

# NVQ in Traffic Office (Level 3)

## Who is the course for?

The level 3 qualification is for employees who have roles like transport manager. The qualification builds upon the competencies required for the level 2 qualification. A sufficient level of competence must be demonstrated in order to complete all 9 mandatory units.

## Course Outline

### Level 2:

- Contribute to effective working relationships
- Ensure your own actions reduce the risks to health and safety
- Contribute to the provision of customer services
- Plan, organise and improve your work
- Investigate the suitability of collection or delivery points for loading and unloading
- Routing and scheduling of loads
- Allocate resources for the transportation of loads
- Quote for the transportation of loads

### Level 3 - as Level 2, plus:

- Contribute to the maintenance of a healthy, safe and productive working environment
- Improve the customer relationship
- Manage yourself
- Create effective working relationships
- Investigate the suitability of collection or delivery points for loading and unloading
- Routing and scheduling of loads
- Allocate resources for the transportation of loads
- Quote for the transportation of loads
- Manage the movement of loads

## Delivery

NVQs are delivered on-the-job in the workplace. On average an NVQ lasts 6-9 months.

The Traffic Office qualification has been developed by Skills for Logistics Sector Skills Council in consultation with the freight logistics industry, awarding bodies and other partners. NVQ's offer a very 'friendly' route to candidates gaining recognised qualifications, as they simply focus on how the candidate performs his/her job activities; there are no exams and no Centre attendance is required.

## Funding

It is possible to access funding for this NVQ for employees of all ages. For further details please contact us.