

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?

For any previous versions of this framework: www.acwcerts.co.uk/framework_library

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Wales

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Driving Goods Vehicles (Wales)

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Framework information

Information on the Issuing 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: [11]	This framework includes:
Framework ID: [FR04218]	Level 2 <input checked="" type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input type="checkbox"/>
Date this framework is to be reviewed by: [31/12/2020]	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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Issuer Email: [apprenticeships@theimi.org.uk]

Contact Details

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Your organisation [Lantra]

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Revising a framework

Why this framework is being revised

[To add in a qualification offered by SQA Awarding Body.

Summary of changes made to this framework

[The addition of the below qualification into all Level 2 pathways within this framework.

- Level 2 Certificate in Driving Goods Vehicles - 600/1276/6

Qualifications removed

[None

Qualifications added

[Level 2 Certificate in Driving Goods Vehicles - 600/1276/6

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 Communication Skills and Essential Application of Number Skills, 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, Essential Digital Literacy Skills 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 and 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 or Wider Key Skills
- The Welsh Bacalaureate, 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

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

For further information on acceptable alternative qualifications for essential skills, please refer to the link below:

<https://acwcerts.co.uk/web/wp-content/uploads/2013/06/ACW-Transferable-Skills-for-Starts-on-or-after-14th-October-2016-updated-Aug-2017.pdf>

2. 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 combined competence and knowledge qualifications in this framework.

3. 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.

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Level 2

Title for this framework at level 2

Driving Goods Vehicles

Pathways for the 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	501/1659/9	Pearson Edexcel	31	149-172	N/A
B1c	600/3809/3	HABC	31	149-172	N/A
B1d	600/1276/6	SQA	31	149-72	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, Essential Communication Skills and Essential Application of Number Skills. 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)
- 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. |

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL 2 FOUNDATION APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- any of the Essential Skills or Wider Key Skills
- 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.

Logistics career structure

- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

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Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

Qualification Numbers:

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/3313/7 - HABC
- 600/6024/4 - CILT
- 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 qualification 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.

A copy of the ERR workbook can be found at

<https://www.theimi.org.uk/standards-and-apprenticeships/logistics-frameworks-wales>

RECOGNITION OF ERR:

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

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	501/1659/9	Pearson Edexcel	29	149-172	N/A
B1c	600/3809/3	HABC	29	149-172	N/A
B1d	600/1276/6	SQA	29	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 46 credits which includes competence, knowledge, the ERR qualification, Essential Communication Skills and Essential Application of Number Skills. 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)

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL 2 FOUNDATION APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- any of the Essential Skills or Wider Key Skills
- 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.

Logistics career structure

- For careers information visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

Qualification Numbers:

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/3313/7 - HABC
- 600/6024/4 - CILT
- 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 qualification 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.

A copy of the ERR workbook can be found at

<https://www.theimi.org.uk/standards-and-apprenticeships/logistics-frameworks-wales>.

RECOGNITION OF ERR:

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

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	501/1659/9	Pearson Edexcel	29	149-172	N/A
B1c	600/3809/3	HABC	29	149-172	N/A
B1d	600/1276/6	SQA	29	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 46 credits which includes competence, knowledge, the ERR qualification, Essential Communication Skills and Essential Application of Number Skills. 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)
- 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.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL 2 FOUNDATION APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- any of the Essential Skills or Wider Key Skills
- 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.

Logistics career structure

- For careers information for logistics visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

Qualification Numbers:

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/3313/7 - HABC
- 600/6024/4 - CILT
- 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 qualification 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.

A copy of the ERR workbook can be found at

<https://www.theimi.org.uk/standards-and-apprenticeships/logistics-frameworks-wales>

RECOGNITION OF ERR:

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

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	501/1659/9	Pearson Edexcel	29	149-172	N/A
B1c	600/3809/3	HABC	29	149-172	N/A
B1d	600/1276/6	SQA	29	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 46 credits which includes competence, knowledge, the ERR qualification, Essential Communication Skills and Essential Application of Number Skills. 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.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

Progression routes into and from this pathway

PROGRESSION INTO THIS LEVEL 2 FOUNDATION APPRENTICESHIP

This can be from a wide range of routes including:

- work or work experience
- training (non accredited)
- any of the Essential Skills or Wider Key Skills
- 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.

