induction to the workplace and to the 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 Support³.
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/qualifications-training/apprenticeships/apprenticeships-in-wales/>

RECOGNITION OF ERR:

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

The ACW Apprenticeship Certificate Claim form must be uploaded as part of the certification process. This can be downloaded directly from the ACW website:

<https://acwcerts.co.uk/web/forms-documentation>

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

Description of this pathway

Transporting Freight by Road (Van) 43 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	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.

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 SASW.

The framework totals 43 credits which includes competence, knowledge, the ERR qualification and the Two Essential Skills Wales of Communication and Application of Number. This framework exceeds the minimum of 37 credits set by the SASW.

The total credits for this combined qualification pathway 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)

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 (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	N/A	N/A

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL THREE APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- any of the Essential Skills Wales or Wider Key Skills Wales
- Traffic Office Foundation Apprenticeship
- Warehousing and Storage Foundation Apprenticeship
- Driving Goods Vehicles Foundation Apprenticeship
- International Trade and Logistics Operations Foundation Apprenticeship
- Welsh Baccalaureate including any of the (14-19) Principal Learning Qualifications
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 3 APPRENTICESHIP:

Apprenticeship /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 5. 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

- 600/1045/9 - EDI
- 600/1361/8 - C&G
- 600/1217/1 - Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/3313/7 - HABC
- 600/6024/4 - CILT
- 600/4981/9 - EAL
- 600/1592/0 - IMIAL
- 600/7827/3 - NOCN

All Apprentices must receive an induction to the workplace and to the 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 Support³.
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/qualifications-training/apprenticeships/apprenticeships-in-wales/>

RECOGNITION OF ERR:

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

The ACW Apprenticeship Certificate Claim form must be uploaded as part of the certification process. This can be downloaded directly from the ACW website:

<https://acwcerts.co.uk/web/form s-documentation>

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

Description of this pathway

Transporting Freight by Road (Rigid) 43 Credits

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

Age restrictions apply to 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	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.

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 SASW.

The framework totals 43 credits which includes competence, knowledge, the ERR qualification and the Two Essential Skills Wales of Communication and Application of Number. This framework exceeds the minimum of 37 credits set by the SASW.

The total credits for this combined qualification pathway 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)

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 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)

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. To download the form please visit

<http://www.skillsforlogistics.org/qualifications-training/apprenticeships/apprenticeships-in-wales/driving-goods-vehicles-foundation-apprenticeship-apprenticeship/> or email apprenticeships@skillsforlogistics.org

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	N/A	N/A

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL THREE APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- any of the Essential Skills Wales or Wider Key Skills Wales
- Traffic Office Foundation Apprenticeship
- Warehousing and Storage Foundation Apprenticeship
- Driving Goods Vehicles Foundation Apprenticeship
- International Trade and Logistics Operations Foundation Apprenticeship
- Welsh Baccalaureate including any of the (14-19) Principal Learning Qualifications
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 3 APPRENTICESHIP:

Apprenticeship /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 5. 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

- 600/1045/9 - EDI
- 600/1361/8 - C&G
- 600/1217/1 - Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/3313/7 - HABC
- 600/4981/9 - EAL
- 600/1592/0 - IMIAL
- 600/7827/3 - NOCN
- 600/6024/4 - CILT

All Apprentices must receive an induction to the workplace and to the 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 Support³.
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/qualifications-training/apprenticeships/apprenticeships-in-wales/>

RECOGNITION OF ERR:

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

The ACW Apprenticeship Certificate Claim form must be uploaded as part of the certification process. This can be downloaded directly from the ACW website:

<https://acwcerts.co.uk/web/form s-documentation>

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

Description of this pathway

Transporting Freight by Road (Articulated / Drawbar) 46 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	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.

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 SASW.

The framework totals 43 credits which includes competence, knowledge, the ERR qualification and the Two Essential Skills Wales of Communication and Application of Number. This framework exceeds the minimum of 37 credits set by the SASW.

