



Level 6 - Transport Operations & Commercial Driving Apprenticeship

GUIDE FOR EMPLOYERS

Transport Operations & Commercial Driving Apprenticeship



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1 Introduction

An apprenticeship is a way for young people and adult learners to **earn while they learn**. The Transport Operations & Commercial Driving Apprenticeship is designed to deliver upon the industry need to attract more entrants to the profession of commercial driving, sow the seed for lifelong learning and support career progression opportunities for the apprentice through the attainment of a Level 6 Higher Certificate in Transport Services and Commercial Driving.

For an employer, hiring apprentices helps businesses to grow their own talent by developing a motivated, skilled and qualified workforce.

The Transport Operations & Commercial Driving Apprenticeship will be delivered online by ATU Sligo, 1 day per week during the college semester (13 teaching weeks with 2 weeks for assessment and other activities). The consortium will determine the day, but it will be the same day each week during the duration of the 1st year of the programmes. Like all training and education programmes the learner must manage their time to ensure that adequate time and effort is allocated to study and completing projects and assessment. As the learner will work 4 days per week, the hours of which are managed under the working time act/directive, therefore time will need to be allocated outside of work hours to meet the demands of the programme. The employer will have a dedicated workplace supervisor/mentor assigned for their apprentices whose job it will be to assist and support the apprentice for the duration of the programme.

The workplace supervisor will be responsible for confirming satisfactory completion of some work based learning tasks. Specific details and training in how to do this will be provided at the supervisor/mentor induction and as required during the programme.

1.1 Why employ an apprentice?

- Gives applicants an accessible, alternative route into the freight, distribution and logistics sector that leads to a level 6 qualification without going to college full time.
- An 'earn and learn' approach that ensures employers are able to tap into a younger talent pool and apprentices put their academic knowledge and skills into practice during the two years of the apprenticeship.
- Government supported, which means that tuition fees are funded*.

**There is a student registration charge payable which is explained later in the guide*

1.2 Benefits to your business

- Trained employees with vastly improved business knowledge and industry skills.
- Study methods that cause minimal disruption to daily work responsibilities.

- Fill your skills gaps. Apprenticeships develop the specialist skills you need to keep pace with the latest technology and working practices – skills often not available in the job market.
- The apprentice gains a 'Higher Certificate in Transport Services and Commercial Driving' at the end of the two year programme, thus increasing your pool of qualified people.
- The Apprentices will achieve the full C/CE driver licence category as well as the Driver CPC qualification necessary to driver for 'hire and reward'.
- Build loyalty and reduce staff turnover.
- Create a national standard of training for the haulage, freight distribution & logistics industry.
- Motivate other employees to up skill.
- Create an accessible channel to attract talent into the sector.
- Develop a career path for employees that supports succession plans and builds loyalty and opportunity within the workforce.

This guide will assist you with information about the programme, how to assess if employing an apprentice is for you, details of salary and recruitment/selection guidelines to assist you choose the right candidate for the apprenticeship.

The programme and the operating procedures will be subject to a review. The review process will be conducted in the context of formal evaluations undertaken by all the stakeholders and members of the consortium.

This is a collaborative initiative, and this is demonstrated by the make-up of the consortium that includes industry representatives Freight Transport Association Ireland, CILT, Irish Concrete Federation, and Insurance Ireland as well as numerous employers.

1.3 Introduction to the Transport Operations & Commercial Driving Apprenticeship Consortium

The consortium with ATU Sligo was established in March 2021. The proposal for the Transport Operations & Commercial Driving Apprenticeship had already been approved and agreed by the Apprenticeship Council in 2015. The first job of the consortium was to review and update the occupational profile which was submitted and approved by the Apprenticeship Council in June 2021. In line with guidelines (Apprenticeship programmes statutory quality assurance guidelines document' June 2016/QG3-V2) the consortium is a steering group of the programmes key stakeholders including employers, occupational associations, any occupational regulator and the coordinating provider. The roles of the consortium are in line with the guidance contained in section 7.2.3 of the apprenticeship programmes Statutory quality assurance guidelines document' June 2016/QG3-V2. The consortium elected Aidan Flynn as Chair of the Consortium in May 2021.

1.4 Key stakeholders

It comprises all of the apprenticeship programme's key stakeholders.

