

# Supply Chain Operator Traffic Office Apprenticeship Level 2

## 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 Level 2

### 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 Supply Chain Operator Traffic Office Apprenticeship is Level 2.

### Progression opportunities on completion Apprenticeship

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

## Induction

The induction and onboarding (signing up onto the apprenticeship) is one day. This will be done either in a classroom setting or remotely through Zoom or Microsoft Teams. The induction will provide a full overview of the apprenticeship programme with SP Training and in the workplace with the employer. The induction will also cover the commitment from the apprentice to complete independent learning.

## 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

## Math & English

This apprenticeship requires a minimum of Level 1 Math & English.

If the candidate is already in possession of Math and English at Level 1 then they will be supported to achieve Level 2.

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	
<b>Month 1</b>	Onboarding and Induction with SP Training
	Induction with employer (Structure of the Industry)
<b>Month 2</b>	Manual Handling
	Drivers Hours and Record Keeping Workshop
<b>Month 3</b>	IOSH Working Safely
	Functional Skills – English and Math
<b>Month 4</b>	Independent Study – E Learning Self-Awareness and Personal Development
<b>Month 5</b>	Independent Study – E Learning Communication
	Mental Health in Logistics Workshop
<b>Month 6</b>	Independent Study – E Learning Managing Conflict
	Transport Systems (10 Days)
<b>Month 7</b>	Independent Study – E Learning Equality and Diversity
<b>Month 8</b>	Independent Study – E Learning Teamwork
<b>Month 9</b>	Risk Assessment Level 2
<b>Month 10 -12</b>	Employer specific training (where applicable) - This could include First Aid/ Customer Service
	Mock End Point Assessment
	Gateway Meeting
<b>Month 13</b>	End Point Assessment
<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 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**