

Level 2 Apprenticeship in Driving Goods Vehicles

Apprenticeships Framework



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1. What is an Apprenticeship?

Apprenticeships are nationally recognised, work-based training programmes designed around the needs of employers to facilitate the development of practical, job specific skills by allowing inexperienced individuals to work alongside more experienced staff.

Statistics released by the Department for Business, Innovation and Skills (2013) indicate that in 2011/12 Apprenticeships starts increased by 13.9% compared to the previous year.

This increase can be attributed to the Government as they continue to place emphasis on using Apprenticeships to combat unemployment and boost the UK's ability to compete in global markets.

By completing an apprenticeship, individuals gain a qualification that is valued by employers and enhances their prospects for career progression in the future.

According to the National Apprenticeship Service (2013), an apprenticeship can take between one and four years to complete depending on the level of the Apprenticeship, the individuals' ability and the industry in which they are based.

Due to the time it takes to complete an apprenticeship, individuals have the opportunity to earn a wage (the minimum salary is £2.68 per hour), while working to gain job-specific skills. Employers therefore use apprenticeships to train both new and existing employees who are moving into a new or changed job role and need to learn new skills.

1.1 What does an Apprenticeship involve?

Apprenticeships are designed with input from employers in the industry sectors, and offer a structured programme that takes individuals through the skills they need to undertake their job to a high standard. The Government covers a proportion of the cost associated with training apprentices; however, this is dependent on the age of the apprentice and employers are responsible for paying their apprentices wages.

The majority of the training is 'on-the-job' at the employer premises working alongside experienced staff, while the remaining training is delivered 'off-the-job' by a specialist training provider – usually on a day or block release basis. A paper by Asset Skills (2011) suggests that individuals looking to apply for an apprenticeship placement in today's competitive market would benefit from having a range of skills and attributes, including:

- Confidence
- Interview skills
- Communication skills
- Problem solving skills
- Independent and team working skills
- Basic literacy, numeracy and IT skills

2. Entry Requirements

2.1 Apply for an Apprenticeship

Apprenticeships are an established route for new people to enter their chosen field of work by easing the sometimes difficult transition between full-time learning and employment. They also provide more experienced staff with the opportunity to develop their existing skills or re-train so that they can enter new industries.

Anyone living in England, over 16 years-old and not in full-time education can undertake an apprenticeship that takes between 1 and 4 years to complete depending on level. A paper by Asset Skills (2011) suggests that individuals looking to apply for an apprenticeship placement in today's competitive market would benefit from having a range of skills and attributes, including:

- Confidence
- Interview skills
- Communication skills
- Problem solving skills
- Independent and team working skills
- Basic literacy, numeracy and IT skills

2.2 Progression route

Apprenticeships can lead to:

- Permanent employment
- National Vocational Qualifications (NVQs) at Level 2,3,4 or 5
- Functional Skills qualifications, e.g. in maths, English or ICT
- a technical certificate, such as a BTEC or City & Guilds Progression Award
- knowledge-based qualifications, such as a Higher National Certificate (HNC), a Higher National Diploma (HND) or a Foundation degree

3. Level 2 Apprenticeship in Driving Goods Vehicles

3.1 Who is it for?

- New entrants to the industry (aged 16 or above)
- Experienced workers seeking a formal qualification

Please note: that learners can start working towards the units of this qualification, whilst developing the knowledge and skills required for the relevant statutory driving test and licence.

This qualification will act as a gateway to new jobs, opportunities for career progression and as an introduction to further education by building the confidence of individuals within the waste, resource management and logistics sectors.

30% of the workforce in the Waste and Resource Management sector perform some form of driving task (Energy and Utility Skills, 2011) due to the significant proportion of the work involved in the collection of waste materials (UKCES, 2012). As such, this qualification supports a number of job roles, including:

- Courier
- Large Goods Vehicle driver
- Waste and Recyclables Collection driver
- Van driver
- Community driver
- Street Cleansing driver

3.2 What does it cover and how will I learn?

Develop the basic knowledge and skills to operate a range of driving goods vehicles to a professional standard. This apprenticeship provides pathways for those driving vans, rigid vehicles, articulated or drawbar vehicles in the logistics and waste industries.

As an apprentice, you will be involved in transporting goods with pick-ups and multi-drop deliveries. Other duties may include planning schedules and routes, supervising the loading and unloading of cargo, completing paperwork and log books – and, of course, lots of driving.

The majority of the training is ‘on-the-job’ at the employer premises working alongside experienced staff, while the remaining training is delivered ‘off-the-job’ by a specialist training provider – usually on a day or block release basis.

The Three Components of this Apprenticeship

1. Level 2 Certificate in Driving Goods Vehicles
2. Employment Rights and Responsibilities (ERR).
3. Functional Skills in English and Mathematics *OR* Essential Skills in English and Mathematics.

3.3 Apprenticeship Components

3.3.1 Mandatory and Optional Units

To achieve this qualification the learner must achieve all Mandatory units within their chosen pathway plus one unit from Optional Groups 1-3 and a minimum of 5 credits from Optional Group 4.