Chair: Aidan Flynn

CEO, Freight Transport Association Ireland

Marie Moran

Head of Department of Business, ATU Sligo

Declan Allen

Assistant Head, School of Management, College of Business, TUDublin

Gerry Farrell

CEO Irish Concrete Federation

Emma Casserly

Business Development & Account Co-ordinator IT Sligo

Joe Kenny

CEO CILT

Des Phelan

Distribution Manager, Coillte Forest, Coillte

Yvonne Sheehan

Managing Director, ADAT Training

Jarlath Heneghan

Representative of CWU

Phil Davis

Enterprise Account Executive, Transpoco

Bosco Creed

Transport Manager South Coast Transport

Conor Molloy

Principle Authentic Solutions

Mark Crowe

Head of Transport BWG Foods BWG

Jason McEvoy

Area Manager, Sweeney Oil

Ken Leahy

Distribution, Fleet and Compliance Manager, BWG

Tony McAvinney

Trainer Alexandra School of Motoring

Denise Ryan

Operations Director Polar Ice

David Smyth

Transport Operations Sysco

John O'Regan

Director Masterlink Logistics

Pat Nagle

Managing Director Oxigen

Michael Walsh

Inspector Health and Safety Authority

Michael Horan

Non-Life Insurance Manager Insurance Ireland

Moyagh Murdoch

CEO Insurance Ireland

McGrath, Christine

Human Resources Sysc

Orla Farrell

Human Resources Musgrave

Cora Kinnarney

Human Resources Bord Na Mona

Ian Hopkins

Transport Operations Bord Na Mona

In line with the guidance available the Role of the Consortium Steering Group is as follows:

- Oversee and direct the development, administration, and implementation of the Transport Operations & Commercial Driving Apprenticeship programme within the education and training parameters set down by the Apprenticeship Council and QQI in accordance with the Apprenticeship Guidelines published February 2016.
- Ensure the apprenticeship programme conforms to and evolves with the requirements of the occupation.
 - Act as the guardian of the occupation.
 - Ensure that the critical element of on the job training is maintained and delivered at the appropriate standard with the specified learning outcomes.
 - Act with the coordinating provider in the 'spirit of partnership'.
- Ensure that Employers and labour market trends influence and lead curriculum development, while providing for learners' personal development and their preparation for progression.
- Ensure the programme is viable and sustainable in a changing environment by sanctioning changes to delivery and minor changes to the programme within the bounds set by the validation.
- Consult with Industry and industry bodies to ensure that the criteria for access to the apprenticeship and the apprenticeship programme remain consistent with applicable Industry regulation.
- Work collectively to ensure the marketing and promotion of the apprenticeship programme is communicated effectively to industry.
- Establish a system to allow orderly expansion of provision adding Employers and collaborating providers of education and training.
- Work strategically as a group to consider and plan for the following on an annual basis.
 - Strategic expansion of the programme annually.
 - Work to develop a nationwide appeal of the programme.
 - Annual business plan to be presented to the consortium.
 - Work closely with the training providers to ensure the standards of training are consistent.

Agree target growth areas such as promotion and talks in schools (transition year), career guidance conferences, young scientist of the year. Network and work with trade associations to filter information about the programme to their members.

The CSG acts as the ‘guardian’ of the occupation, performing the critical role, in conjunction with the statutory regulator, of coordinating employers involved in the programme. It should also act to bring together the employers, the Coordinating Provider and the other providers who are involved in the programme.

2 Programme overview and objectives

2.1 Programme overview

The proposed Transport Operations & Commercial Driving Apprenticeship is an undergraduate apprenticeship programme at level 6 on the QQI National Framework of Qualifications. The ATU Sligo offering aims to meet the growing demand for heavy good vehicle drivers/personnel and is targeting the following groups of learners:

- i. School leavers with either a Leaving Certificate or a Post Leaving Certificate award; and
- ii. Existing employees in the transport & logistics industry who may not have a formal qualification looking to develop their career options.
- iii. Suitably qualified learners who want to return to education or change careers.

The role is applicable to a wide range of employers across the sector in both large and small firms and across all counties in Ireland. As such the programme needs to have the flexibility to cater for these different operating models, support structures and commercial requirements.

2.2 Programme objectives

Improving the career prospects and opportunities for new entrants into the transport and logistics sector is vital in future proofing against skills shortage and an ageing workforce. This, coupled with raising the standards of compliance and professionalism, will ultimately help attract more young people into the sector.