The total credits for this combined qualification pathway 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)

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)

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)

Post Driving Test Assessments

For Apprentices who gain their Category CE licence as part of this framework there will be two post driving test assessments. To download the form please visit

<http://www.skillsforlogistics.org/qualifications-training/apprenticeships/apprenticeships-in-wales/driving-goods-vehicles-foundation-apprenticeship-apprenticeship/> or email apprenticeships@skillsforlogistics.org

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	N/A	N/A

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL THREE APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- any of the Essential Skills Wales or Wider Key Skills Wales
- Traffic Office Foundation Apprenticeship
- Warehousing and Storage Foundation Apprenticeship
- Driving Goods Vehicles Foundation Apprenticeship
- International Trade and Logistics Operations Foundation Apprenticeship
- Welsh Baccalaureate including any of the (14-19) Principal Learning Qualifications
- vocational or academic qualification(s)

PROGRESSION FROM THIS LEVEL 3 APPRENTICESHIP:

Apprenticeship/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 5. 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

- 600/1045/9 - EDI
- 600/1361/8 - C&G
- 600/1217/1 - Edexcel
- 600/1740/5 - ABC
- 600/1745/4 - SQA
- 600/3313/7 - HABC
- 600/6024/4 - CILT
- 600/4981/9 - EAL
- 600/1592/0 - IMIAL
- 600/7827/3 - NOCN

All Apprentices must receive an induction to the workplace and to the 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 Support³.
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/qualifications-training/apprenticeships/apprenticeships-in-wales/>

RECOGNITION OF ERR:

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

The ACW Apprenticeship Certificate Claim form must be uploaded as part of the certification process. This can be downloaded directly from the ACW website:

<https://acwcerts.co.uk/web/form s-documentation>

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.

Awareness of Logistics as a profession is being raised through the Welsh Baccalaureate Principal learning Qualification in Retail Business, which has logistics content and through promotional leaflets aimed at 14 – 19 year olds in schools which will begin to change these perceptions and help to promote the range of jobs in logistics.

Other initiatives which aim to attract applicants from a diverse population developed by Skills for Logistics are:

- 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
- 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 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 as part of our Sector Qualifications Strategy.

On and off the job training (Wales)

Summary of on- and off-the-job training

Total on and off the job training hours for this Framework:

For the Level 2 Foundation Apprenticeship

For pathways 1 and 2 the total is 369 hours

For pathways 3 and 4 the total is 409 hours (this includes 40 hours for the LGV licence training)

For the Level 3 Apprenticeship

For pathway 1 the total is 447 hours

For pathways 2 and 3 the total is 487 hours. (this includes 40 hours for the LGV licence training)

For pathway 4 the total is 368 hours

For pathways 5 and 6 the total is 408 hours (this includes 40 hours for the LGV licence training)

Off-the-job training

Off the job training hours:

Off-the job training is defined as time for learning activities away from normal work duties.

For the Level 2 Foundation Apprenticeship the amount of off-the-job training is 240 hours.

For the Level 3 Apprenticeship pathways 1,2 and 3 the amount of off-the-job training is 266 hours

For the Level 3 Apprenticeship pathways 4,5 and 6 the amount of off-the-job training is 240 hours

How this requirement will be met

Training hours delivered under an Apprenticeship agreement may vary depending on the previous experience and attainment of the Apprentice. The amount of off-the-job training

required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of off-the-job hours for this framework can be verified for Apprenticeship certification. Off the job hours are made up as follows:

For the Level 2 Pathway

- 50 hours for the knowledge element of the Level 2 Certificate in Driving Goods Vehicles
- 55 hours for the Level 1 Essential Skills Wales in Application of Number
- 55 hours for the Level 1 Essential Skills Wales in Communication
- 40 hours 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 Pathway 1.2 and 3

- 76 hours for the knowledge element of the Level 3 Diploma in Driving Goods Vehicles
- 55 hours for the Level 2 Essential Skills Wales in Application of Number
- 55 hours for the Level 2 Essential Skills Wales in Communication
- 40 hours 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 per week for the duration of the programme)