Pathway - Van

Mandatory Group A

Title	Level	Credits	WAMITAB Unit Code
Protect the van and the load	2	2	DGV18
Operate and monitor the van systems	2	3	DGV17
Manoeuvre the van in restricted spaces	2	4	PDGV01
Obtain information on the collection and/or delivery of loads	2	2	2SfL6
Prepare the van for driving	2	2	DGV.19

Optional Group 1

Title	Level	Credits	WAMITAB Unit Code
Drive the van on public roads in a safe and fuel efficient manner	2	6	PDGV02
Drive the van on private roads in a safe and fuel efficient manner	2	4	PDGV03

Optional Group 2

Title	Level	Credits	WAMITAB Unit Code
Ensure the van is loaded correctly	2	4	DGV13
Load the van correctly	2	5	DGV12

Optional Group 3

Title	Level	Credits	WAMITAB Unit Code
Ensure the van is unloaded correctly	2	3	DGV14
Unload the van correctly	2	3	DGV15

Optional Group 4

Title	Level	Credits	WAMITAB Unit Code
Make an effective contribution to a business in the logistics sector	2	3	2SfL11
Contribute to the provision of customer service in logistics operations	2	3	2SfL12
Dealing with payment transactions in logistics operations	2	2	2SfL14
Plan the route and timings for the collection and delivery of goods	3	6	DGV7

Pathway – Rigid Vehicle
Mandatory Group

Title	Level	Credits	WAMITAB Unit Code
Obtain information on the collection and/or delivery of loads	2	2	2SfL6
Prepare the rigid vehicle for driving	2	2	DGV23
Protect the rigid vehicle and the load	2	2	DGV24
Manoeuvre the rigid vehicle in restricted spaces	2	4	DGV26
Operate and monitor the rigid vehicle systems	2	3	DGV25

Optional Group 1

Title	Level	Credits	WAMITAB Unit Code
Drive the rigid vehicle on public roads in a safe and fuel efficient manner	2	6	DGV27
Drive the rigid vehicle on private roads in a safe and fuel efficient manner	2	4	DGV29

Optional Group 2

Title	Level	Credits	WAMITAB Unit Code
Load the rigid vehicle correctly	2	5	2SfL7b
Ensure the rigid vehicle is loaded correctly	2	4	DGV22

Optional Group 3

Title	Level	Credits	WAMITAB Unit Code
Ensure the rigid vehicle is unloaded correctly	2	3	2SfL8
Unload the rigid vehicle correctly	2	3	2SfL8b

Optional Group 4

Title	Level	Credits	WAMITAB Unit Code
Contribute to the provision of customer service in logistics operations	2	3	2SfL12
Dealing with payment transactions in logistics operations	2	2	2SfL14
Plan the route and timings for the collection and delivery of goods	3	6	3SfL9
Attach and detach rigid vehicle mounted bodies	2	3	2SfL10b
Make an effective contribution to a business in the logistics sector	2	3	DGV21

Pathway – Articulated or Drawbar Vehicles

Mandatory Group

Title	Level	Credits	WAMITAB Unit Code
Prepare the articulated or draw bar vehicle for driving	2	2	DGV8
Manoeuvre the articulated or draw bar vehicle in restricted spaces	2	4	DGV9
Obtain information on the collection and/or delivery loads	2	2	DGV10
Protect the articulated or draw bar vehicle and the load	2	2	DGV.5
Operate and monitor the articulated or draw bar vehicle systems	2	3	DGV.6

Optional Group 1

Title	Level	Credits	WAMITAB Unit Code
Drive the articulated or draw bar vehicle on private roads in a safe and fuel efficient manner	2	4	DGV21
Drive the articulated or draw bar vehicle on public roads in a safe and fuel efficient manner	2	6	DGV.20

Optional Group 2

Title	Level	Credits	WAMITAB Unit Code
Ensure the articulated or draw bar vehicle is loaded correctly	2	4	DGV2
Load the articulated or draw bar vehicle correctly	2	5	DGV.1

Optional Group 3

Title	Level	Credits	WAMITAB Unit Code
Unload the articulated or draw bar vehicle correctly	2	3	DGV3
Ensure the articulated or draw bar vehicle is unloaded correctly	2	3	DGV20

Optional Group 4

Title	Level	Credits	WAMITAB Unit Code
Make an effective contribution to a business in the logistics sector	2	3	2SfL11
Contribute to the provision of customer service in logistics operations	2	3	2SfL12
Couple and uncouple the articulated or draw bar vehicle	2	3	2SfL10
Attach and detach articulated or drawbar vehicle mounted bodies	2	3	DGV4
Dealing with payment transactions in logistics operations	2	2	DGV11
Plan the route and timings for the collection and delivery of goods	3	6	3SfL9

3.3.2 Employment Rights and Responsibilities

- Know employer and employee rights, responsibilities and own organisational procedures
- Know factors that affect own organisation and occupation

This will be delivered through the use of a checklist developed by Asset Skills, the Sector Skills Council for the industry.

3.3.3 Functional Skills (England) or Essential Skills Wales

- English and Mathematics at Level 1

3.4 Common Job Roles for an Apprentice at Level 2

Competence Qualification	Example Occupational Role	Description
Level 2 Certificate in Driving Goods Vehicles	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.
	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.
	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.



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