

# Supply Chain Operator Traffic Office Apprenticeship

## Benefits of Apprenticeships

Businesses across the UK offer apprenticeship places because they recognise their effectiveness at increasing productivity, improving business performance and ensuring a committed and competent workforce.



## Supply Chain Operator Traffic Office Apprenticeship

### What is a Supply Chain Traffic Office apprenticeship?

An apprenticeship is a training programme that is completed whilst also working and getting paid. In the case of the Traffic Office apprenticeship this includes plan routes for safe delivery of products, ensuring compliance with relevant regulation and legislation whilst developing effective communication skills and self-development skills.

### How long does an apprenticeship last?

The apprenticeship will last for a minimum of 13 months.

### What level is the apprenticeship?

The LGV driver intermediate apprenticeship is at level 2.

### Progression opportunities on completion of Apprenticeship

There are various opportunities available such as managing the legislation regarding transport management for the company or compliance management for transport systems.

## Induction

This is two days in duration with SP Training and on average around fourteen days with the employer. The induction explains what will be covered during the apprenticeship with SP Training and in the workplace with the employer.

## Professional Driver Programme

This programme covers knowledge and practices skills to allow you to be responsible for managing the movement of goods for a variety of customers across all sectors. The apprentice will also cover:

- Risk Assessment
- Manual Handling
- First Aid
- IOSH Working Safely
- Management CPC

## Maths & English

This apprenticeship requires a minimum of level 1 maths & English.

If the candidate is already in possession of maths and English at level 1 then they will be supported to achieve level 2. If they already have level 2 they will be supported to achieve level 3 and beyond.

Level 1 is equivalent to grade D-E (3-2) GCSE and level 2 is equivalent to Grade A-C (9-4) GCSE.



## What Qualifications Will Be Achieved?

At the end of the apprenticeship the following training and qualifications will have been achieved:

- Management CPC (exam fees are not included in the apprenticeship)
- Manual Handling
- IOSH Working Safely
- First Aid
- E-Learning Modules
- Functional Skills Level 1 (minimum) or Functional Skills Level 2

**Timetable** (Guide only as each apprentice and employer has different needs)

Activity	
Month 1	Induction
	Structure of the industry
Month 2	Manual Handling
Month 3	IOSH Working Safely
	Maths and English training and testing Level 1
Month 4	Self Development
	Self Development e-learning
	Self Development assignment
Month 5	Team Working
	Team Working e-learning
	Team Work and Communication assignment
Month 6	Transport Systems (10 days)
Month 7	Time Management
Month 8	Time Management assignment
Month 9	Communications training
	Risk Assessment Level 2
Months 10 - 12	First Aid
	Maths & English testing Level 2
	Gateway Meeting and Portfolio Check
	Mock End Point Assessment - Written (several mocks to be attempted in workplace)
Month 13	Mock End Point Assessment - Practice Assessment (completed in workplace with SP Training Trainer on site)
	End Point Assessments
<b>Apprenticeship Completion</b>	

Note - In practice **employer specific training, programme reviews** and **functional skills home study** (if applicable) will run throughout the entire programme.

## What Is Required From You the Employer?

For the majority of apprenticeships, the employer is required to allow the apprentice time to study and take assessments. We will advise in advance as much as possible to facilitate work planning.

The employer is also asked to facilitate visits from SP Training assessors to both assess competency and monitor training performance and competence.

Please note that before joining an apprenticeship programme, all applicants will need to be assessed to determine their level of English and maths and an Eligibility Check will also need to be carried out.

If you require more information, please email [info@sptraininguk.com](mailto:info@sptraininguk.com) or call **01228 530552**