For the Level 3 Pathways 4,5 and 6

- 50 hours for the knowledge element of the level 3 Certificate in Transporting Freight by Road
- 55 hours for the Level 2 Essential Skills Wales in Application of Number
- 55 hours for the Level 2 Essential Skills Wales in Communication
- 40 hours 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 per week for the duration of the programme)

Previous attainment

Where a learner enters an Apprenticeship agreement having previously attained parts or all of the relevant qualifications, this prior learning needs to be recognised using either QCF credit transfer for achievements within the QCF; or through recording of exemptions for certificated learning outside of the QCF, for example Principal Learning qualifications. For Apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years of applying for the Foundation Apprenticeship Certificate.

Previous experience

Where a learner enters an Apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised [see QCF Guidance on Claiming Credit for further details]. To count towards Apprenticeship certification, previous experience must be recorded using the appropriate Awarding Organisation's QCF 'Recognition of Prior Learning' procedures and the hours recorded may then count towards the off-the-job hours required to complete the Apprenticeship.

For Apprentices with prior uncertificated learning experience, the off-the-job learning must have been acquired within 3 years of application for the Foundation Apprenticeship Certificate or have been continuously employed in the relevant job role in the industry for 12 months duration.

Off-the-job training needs to:

- be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager;
- allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager;
- be delivered during contracted working hours;
- be 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 and induction.

Off-the-job training must be formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records. This evidence needs to be checked and signed by the assessor and employer.

On-the-job training

On-the-job training is defined as skills, knowledge and competence gained within normal work duties. For this framework the amount of on-the-job training is as follows:

For the Level 2 Foundation Apprenticeship

Pathways 1 and 2 – 129 hours

Pathways 3 and 4 - an additional 40 hours for the Foundation Apprenticeship if they are gaining an LGV licence as part of the pathway.

For the Level 3 Apprenticeship

For pathway 1 - 181 hours

For pathways 2 and 3 - an additional 40 hours for the Apprenticeship if they are gaining an LGV licence as part of the framework.

For pathway 4 - 128 hours

For pathways 5 and 6- an additional 40 hours for the Apprenticeship if they are gaining an LGV licence as part of the framework

How this requirement will be met

On the job training hours may vary depending on previous experience and attainment of the Apprentice. Where a learner enters an Apprenticeship agreement having previously attained or acquired the appropriate competencies or knowledge, this prior learning needs to be recognised and documented using the relevant QCF credit transfer, QCF exemption or RPL procedures (as off-the-job above). The amount of on-the-job training required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of on-the-job hours for this framework can be verified for Apprenticeship certification.

On the job training for this frameworks is made up as follows:

For the Level 2 Pathway

- 99 hours 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 hours each for on the job for the achievement of the relevant driving licences)
- 20 hours related to the on the job elements of induction and ERR
- 10 hours on the job to practice the two Essential Skills Wales.

For the Level 3 Pathways 1, 2 and 3

- 151 hours 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 hours each for on-the-job for achievement of the relevant driving licences)
- 20 hours related to the on-the-job elements of induction and ERR
- 10 hours on the job to practice the two Essential Skills Wales

For the Level 3 Pathways 4, 5 and 6

- 98 hours on-the-job for the 12 month programme as part of the competence element of the Level 3 Certificate in Transporting Freight by Road (Pathways C and B attract an additional 40 hours each for on-the-job for achievement of the relevant driving licences)

- 20 hours related to the on-the-job elements of induction and ERR
- 10 hours on-the-job to practice the two Essential Skills Wales

Apprentices who commence training under a new Apprenticeship agreement with a new employer may bring a range of prior experience with them. When an Apprentice can claim (e.g. 45% or more hours) towards the on-the-job framework total through prior learning acquired from previous full-time education, employment or other vocational programmes, then the Apprentice's learning programme should include 'customisation'. Training providers are encouraged to identify additional on-the-job training programmes that customise the learning to the new workplace. Customisation programmes may include selecting appropriate additional Unit(s) from QCF qualifications, or relevant units recognised as Quality Assured Lifelong Learning [QALL] through a CQFW recognised body, or follow Essential Skills at a level higher than that specified in the framework, include one or more Wider Key Skills or other competency-based qualifications/units relevant to the workplace.

For Apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years from the date of application for the Foundation Apprenticeship Certificate or have been continuously employed in the industry for 1 year. Job roles within driving goods vehicles require a thorough level of technical competence and knowledge, which will be undertaken through work-based training, practice and experience.

On-the-job learning must be formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records. This evidence needs to be checked and signed by either the assessor, employer, mentor, training provider. These records of hours may need to be submitted to the Certifying Authority when applying for an Apprenticeship completion certificate.

Evidence for BOTH ON AND OFF THE JOB LEARNING which must be uploaded to ACW when applying for the Foundation Apprenticeship completion certificate is:

- Level 2 Certificate in Driving Goods Vehicles
- Essential Skills Wales for Communication and Application of Number at Level 1
- ACW Apprenticeship Certificate Claim form
- 2 post test assessments (if applicable)

Evidence for BOTH ON AND OFF THE JOB LEARNING which must be uploaded to ACW when applying for the Apprenticeship completion certificate is:

- Level 3 Diploma in Driving Goods Vehicles (Pathways 1, 2 and 3) or Level 3 Certificate in Transporting Freight by Road (Pathways 4, 5 and 6)
- Essential Skills Wales for Communication and Application of Number at Level 2

- ACW Apprenticeship Certificate Claim form
- 2 post test assessments (if applicable)

Wider key skills assessment and recognition (Wales)

Improving own learning and performance

Following consultation with employers, Improving own learning and performance will not be included as a mandatory wider key skill in Driving Goods Vehicles at this time.

However, providers and Apprentices are encouraged to record where and when these Wider Key Skills are being used so that evidence can be gathered to allow Apprentices to claim APL these skills in the future

Skills for Logistics recognises improving own learning and performance is an individual process and although no specific unit has been identified as a source of evidence guidance material has been developed

Please visit : <http://www.skillsforlogistics.org/home/qualifications/apprenticeships/wales>

Working with others

Following consultation with employers, Working with Others will not be included as a mandatory wider key skill in Driving Goods Vehicles at this time.

However, providers and Apprentices are encouraged to record where and when these Wider Key Skills are being used so that evidence can be gathered to allow Apprentices to claim APL these skills in the future

Skills for Logistics has identified the following optional unit as a source of evidence to support this wider key skill and has developed materials to record evidence.

For the Foundation Apprenticeship

Y/601/9456 - Make an effective contribution to a business in the logistics sector

For the Apprenticeship pathways V, R and A

R/601/7186 – Help team members address problems affecting their performance in logistics operations

For the Apprenticeship pathways D, C and B

A/601/7179 - Develop productive working relationships with colleagues in logistics operations

Please visit : <http://www.skillsforlogistics.org/home/qualifications/apprenticeships/wales>

Problem solving

Following consultation with employers, Problem Solving will not be included as a mandatory wider key skill in Driving Goods Vehicles at this time.

However, providers and Apprentices are encouraged to record where and when these Wider Key Skills are being used so that evidence can be gathered to allow Apprentices to claim APL these skills in the future

Skills for Logistics has identified the following mandatory unit as a source of evidence to support this wider key skill and has developed materials to record evidence.

For the Foundation Apprenticeship

A/601/9451 - Obtain information on the collection and/or delivery of loads

For the Apprenticeship pathways V, R and A

T/601/7920 – Provide leadership for your team in Logistics Operations

For the Apprenticeship pathways D, C and B

T/601/7598 - Respond to problems in logistics operations

Please visit : <http://www.skillsforlogistics.org/home/qualifications/apprenticeships/wales>

Additional employer requirements

N/A

apprenticeship
FRAMEWORKS ONLINE

For more information visit
www.afo.sscalliance.org