For this to occur we need a number of things to happen.

- Industry must contribute and participate in making their sector attractive. It must promote a sector that looks after the welfare of employees and offers vibrant and exciting career opportunities as well as supporting ongoing professional development.
- This apprenticeship create awareness about the freight distribution and logistics sector and attract young people into the industry. School leavers need a more holistic understanding of the transport and logistics sector and the type of jobs available at all levels of the supply chain. Working in collaboration with industry and trade associations, higher education institutes must work to raise awareness of the opportunities available following graduation from their institutes.
- Industry-led apprenticeship programmes should be supported as a feeder to developing robust and sustainable career paths within the industry.

- Industry must take the time to work collaboratively with stakeholders and competitors in formulating solutions to their skills shortage problems.

2.3 The demand for the Transport Operations & Commercial Driving Apprenticeship

To aid the demonstration of the industry need the Addressing the Demand for Skills in the Freight Transport, Distribution and Logistics Sector in Ireland 2015-2020 report, published in 2015 was referenced and it has found that, due to an anticipated expansion in the sector and the replacement demand for those employed in core Freight Transport, Distribution & Logistics occupations that some 13,500 to 15,500 job vacancies could become available over the period 2015-2020.

Some of the findings in the EGFS report include the following:

- Recognition that a large number of new drivers will be needed due to the age profile of the current drivers in Ireland and looking at the demand scenario analysis for 2020.
- Job vacancies in the FTDL sector expected to rise for two main reasons: the performance of the FTDL sector is expected to grow (accounting to 60% of job vacancies) and the numbers resulting from replacement demand needs (40% of job vacancies).
- 18% of respondents reported difficulty in recruiting HGV drivers with the required licence.
- In addition to the quantitative needs identified in the report, it is also noted that there is a qualitative need, i.e. the sector has a poor career image, does not attract women and does not offer access to broader career opportunities in the logistics sector of the economy.

Sources: EFSN Report February 2015, National Skills Bulletin September 2016, Regional Labour Markets Bulletin October 2016, Monitoring Ireland’s Skills Supply November 2016, Regional Skills Dublin Partnership for Skills May 2017.

This report has now been supplemented by the establishment of the Logistics and Supply Chain Skills Group that has delivered its first update report in December 2020 titled: Logistics and Supply Chain Skills Group Annual Progress Report. The primary aim of the Group is to work together with the industry and education providers to better support the promotion of careers, skills development and sustainable employment in the Logistics and Supply Chain sectors in Ireland. The two major themes of the group are: Labour Supply and Skills Development. The Group’s Work Programme forms the framework for two industry/academia-led subgroups focusing on (1) Occupational Profiles and Educational Tools and (2) Best Practice and Continuous Professional Development.

The objectives for this new apprenticeship are as follows:

- The successful completion of the programme will add value to both the apprentice and the employer, by providing talent with the right skills.
- It will enable and encourage academic progression and continuous professional development.

- It will position the apprenticeship not just as a job, but as the starting point for a career in the sector.
- Provide local jobs for local people by being a nationwide Government supported programme.
- To facilitate progression to follow on qualifications, building the concept of freight distribution & logistics as a lifelong career, for example a Diploma, Degrees and/or the advanced freight distribution & logistics qualifications.

3 Occupational profile

3.1 Apprenticeship title

Transport Operations & Commercial Driving

3.2 NFQ level

Level 6

3.3 Duration

2 years

3.4 Occupation title

Commercial Driver

3.5 Typical tasks/responsibilities

Key Tasks / responsibilities will include.

- Understand the rules of the road and the principles of driving safely.
- Be competent in the day-to-day driver/driving activities such as management of working time and tachographs, safe and secure loading, on road activities.
- Understand the mechanics of a vehicle and proposed future technologies.
- Ability to work and drive a Rigid and/or Articulated Vehicles.
- Be competent in the processing and management of paperwork and administrative duties.
- Create a safe working environment for yourself and other employees by adhering to safety measures to prevent accident and complications that may arise during work.
- Understanding Driving for work risk.
- Ability to support efficient transport operations through route optimisation .
- Understand the importance of good customer care and the importance of representing the company in a positive manner.

