

TRANSPORT MANAGER/SUPERVISOR APPRENTICESHIP

At TRS Training Ltd we go further in understanding fully what it is that our employer clients want to achieve from their training. We work as their partner in delivering on that vision, developing stronger employees who work well as individuals and as part of a team.

Historically, individuals employed in the UK haulage and logistics sector have struggled to underpin promotion into supervisory roles with relevant CPD training and qualifications. There have been no supervisory skills training programmes specifically tailored for the sector.

In partnership with the RHA, TRS has used the increasingly popular apprenticeship model to develop a supervisor / team leader training programme specifically for the road haulage & logistics sector. This level 3 Transport Manager/Supervisor Apprenticeship equips supervisory staff with the knowledge, skills and behaviours to manage transport project operations and drivers. In addition, staff completing this Apprenticeship also achieve the Transport Managers Certificate in Professional Competence. The whole apprenticeship, including the Transport Manager CPC, can be funded through an employer's apprenticeship levy or available government funding.

WHO IS THE TRANSPORT MANAGEMENT APPRENTICESHIP AIMED AT?

The programme is ideal for existing haulage business owners, owner drivers, transport managers or supervisors that wish to broaden their Logistics expertise or staff who have recently been promoted into supervisory or team leading roles. The apprenticeship can also be used as a way of recruiting and training new supervisors.

THE BENEFITS:

- Effective way of developing existing staff into qualified transport supervisors & /or managers
- Increases staff loyalty and retention & reduces staff turnover
- Apprenticeship includes achievement of Transport Manager CPC
- Cost savings in the form of Government funding e.g National Insurance exemptions for eligible learners

HOW DOES TRAINING FIT IN WITH THE STAFF MEMBER'S JOB?

TRS Training and RHA have shaped the apprenticeship programme to meet employers' requirements, minimising disruption to business. Much of the skills development happens on-the-job – staff practice the skills whilst working. All apprentices must spend 20% of their time undergoing training off-the-job. 10 days are spent undertaking classroom learning for the Transport Manager CPC. The rest of the time is spent being mentored or shadowing an experienced supervisor or team leader, attending virtual classroom sessions, and completing online learning.

REQUIREMENTS: KNOWLEDGE, SKILLS AND BEHAVIOURS

Below are examples of what the Transport Manager / Supervisor Apprenticeship includes. Learners will be supported by TRS Training Ltd to achieve this professional qualification alongside the Apprenticeship Standard.

BEHAVIOURS

- **Takes Responsibility** - developing resilience and accountability, as well as determination when managing difficult situations.
- **Inclusive** - being open, approachable and able to build trust with others.
- **Agile** - developing flexibility, creativity and innovation skills.
- **Professionalism** - being fair, consistent, impartial, open, honest and operating within organisational values.



Recruitment and Apprenticeship Specialists to the Logistics and Manufacturing Industries

KNOWLEDGE & SKILLS

- Psychometric analysis
- Personal development planning
- Leadership styles
- Planning strategies
- Measuring objectives
- Implementing change
- Evaluation strategies
- Leadership theories
- How to provide coaching, mentoring and training to staff
- What "Organisational Culture" means and how to mould it
- Effective communication techniques
- How to give constructive feedback to staff
- Team building theories
- Strategies for building and bonding a team
- How to conduct appraisals
- Performance management strategies
- Time management tools and techniques
- Chairing and managing meetings
- Key stages of a project life cycle
- Setting and measuring outcomes
- Project management tools and techniques
- Monitoring the success of a project
- Presentation techniques Business development strategies
- Engagement techniques
- Stakeholder analysis
- Negotiation styles
- Influencing tactics
- Conflict management

TRAINING AND SUPPORT FROM TRS TRAINING LTD

During the apprenticeship, the learner will have a dedicated trainer who will provide support in their learning, development of competency and generation of evidence.

EMPLOYER COMMITMENT

An employer must be prepared to provide the learner with the opportunity to carry out work and be part of projects which will enable the learner to produce substantial evidence towards their qualification.

To ensure the successful progression of the learner, we request that employers participate in joint reviews of the learner's progress at regular intervals throughout the apprenticeship. This ensures continued and positive progress through the apprenticeship. It will also provide the opportunity to discuss and agree how any issues are to be resolved and how additional stretching and challenging activities can be built in.

PROFESSIONAL QUALIFICATION

Apprentices will achieve OCR Transport Manager CPC as part of the standard, and will be eligible to apply for associate membership of a management body.

Apprentices will achieve English and Maths to Level 2 if they haven't already done so.

DURATION

Typically this apprenticeship will take 12 month to complete.

ELIGIBILITY

The entry requirement for this apprenticeship will be decided by each employer, but may typically be GCSEs at Grade C or higher. Apprentices without level 2 English and Maths will need to achieve this level prior to taking the End Point Assessment.

INDEPENDENT END POINT ASSESSMENT

To successfully complete the apprenticeship, the learner needs to pass an End Point Assessment. This assessment is an independent assessment which has several stages:

- A knowledge test using scenarios and questions
- A structured, competency-based interview
- A portfolio – this is a collection of evidence from real work projects
- An interview – this is carried out via a face to face or skype call with an assessor from the end point assessment body, to verify the learner's knowledge and competence. The assessor from the end point assessment body will then decide whether to award successful apprentices with a pass, a merit or a distinction.

FIND OUT MORE

If you are an employer seeking apprentices for an existing programme, or want to work with TRS Training to start your own Apprenticeship Programme please call **01744 809010**.

