



# LEVEL 3 TRANSPORT SUPERVISOR

This is a blended apprenticeship program suitable for employees working for employers in the transport/haulage industry. Learners on this program would currently be employed to lead a team and have regular engagement with customers. This would suit newly promoted **Transport Supervisors, Depot Supervisors, Transport Coordinators** and **Traffic Planners**.

With delivery via Tutor-led virtual classroom sessions, group work, online learning and 1-2-1 workshops, this **12-16 month** program will cover a variety of core transport-related units. The result will be the acquisition of the knowledge and skills required to operate as a highly competent, compliant and industry-skilled **Transport Supervisor**.

## WHAT WILL BE COVERED?

Knowledge acquired will include but is not limited to;

- Recruitment & selection, appraisals & staff performance management**
- Operating Licence legislation**
- Understanding operator compliance risk score systems**
- Rules and best practice for sector specific operations**
- Management CPC knowledge**
- Vehicle maintenance & fleet operations**
- Drivers' hours and record keeping**
- Project planning**
- Risk Assessment**
- Efficiency improvement**

The Apprenticeship includes training in and completion of **Level 3 Certificate of Professional Competence for Transport Managers (MCPC)**



The Transport Supervisor will gain skills in the following areas;

- IT & Systems Management**
- Business Improvement**
- Risk Assessments**
- Vehicle Maintenance & Compliance**
- Fuel Costings & Scheduling**
- Staff management**

## COURSE DETAILS

This learning element of the course will be delivered over **12 months**, where the learner will work full-time for their employer and attend theory-based lessons delivered by our expert subject Tutor.

There is then an **End Point Assessment** element which takes place after the 12 months of learning. This includes an improvement project in the form of a 4,000 word report so the learner must have the opportunity to carry this out. The EPA takes up to 4 months.

### Qualifications upon completion will include:

- Level 3 Transport Supervisor Apprenticeship
- Management CPC



## ENTRY REQUIREMENTS

The learner must be exposed to relevant work experience in their current role to be able to meet the standards of the apprenticeship.

We require all candidates to hold (and show proof of) a minimum of a GCSE grade C/4/functional Skills level 2 in at least one of the following subject areas before enrolment; Maths and English.

For those who need to complete either Maths or English at grade C, **Functional Skills tuition** is available from our specialist tutors, who will support you to complete the final exam.

*If a candidate requires functional skills support they will be required to take an initial assessment to determine whether they are eligible to be enrolled on programme.*

Learners can start the apprenticeship program at any time. Please contact us for details on how to enrol.

Call 01228 210018 or email [apprenticeships@sptraininguk.com](mailto:apprenticeships@sptraininguk.com)



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## PROGRAM DELIVERY

Learners will participate in a blended mix of tutor-led sessions and online interactive learning via our bespoke platform OLLIE.

Learners will also attend Management CPC learning, delivered remotely via ZOOM technology for 5 days following 5 days' worth of self-study. Exams are carried out remotely the following week and are remotely invigilated.

Learners benefit from a structured induction session and regular reviews every 3 months. These specially designed modules allow you to learn at your own pace.

The table opposite outlines the delivery methods and workshop topics.

Learning Type	Learning Element	Month
TUTOR LED	Onboarding and Induction	Month 1
ONLINE LEARNING - OLLIE	British Values, Safeguarding, Prevent & Equality	Month 1
ONLINE LEARNING - OLLIE	E-Learning - Managing Yourself	Month 1&2
ONLINE LEARNING - OLLIE	Communications Skills	Month 2
TUTOR LED	Communications Skills	Month 2
ONLINE LEARNING - OLLIE	E-Learning - Drivers Hours and Record keeping	Month 3
TUTOR LED	Professional Driver Workshop - Drivers Hours	Month 3
EMPLOYER	Employer specific off the job / buddy training	Month 1-3
REVIEW	Month 3 Tripartite Review	Month 3
ONLINE LEARNING - OLLIE	E-Learning - Drivers Hours	Month 4
TUTOR LED	Risk Assessment	Month 5
ONLINE LEARNING - OLLIE	E-Learning - H&S and Risk Assessment	Month 5
TUTOR LED	Risk Assessment	Month 5
ONLINE LEARNING - OLLIE	Mgmt CPC Elearning - Transport Compliance	Month 6
TUTOR LED	Management CPC course (10 days)	Month 7
REVIEW	Month 6 Tripartite Review	Month 6
EMPLOYER	Employer specific off the job / buddy training	Month 6
ONLINE LEARNING - OLLIE	E-Learning - Information Technology	Month 8
ONLINE LEARNING - OLLIE	E-learning - Recruiting and Managing People	Month 8
TUTOR LED	Recruiting and Managing People	Month 8
ONLINE LEARNING - OLLIE	Brand and Customer service	Month 9
EMPLOYER	Employer specific off the job / buddy training	Month 9
REVIEW	Month 9 Tripartite Review	Month 9
ONLINE LEARNING - OLLIE	E-Learning - Stakeholder and Project Management	Month 10
TUTOR LED	Project Management	Month 10
SELF DIRECTED	End Point Assessment Preparation	Month 11
TUTOR LED	End Point Assessment Preparation - 1-2-1's	Month 11
EMPLOYER	Employer specific off the job / buddy training	Month 12
REVIEW	Month 12 Gateway Review	Month 12



## ASSESSMENT METHODS

Learners will be subject to an End Point Assessment (EPA) which will consist of;

- A multiple-choice test of 25 questions over 60 mins
- A project report (max 4000 words) based on a real-life or recurring organisational issue, a specific problem or an idea/opportunity
- A presentation (15 mins) and a minimum of 5 questions (25 mins)
- An interview to assess learner competence against the knowledge, skills and behaviours gained across the program.

## WHAT'S NEXT?

Upon successful completion of this level 3 apprenticeship the learner may go on to apply for positions within your business at Transport or Operations Manager level.



### Professional Recognition

This apprenticeship standard aligns with recognition by The Chartered Institute of Logistics and Transport (CILT) at the membership (MILT) level criteria.

## COSTS / APPRENTICESHIP LEVY

If your business pays into the Apprenticeship Levy, the cost of the training is fully funded. If you do not pay into the levy then the government still covers 95% of the costs.

### Exam Fees

The MCPC exam fees are fully covered by funding.



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