3.6 Learning outcomes

On successful completion of the proposed apprenticeship, a person in the occupation of Commercial Driver will have acquired the knowledge, skills and competence to carry out the core tasks/responsibilities of a professional driver including:

- Safe and secure loading.
- Weight management.
- Tachograph and working time.
- Competent and safe driving.
- Well versed in the regulatory requirements for national and international transport.
- Understand the importance of good customer care.
- Have analytical and systems knowledge to enable effective discharge of duties.
- Understand the principle of safe driving for work.
- Have a good understanding of the supply chain and the importance role of the distribution sector .

3.6.1 Knowledge

Specialised knowledge across a variety of areas associated with.

- Understanding of the supply chain with particular focus on distribution of goods by road.
- Understand the mechanics of vehicles and the regulations and requirements to have a commercial vehicle roadworthy at all times.
- Be aware of the technological advancements and the development of telematics systems.
- Be a competent professional driver attaining the full commercial licence and Driver CPC qualification.
- Understand the importance of customer service for distribution & Logistics and implementing its effective management.
- Management (communications, accounting, planning).
 - Information systems in a logistics context, the essentials in the use of ICT and as applied in the logistics industry and focused on data collection, exchanging and manipulation; e-business and e-commerce in the world-wide-web.
- Understand the competencies required in national & international Trade & Customs environment.
 - Review the role and function of Customs in an era of International Trade, Globalisation, EU Single Market and Brexit.

Understand the legislation governing the operation of a commercial transport business including the roles of the key enforcement authorities such as An Garda Síochána; Health and Safety Authority and the Road Safety Authority.

3.6.2 Skills

- Ability to drive safely and competently.
- Ability to understand the weight distribution requirements of a load.
- Ability to safely secure the cargo to the trailer of varying types, flatbeds; curtainsiders, box bodies etc.

- Understand the basics of ECO Driver training and improving fuel efficiencies.
- Ability to work as part of a team.
- Ability to carry out a 'driver walk around' check of the vehicle in a competent manner.
- Communication skills and ability to work constructively with colleagues and clients.
- Understanding what actions to take in event of emergency situations such as tyre blow out; breakdown on a motorway or being involved in an accident.
- Recognise the advantages & disadvantages that alternative distribution / warehousing configurations can provide.
- Understand how organisation work and the importance of IT systems in support efficient profitable businesses.

3.6.3 Competences

- Personal ethics.
- Professionalism/Integrity.
- Personal management/commitment.
- Problem solving.
- Lateral/Critical/Systematic thinking.
- Analytical capabilities.
- Innovation and Creativity .
- Practice good communication skills.
- Word processing & presentation tools.
- Understand how to be an effective Team member.

3.6.4 Industry/industries served by the proposed apprenticeship

There are over 40,000 heavy goods vehicles in Ireland over 20,250 of these vehicles are in the Haulage sector the balance is in the 'Own Account sector'. This programme will focus on the Haulage, Freight, distribution, and Own account sectors as the key industries served by the proposed apprenticeship. The Own account sector comprise of companies across many sectors including agri-food; waste management; pharmaceutical; local authorities; semi state bodies etc. This programme will be attractive to both the haulage and Own Account sector. All sectors are struggling to source suitably qualified drivers and the average age of drivers is in the 50's. This requires industry (businesses) to get involved and actively participate in the solutions.

On successful completion of this apprenticeship, a person could expect to be eligible for a position as a Heavy Goods Vehicle (HGV) Driver; Driver Trainer; Route Planner; Transport Supervisor; Driver Supervisor

3.6.5 Proposed minimum entry requirements for apprentices on the programme

Minimum entry requirements are a grade H7/O6 or above in five leaving certificate (or equivalent) subjects. A minimum of grade O6 must be obtained in English. A minimum of grade O6 or a B2 or above in Foundation level must be obtained in Mathematics. Holders of a QQI Level 5 or Level 6 (or equivalent) in cognate areas (e.g. business, Logistics and Distribution, supply chain management, etc.) can apply for entry on year one of the programme.

In addition, applicants must have a full (clean) 'B' Licence and be at least 18 years of age in year 1 of the programme (18 is the minimum age requirement to attain the full C and/or CE licence)

<https://www.ndls.ie/about/licence-categories-and-codes.html#licence-categories>

C

Vehicles (other than work vehicles or land tractors) having a MAM' exceeding 3,500 kg, designed and constructed for the carriage of no more than eight passengers in addition to the driver and where the MAM' of the trailer is not greater than 750 kg.

