

DEVELOP YOUR STAFF

Transport & Warehouse Operations Supervisor Apprenticeship Standard



The Transport and Warehouse Operations Supervisor Standard equips staff with the knowledge, skills and behaviours to effectively monitor and supervise transport or warehouse operations. Staff will learn how to understand customer contracts, manage staff performance, monitor productivity, ensure compliance, put controls in place, 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 relating 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

Staff on the transport route will achieve the **Transport Manager CPC**, whilst warehouse supervisors can include **IOSH** certification or another bolt-on course as part of their programme. Anyone on this apprenticeship who hasn't previously achieved maths and English qualifications to level 2 can choose to do these as part of the apprenticeship. However this is not obligatory for those aged 19 or over.

Duration 12 to 15 months

Structure of Apprenticeship

Phase 1 Initial assessment

The initial assessment is a pre-course session to plan apprentice training. Candidates' existing skills and prior experience will be assessed, and a tailored training programme will be developed for them. They will also complete a straightforward assessment in English and maths.

Phase 2 Training

Apprentices undertake their programme of on-the-job skills practice and online training sessions with a TRS trainer.

Phase 3 Gateway

The Gateway is a review stage towards the end of the apprenticeship when the apprentice, employer and TRS trainer meet to see if additional training or skills practice is needed before the apprentice undergoes their final assessment.

Phase 4 End Point Assessment

The apprentice is assessed by an independent organisation to see if they have reached the required standard and at what level (pass or distinction).

Free bolt-on course

Almost every TRS apprenticeship comes with a FREE bolt-on course which can be undertaken after month 9. The transport route of this apprenticeship already includes the Transport Manager CPC as an additional qualification so no additional bolt-on is offered. However, those on the warehouse route can choose IOSH certification or another course as a bolt-on to their programme. Conditions apply.

Employer responsibilities

Employers must allow their apprentices to spend at least 20% of their time undertaking their apprenticeship training. 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. Sometimes funding is also available to cover this 5%. 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?

- Rated excellent by employers for apprenticeships
- Expert advice for businesses on apprenticeship funding
- Official training partner of the BAR & RHA
- Many years experience of successfully delivering apprenticeships
- Transport & Logistics Apprenticeship Provider 2024

Further information

If you have staff to upskill on this apprenticeship, or you want to recruit apprentices, please contact us on 01744809010 or email info@trstraining.net



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