Logistics career structure

- For careers information on logistics visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

Framework Developer to complete with relevant info

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

Qualification Numbers:

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/3313/7 - HABC
- 600/6024/4 - CILT
- 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 qualification 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.

A copy of the ERR workbook can be found at

<https://www.theimi.org.uk/standards-and-apprenticeships/logistics-frameworks-wales>

RECOGNITION OF ERR:

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

Level 3

Title for this framework at level 3

Driving Goods Vehicles

Pathways for the 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 businesses 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	600/3706/4	HABC	42	227-246	X.	

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, Essential Communication Skills and Essential Application of Number Skills. 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 (2 credits for competence and 1 for knowledge)
- Provide leadership for your team in logistics operations (2 credits for competence and 2 for knowledge)
- Take responsibility for Health, Safety and Security in your team (2 credits for competence and 1 for knowledge)

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

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

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

- Prepare the van for driving (1 credit for competence and 1 for knowledge)

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

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

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

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

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

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

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

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

- Apply technology in logistics operations (2 credits for competence and 2 for knowledge)
- Develop productive working relationships with colleagues in logistics operations (1 credit

for competence and 1 for knowledge)

- Monitor vehicle movements (1 credit for competence and 1 for knowledge)
- Manage the traffic office (2 credits for competence and 2 for knowledge)
- Principles of food safety supervision in logistics (1 credit for competence and 2 for knowledge)
- Supervise the receipt, storage and dispatch of goods (3 credits for competence and 3 for knowledge)

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

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 or Wider Key Skills
- 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.
- Higher educational programmes such as Logistics and Supply Chain Management, Business and Management.

Logistics career structure

- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

Apprentices who have already undertaken a Driving Goods Vehicles Foundation Apprenticeship will have already completed the ERR qualification. These apprentices will not be required to complete the qualification again.

Qualification Numbers:

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/3313/7 - HABC
- 600/6024/4 - CILT
- 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 qualification 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.

A copy of the ERR workbook can be found at

<https://www.theimi.org.uk/standards-and-apprenticeships/logistics-frameworks-wales>

RECOGNITION OF ERR:

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

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 businesses 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	600/3706/4	HABC	42	227-246	X.

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, Essential Communication Skills and Essential Application of Number Skills. 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 (2 credits for competence and 1 for knowledge)
- Provide leadership for your team in logistics operations (2 credits for competence and 2 for knowledge)
- Take responsibility for Health, Safety and Security in your team (2 credits for competence and 1 for knowledge)

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

- Drive the 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.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

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 or Wider Key Skills
- 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.
- Higher educational programmes such as Logistics and Supply Chain Management, Business and Management.

Logistics career structure

- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

Apprentices who have already undertaken a Driving Goods Vehicles Foundation Apprenticeship will have already completed the ERR qualification. These apprentices will not be required to complete the qualification.

Qualification Numbers:

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/3313/7 - HABC
- 600/6024/4 - CILT
- 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 qualification 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.

A copy of the ERR workbook can be found at

<https://www.theimi.org.uk/standards-and-apprenticeships/logistics-frameworks-wales>

RECOGNITION OF ERR:

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

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 businesses and private customers, you will have responsibility for leading a team of drivers. This will include guidance where necessary and acting as 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	600/3706/4	HABC	42	227-246	X.

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, Essential Communication Skills and Essential Application of Number Skills. 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 (2 credits for competence and 1 for knowledge)
- Provide leadership for your team in logistics operations (2 credits for competence and 2 for knowledge)
- Take responsibility for Health, Safety and Security in your team (2 credits for competence and 1 for knowledge)

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

- Drive the articulated/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.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

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 or Wider Key Skills
- 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.
- Higher educational programmes such as Logistics and Supply Chain Management, Business and Management.

Logistics career structure

- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

Apprentices who have already undertaken a Driving Goods Vehicles Foundation Apprenticeship will have already completed the ERR qualification. These apprentices will not be required to complete the qualification.

Qualification Numbers:

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/3313/7 - HABC
- 600/6024/4 - CILT
- 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 qualification 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.