21 years or 18 with CPC

CE

Combination of drawing vehicles in category C and trailer where the MAM' of the trailer is greater than 750 kg.

21 years or 18 with CPC

CI

Vehicles in category C having a MAM' weight not exceeding 7,500 kg, designed and constructed for the carriage of no more than eight passengers in addition to the driver and where the MAM' of the trailer is not greater than 750 kg

18 years

CIE

Combination of drawing vehicles in category CI and trailer where the MAM' of the trailer is greater than 750 kg and where the MAM' of the drawing vehicle and trailer combined does not exceed 12,000 kg.

Combination of drawing vehicles in category B with trailer where the MAM' of the trailer is greater than 3,500 kg and where the MAM' of the drawing vehicle and trailer combined does not exceed 12,000 kg.

18 years

ATU Sligo would value progression opportunities from the further education sector. One such opportunity for progression is graduates of Traineeships linked with the freight distribution and logistics sector.

Applicants who have full driving licences in the commercial categories will be welcomed on this programme and will not have to attend the on-road training. Students will be exempted from the module associated with the on-road training, but will be required to complete 'Principles of Professional Driving'.

Any queries with regard to entry requirements please contact:

aflynn@ftai.ie info@cdap.ie

4 Programme Structure and duration

4.1 On-the-job and off-the-job learning

The Transport Operations & Commercial Driving Apprenticeship will be taught using a blended learning approach whereby the off-the-job combines formal lectures, interactive presentations, case studies, participant activities and exercises to maximise the impact of the learning experience. Apprentices will have ample time to consider the ideas and apply the skills discussed and it is expected that these interactive exercises will serve to reinforce some of the learning on the module. In addition, video presentations will be presented to illustrate key themes, while on-the-job work-based modules will be delivered in a variety of settings depending on the nature of the module. Some of the on the job learning will occur in the workplace.

Attendance 1 day per week at online classes is mandatory. A record of attendance will be sent to employers on a regular basis. Unsatisfactory attendance will have ramifications for the continuation of Contract of Apprenticeship.

4.2 Work based Supervisor/Mentor

Each apprentice will be assigned a work based supervisor/mentor within the employing organisation who will be an experienced member of staff. This staff member will liaise with a dedicated CSG project manager, supported by the programme manager in ATU Sligo.

The work based mentor will use their specific organisational and industry knowledge to guide the apprentice helping them to navigate corporate culture and gain an understanding of their role and duties in the organisation.

The role of the work based mentor is to:

- Create a supportive learning environment, where opportunities for learning and professional development are maximised.
- Encourage the apprentice to take initiative for his/her own learning and development and to take increasing responsibility for managing the mentoring relationship.
- Fully understand what modules the apprentice is covering whilst at college and reinforcing this within the workplace.
- Liaise with his/her Academic Programme Manager.
- Assist the apprentice in fulfilling the requirements of each work-based module.
- Confirm and sign off on work based learning where required by the programme.

The Mentor will have a review meeting with their apprentice at the end of each month. The aim of this review is to discuss the progress the apprentice is making in the programme and establish any particular problems that are arising.

5 Commencement and completion cycle

There will be one intake each year in September, in line with the ATU academic calendar.

The apprenticeship is complete when the required standard has been achieved in all programme modules.

6 Named award and level

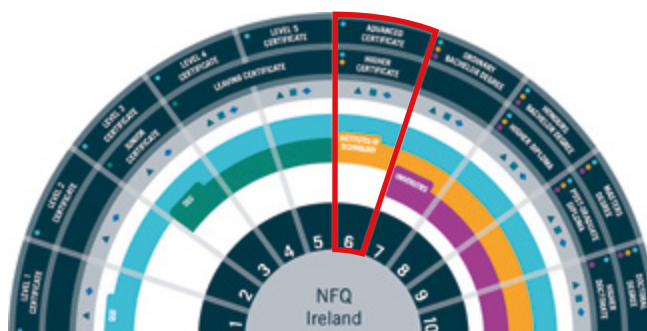
The Transport Operations & Commercial Driving Apprenticeship programme is the Higher Certificate in Transport Operations and Commercial Driving. This is a two-year undergraduate programme at level 6 on the QQI National Framework of Qualifications with 120 ECTS.

