

# Transport & Warehouse Operations Supervisor Apprenticeship Standard



The Transport and Warehouse Operations Supervisor Standard develops the knowledge, skills and behaviours for monitoring and supervising transport and warehouse operations. Staff learn how to understand customer contracts, manage staff performance, use it to monitor productivity, ensure compliance, put controls in place to monitor this, and improve their resource planning and project management skills

## What skills do staff develop?

Staff develop professional competence in many areas such as

Understanding and meeting customer service contracts

Developing methods to monitor staff performance and behaviours including recruitment and resource planning

Understanding how IT systems are used to promote productivity

Developing knowledge of compliance in relation to the environment, health, safety and wellbeing and regulatory requirements

Techniques to monitor and report on day-to-day operational performance of the supply chain.

Developing knowledge and competence of resource planning methods and techniques to ensure budgets and targets are met

Develop organisational improvement techniques and project management skills

Transport supervisors will also achieve a Level 3 transport managers CPC. Warehouse supervisors will develop knowledge and skills of warehouse management operations. Everyone on the apprenticeship will achieve English and maths to level 2 if they haven't already, and will develop their understanding of safeguarding, wellbeing and professional behaviours.

**Duration** 12 to 15 months.

## Structure of Apprenticeship

### Phase 1 Initial assessment

Applicants complete an assessment in English and maths. They will need to be employed in a suitable position that will enable them to gather evidence and develop competence within the standard. They will also attend an interview with a member of the curriculum team to assess prior knowledge and experience and long-term goals to ensure this apprenticeship is the best option for them.

### Phase 2 Training

The apprenticeship is delivered through monthly knowledge sessions, the completion of workplace projects, and one to one tutorials.

### Phase 3 Gateway

The gateway is a review stage towards the end of the apprenticeship when the apprentice, employer and TRS trainer get together to see if any additional training or skills practice is needed. They will check to see if the apprentice has met all requirements of the apprenticeship and is ready for the end point assessment stage

## Phase 4 End Point Assessment

The apprentice is assessed by an independent organisation to determine whether they have passed the apprenticeship and to what standard (either at pass or distinction level).

## Progression opportunities

Achievers will be able to apply to be a member of the Chartered Institute of Logistics and Transport CILT.

Achievement of this apprenticeship could lead to a level 5 apprenticeship in Operations Departmental Manager or more specialised transport and warehouse learning routes.

## Employer expectations

Employers must commit to allowing their apprentices to complete at least 20% paid off the job training to complete their studies. They will also need to provide a workplace mentor and opportunities for apprentices to complete workplace projects that enable improvements within the organisation.

## Funding

For small and medium businesses that do not pay the apprenticeship levy, the Government funds 95% of the apprenticeship. The employer pays the other 5% plus the apprentice's wages. Larger firms that pay the levy can meet 100% of the costs using their levy funds.

## Why choose apprenticeships?

- Address skills shortages
- Increase staff loyalty, motivation and productivity
- Tap into available funding
- A way of ensuring quality standards in your business

## Why choose TRS?

- Approved by Government to deliver apprenticeships
- Expert advice for businesses on apprenticeship funding
- Niche manufacturing and logistics industry expertise
- Many years experience of successfully delivering apprenticeships
- Our trainers can be located onsite at employer premises
- Free recruitment service

## Further information

If you have staff you want to enrol onto the **Transport & Warehouse Operations Supervisor Apprenticeship Standard**, or you want to recruit apprentices, please contact MD Kevin Birch on 01744 809 010 or email [kevinB@trstraining.net](mailto:kevinB@trstraining.net)

View more information on [Institute of Apprenticeships website](https://www.instituteofapprenticeships.com)