A copy of the ERR workbook can be found at

<https://www.theimi.org.uk/standards-and-apprenticeships/logistics-frameworks-wales>

RECOGNITION OF ERR:

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

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	600/8248/3	Pearson Edexcel	26	148-158	X.

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, Essential Communication Skills and Essential Application of Number Skills. 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)

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

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 or Wider Key Skills
- 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.
- Higher Educational programmes such as Logistics and Supply Chain Management, Business and Management.

Logistics career structure

- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

Apprentices who have already undertaken a Driving Goods Vehicles Foundation Apprenticeship will have already completed the ERR qualification. These apprentices will not be required to complete the qualification.

Qualification Numbers:

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/3313/7 - HABC
- 600/6024/4 - CILT
- 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 qualification 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.

A copy of the ERR workbook can be found at

<https://www.theimi.org.uk/standards-and-apprenticeships/logistics-frameworks-wales>

RECOGNITION OF ERR:

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

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	600/8248/3	Pearson Edexcel	26	148-158	X.

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, Essential Communication Skills and Essential Application of Number Skills. 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.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

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 or Wider Key Skills
- 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.
- Higher Education programmes such as Logistics and Supply Chain Management, Business and Management.

Logistics career structure

- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

Apprentices who have already undertaken a Driving Goods Vehicles Foundation Apprenticeship will have already completed the ERR qualification. These apprentices will not be required to complete the qualification.

Qualification Numbers:

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/3313/7 - HABC
- 600/6024/4 - CILT
- 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 qualification 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.

A copy of the ERR workbook can be found at <https://www.theimi.org.uk/standards-and-apprenticeships/logistics-frameworks-wales>

RECOGNITION OF ERR:

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

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	600/8248/3	Pearson Edexcel	29	148-158	X.

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, Essential Communication Skills and Essential Application of Number Skills. 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)

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.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? YES NO

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** **NO**

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 or Wider Key Skills
- 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.
- Higher Educational programmes such as Logistics and Supply Chain Management, Business and Management

Logistics career structure

- For careers information for the logistics sector visit www.deliveringyourfuture.co.uk

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** **NO**

Delivery and assessment

Apprentices who have already undertaken a Driving Goods Vehicles Foundation Apprenticeship will have already completed the ERR qualification. These apprentices will not be required to complete the qualification.

Qualification Numbers:

- 600/1361/8 - C&G
- 600/1217/1 - Pearson Edexcel
- 600/3313/7 - HABC
- 600/6024/4 - CILT
- 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 qualification 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.

A copy of the ERR workbook can be found at

<https://www.theimi.org.uk/standards-and-apprenticeships/logistics-frameworks-wales>

RECOGNITION OF ERR:

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

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.

Another initiative which aims to attract applicants

- from a diverse population is:
<https://careerready.org.uk/programme/think-logistics>;

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. |

On and off the job training

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 Application of Number Skills
- 55 hours for the Level 1 Essential Communication Skills
- 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 Application of Number Skills
- 55 hours for the Level 2 Essential Communication Skills
- 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 Application of Number Skills
- 55 hours for the Level 2 Essential Communication Skills
- 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/RQF credit transfer for achievements within the QCF/RQF; or through recording of exemptions for certificated learning outside of the QCF/RQF, 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/RQF Guidance on Claiming Credit for further details). To count towards Apprenticeship certification, previous experience must be recorded using the appropriate Awarding Organisation's QCF/RQF '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/RQF credit transfer, QCF/RQF 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.

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.

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.

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/RQF 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.

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 Communication Skills and Essential Application of Number Skills 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 Communication Skills and Essential Application of Number Skills at Level 2
- ACW Apprenticeship Certificate Claim form
- 2 post test assessments (if applicable)]

Wider key skills assessment and recognition

While Wider Key Skills are not a **mandatory** part of the framework, training providers are encouraged to provide apprentices the opportunity to achieve them.

For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the following qualifications:

[Enter Qualification Names]

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 of these skills in the future.]

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 of these skills in the future.]

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 of these skills in the future.]

apprenticeship **FRAMEWORK**

For more information visit-
www.acwcerts.co.uk/framework_library