The Higher Certificate in Transport Services and Commercial Driving will be awarded by the Atlantic Technological University Sligo as a Designated Awarding Body. The award is Higher Certificate in Business in Transport Services with classifications as set out below.

Average Mark Band	Classification
≥ 70%	Distinction
60% - 69%	Upper Merit Division
50% - 59%	Lower Merit Division
40% - 49%	Pass

The Professional and Business Award-Type Descriptors at 6 on the National Framework of Qualifications form the basis of the design and development of this apprenticeship programme.

The programme will ensure that the knowledge, skill and competence acquired are proper to independent professional practice, as well as relevant to personal development, participation in society, employment and study including access to additional formal education and training in accordance with QQI guidelines for level 6 courses.



7 Apprentice profile

This apprenticeship programme will appeal to employers who wish to up-skill existing employees. It will also appeal to new entrants to the haulage, freight distribution and logistics sector.

Typically apprentices are expected to be from one of the following categories:

- Graduate.
- Career changer.
- School leaver.
- Existing employee.

Some points to note.

- The programme will require study outside office / normal working hours, we would anticipate that for the average student that would be at least 10 hours per week. Applicants would need to commit to sustaining this level of workload.
- It is anticipated that the apprentice will devote themselves fully to the workplace and study and will not engage in other part-time work for the duration of the apprenticeship.

Information on all apprenticeships including the Transport Operations and Commercial Driving apprenticeship is available on the CAO platform.

8 Employers duties and responsibilities

8.1 Key questions an employer must ask themselves before employing an apprentice

- **Can you recruit and select the apprentice on a two year fixed full time permanent contract (including the day off-the-job release) and provide continuity of employment for the apprentice(s) to complete all phases of their two year apprenticeship programme?**

The position is a two year fixed full time permanent contract (including the off-the-job release)

Your normal contract of employment for the job role together with the Apprenticeship Code of Practice for Employers and Apprentices outlining your obligations will form the basis of the employment.

The Apprenticeship Code of Practice for Employers and Apprentices is intended to assist both employers and apprentices to understand their duties and responsibilities relating to the apprenticeship programme.

Apprentices and employers must accept Apprenticeship Code of Practice for Employers and Apprentices as part of the employer approval and apprentice registration processes.

The Apprenticeship Code of Practice for Employers and Apprentices is available at:

<http://www.apprenticeship.ie/Documents/Apprenticeship-CodeOfPractice.pdf>

- **Can you provide access for the apprentices to the range/type of work that will allow the apprentice gain the ex-**

perience and develop the skills across the full range of competencies included in the training plan?

You are required to facilitate rotation of tasks or roles and other methods of job alternance to ensure the apprentice gains an appreciation of the varying roles/types of work within the company.

If you cannot provide the full range required please confirm that you can arrange for placement with other Employers (in consultation with the SOLAS Authorised Officer) who can provide the specialism required.

- **Provide the time, facilities and equipment necessary to support the apprentice in respect of both on and off-the-job training at your premises.**
- **Can you provide a qualified or experienced staff member who will mentor/supervise their training and work and assess/verify the apprentice in the workplace?**

The on-site supervisor/mentor ideally should fulfil the following role(s) within the company and / or have the following experience. As the appeal for this apprenticeship will be broad, companies taking on apprentices will be of varying sizes.

Roles:

- Managing Director.
- Director.
- Human Resource Manager.
- Transport Manager.
- Freight Forwarding Manager .
- As a minimum must have responsibility for employee supervision (in all of the above roles).

Experience:

- Have at least 2years experience working for the incumbent company.

Both will involve regular face-to-face observation of the progression and achievements of the apprentice.

Please refer to the Apprenticeship Guide for Case Studies for more information.

8.2 Assessing on the job

Assessment is one of the most important elements of apprentice training. The outcomes of assessment have a profound effect on an apprentice's employment opportunities and career options. The right of an institution or an individual to assess an apprentice carries with it very serious responsibilities.

Supervisors and Mentors cannot function purely as trainers and advocates for their apprentices they must also make judgements. Any assessor making a judgement on an apprentice must be competent to do so. Assessment of 'on the job' should have the following characteristics:

- A continuous record of experience and assessment is maintained for each apprentice. This record should also contain the apprentice's reflections on their experience. It should be confirmed by the workplace supervisor/trainer and accessible by ATU Sligo.

