

**EDUCATION AND TRAINING:****EDUCATION AND TRAINING 2020****VOCATIONAL EDUCATION AND TRAINING (VET)****DEPARTMENT OF EDUCATION****INFORMATION AND GUIDANCE****– STRATEGIC FRAMEWORK****DEPARTMENT SUPPORT AGENCIES**

Ofqual  
Ofsted  
Education and Skills Funding Agency  
National College for Teaching and Leadership  
Standards and Testing Agency  
The Children's Commissioner for England  
School Teachers Review Body  
Social Mobility Commission  
Office for the Schools Adjudicator

**RISKS**

Education guidance on managing the risks  
Mobility and Transport Training risk management

**APPRENTICESHIP STANDARDS****Specification of Apprenticeship Standards**

- |      |                                       |
|------|---------------------------------------|
| 1.0. | Personal learning and thinking skills |
| 1.1. | Making an independent enquiry         |
| 1.2. | Effective participation               |
| 1.3. | Self-management                       |
| 1.4. | Reflective learning                   |
| 1.5. | Team working                          |
| 1.6. | Creative thinking                     |

**Information Requirement**

- |      |                            |
|------|----------------------------|
| 2.0. | Equality and diversity     |
| 2.1. | Under representation       |
| 2.2. | Barriers to progression    |
| 2.3. | Actions to remove barriers |
| 2.4. | Entry conditions           |
| 2.5. | Progression routes         |

**THINK!** Education Resources

## Age 3–6 Education Resources

- Crossing the roads: Kids know best
- Think! Safer journeys anthem
- Stepping stones to road safety pack
- Safety first pack
- 23 Resources in this section

## Age 7–12 Education Resources

- Read
- Do
- Watch
- Play

## Age 13–16 Education Resources

- Road Safety Professionals
- Teacher
- Parents

## Age 16 + Careers in Logistics and Transport

- Apprenticeships
- **Think!** Health & Safety Law

**Career:** Explore your career options

- Land Transport
- Large Goods Vehicle Driver
- Van Drivers
- Fork-Lift Truck Driver
- Other drivers and Transport Operatives
- Managers & Directors in Transport and Distribution

## MANAGING YOUR OWN PROFESSIONAL DEVELOPMENT

1.0. [Personal Learning and Thinking Skills](#) (links underlined & blue)1.1. [Making an Independent Enquiry](#)

**Learners** are required to **know and understand** the range of sources of information and advice available to them on their employment rights and responsibilities including an awareness of;

- a) Details of access to work programmes,
- b) How to access additional learning support,
- c) How to take an informed view of types of careers and pathways available to them and how to plan their future,
- d) Time limits and obstacles that may obstruct their progress, which could cause them to re-think their plan.

1.2. [Effective Participation](#)

**Learners** are required to **know and understand**;

- a) Range of employer and employee statutory rights and responsibilities under employment Law. This information should cover the learners rights and responsibilities under;
  - o [Apprentice Rights Act 1966](#),
  - o [Equality Act 2010](#), and
  - o [Health and Safety Law](#), together with the responsibilities and duties of employers.
- b) The procedures and documentation in their organisation which recognises and protects their relationship with their employer. Health and Safety and Equality & Diversity training must be an integral part of the learners learning programme.
- c) The range and sources of information and advice available to them on their employment rights and responsibilities. Details of access to work and how to access additional learning at work.
- d) How to manage and monitor their work, study and rest time effectively in accordance with [Working Time Regulations](#)

1.3.	<b>Self Management</b>
	<p><b>Learners</b> are required to <b>know and understand</b>;</p> <ul style="list-style-type: none"><li>a) The types of representative bodies and understands their relevance to their skill, trade or occupation, and their main roles and responsibilities.</li><li>b) The role played by their occupation within their organisation and industry.</li><li>c) The risks associated with their occupational role.</li></ul>
1.4.	<b>Reflective Learning</b>
	<p><b>Learners</b> are required to;</p> <ul style="list-style-type: none"><li>a) Demonstrate the know where and how to get information and advice on their;<ul style="list-style-type: none"><li>o industry,</li><li>o occupational standards,</li><li>o training requirements, and</li><li>o career options</li></ul></li><li>b) Demonstrate they know the types of representative bodies and how to contact them,</li><li>c) Describe and provide evidence that they work within their organisations principles of conduct and codes of practice,</li><li>d) Recognise, form a view and communicate in a format of their choosing, on issues of public concern that affect their organisation and industry</li><li>e) Provide records of self management, learning interventions and records of professional development during their working life.</li></ul>
1.5.	<b>Team Working</b>
	<p><b>Learners</b> are required to;</p> <ul style="list-style-type: none"><li>a) Provide evidence of safe working practices,</li><li>b) Demonstrate how their daily work activities can contribute to effective team working, even if they work alone,</li><li>c) Provide evidence that effective time management can reduce costs and save money,</li><li>d) How careful management of self, time and personal skills can lead to career progression or business start up.</li></ul>

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1.6.	Creative Thinking
	<p><b>Learners</b> are required to;</p> <ul style="list-style-type: none"> <li>a) Demonstrate they have the knowledge, skills and ability to promote their job to people who may wish to join your sector in a format of their choice,</li> <li>b) Produce communication materials to promote workplace safety and/or safe working practices in a format of their choice,</li> <li>c) Produce communicate materials to promote technical skills and best practice at work in a format of their choice.</li> </ul>