- Provision should be made for the external observation of the apprentice.
- The apprentice has access to timely sources of feedback on assessment and support for dealing with deficiencies.
- Assessment schedule and regime should be flexible enough to deal with differing workplace situations and adaptive to changing circumstances.
- Periodic face-to-face observation of the experience and achievements of the apprentice.



The apprenticeship CSG and ATU Sligo will provide training and support to all company Supervisors/Trainers and Mentors to ensure consistency of 'on-the-job' programme standards and quality.

Guidance Notes & Induction training will be provided to each Supervisor/Trainer and Mentor in advance of the annual programme commencement date.

8.3 Employer approval process

If the employer wishes to proceed to employ an apprentice the following steps apply.

- Employer indicates interest in recruiting an apprentice to either Aidan Flynn aflynn@ftai.ie or info@cdap.ie An application form will be issued for completion and return.
- The application form for employers will be sent to their local ETB Manager.
- ETB Manager assigns SOLAS Authorised Officer who assesses Employer suitability to train including potentially undertaking a site visit.
- If suitable, the SOLAS Authorised Officer recommends Employer to SOLAS for statutory approval to train apprentices in Freight distribution & logistics Practice.
- If unsuitable, the SOLAS Authorised Officer advises the Employer of shortcomings including advice on the submission of a 'portfolio of evidence' as appropriate.
- Following SOLAS confirmation the Employer is statutorily authorised to employ an apprentice.

9 Road Driver Training information

The Preparation and completion of the HGV 'C & CE' Driving test will take place during Year 1 of this apprenticeship. The On Road Training will be provided by an approved panel of private driver training providers. All will be registered with the Road Safety Authority and certified to provide this training to a high standard. Funding from the HEA has been agreed to cover the costs of the training.

A subgroup of CSG committee has been formed to cover:

- Oversee Quality Monitoring of training providers
- Decide on the hours required for training (on Road Lessons)
 - All agreed between 12-16 hours 1:1 for Rigid (C)

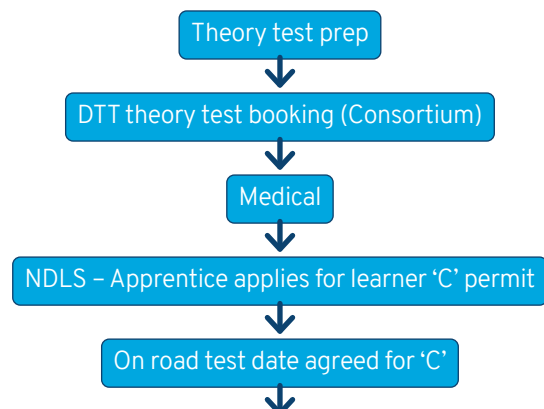
– Additional 12-16 hours 1:1 for Artic (CE)

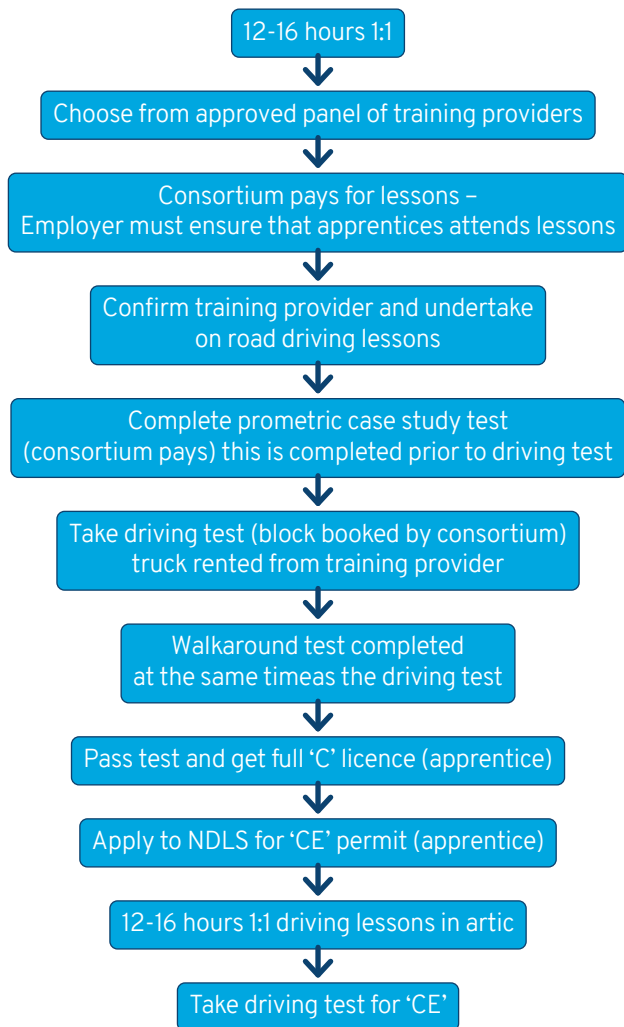
- Training providers to undertake on road assessment of each apprentice.
- Training to be completed in approx. 8 x 1.5-hour blocks of training.
- The Training provider must include training in a Gearshift Vehicle as well as providing minimum number of hours training (to be agreed) in an automatic vehicle
- The training service providers to provide modern trucks for the purpose of the on-road training (minimum age of vehicles to be agreed)

There are many elements to consider in preparing for the driving test.

- Apprentices must have a full 'B' licence.
- Apprentices will have to complete a theory test to attain a learner permit for a 'C' Licence
- Apprentices will have to complete a medical in order to attain a learner permit (both the Medical and the Theory test should be completed prior to starting the programme) There is a legislative requirements that a medical undertaken for the purposes of obtaining a 'C' Learner permit/licence will only be valid 1 month. Therefore the theory test must be taken within 1 month of obtaining the medical.
- Driving lessons must take place with approved training providers
- Driver CPC - Case Study test will take place before the driving test
- Walkaround element of the Driver CPC will take place on the same day as the driving test
- Once you pass the 'C' licence the apprentice will then apply for a learner permit for a 'CE'.

The CSG have agreed an indicative plan (roadmap) for employers and apprentices to understand the timeline and requirements for preparing for the driving test as follows:





The CSG have agreed that initially the apprentices will complete their on-road training from defined centres (this will be updated based on the location apprentices are based on an annual basis) These centres are chosen as they are RSA driver test centres where the apprentices will undertake the driving test. Completing the on-road training from these centres will assist apprentices in being familiar with the driver test route and have the space for learning various manoeuvres of the truck. This will be reviewed based on the location of the students. The initial locations are as follows:

	Driver training (test) centres				
	Athlone	Sligo	Dublin (Finglas)	Waterford	Cork
CPC practical test (Bus)	✓	✓	✓	✓	✓
CPC practical test (Truck/Artic)	✓	✓	✓	✓	✓
Driving test Cat C	✓	✓	✓	✓	✓
Driving test Cat C1	✓	✓	✓	✓	✓
Driving test Cat C1E	✓	✓	✓	✓	✓
Driving test Cat CE	✓	✓	✓	✓	✓

10 Salaries and funding

Each employer will set the salary for the apprentice.

You will be required to cover fulltime employment costs of the apprentice **including** the day release for off-the-job training during the academic semesters and the two off site face to face days they are required to meet as a group during each semester (including cost of travel).

We encourage Employers to pay a salary that they feel is fair and reflects the level of work and study undertaken and that will attract the best candidates to apply for your vacancy.

Current guidelines state payment to an apprentice should be commensurate with the salary for **entry level positions** within the industry.*

**Subject to the National Minimum Wage.*

10.1 Programme tuition funding

There is no cost to the employer for participation in the programme and all programme tuition fees are covered by the Higher Education Authority (HEA) and SOLAS.

This includes the programme tuition costs with ATU Sligo, the freight distribution & logistics and degree exam costs and all associated membership fees.

The apprentice is obliged to pay an annual student registration charge for each of the two years. The current charge is €800 annually which can be paid by the student or the employer on their behalf. Please note that the fee may change from time to time based on instruction from HEA, Dept. of Education and Skills or other state agencies.

Normal paid study leave is encouraged during examination periods.

The On Road Driver Training and the Driving test in category C and CE will be covered by the consortium. In addition tests for Driver CPC will also be paid

The apprentices will be required to attain and pay for learner permits and tachograph cards. Details of the application process will be covered in the first semester of the programme.

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