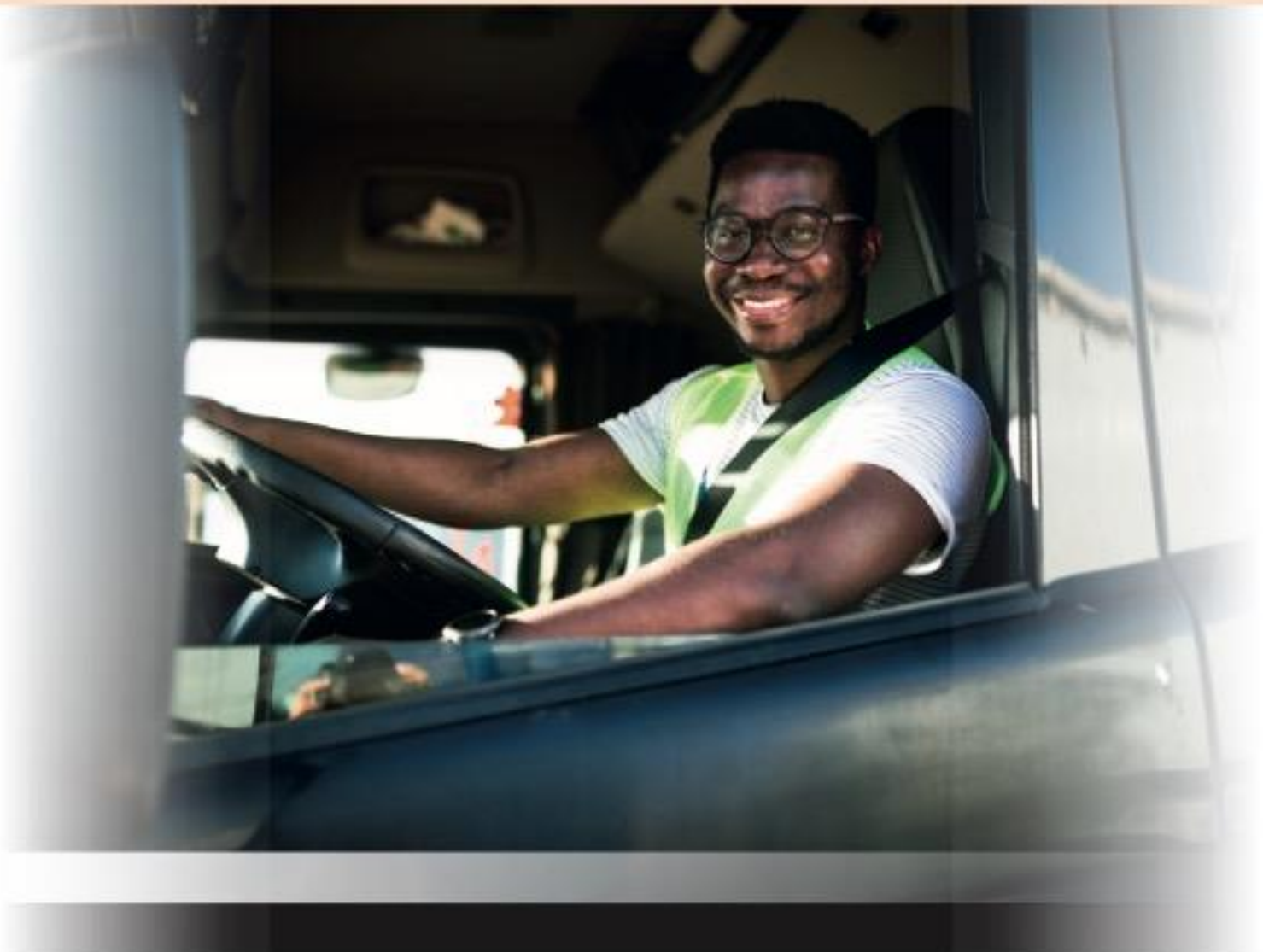




Highfield Level 2 End-Point Assessment for ST1025 Urban Driver

End-Point Assessment Kit



Highfield Level 2 End-Point Assessment for ST1025 Urban Driver

EPA-Kit

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How to Use this EPA Kit

Welcome to the Highfield End-Point Assessment Kit for the Urban Driver Apprenticeship Standard.

Highfield is an independent end-point assessment organisation that has been approved to offer and carry out the independent end-point assessments for the Level 2 Urban Driver Apprenticeship Standard. Highfield internally quality assures all end-point assessments in accordance with its IQA process, and additionally, all end-point assessments are externally quality assured by the relevant EQA organisation.

The EPA kit is designed to outline all you need to know about the end-point assessments for this standard and will also provide an overview of the on-programme delivery requirements. In addition, advice and guidance for trainers on how to prepare apprentices for the end-point assessment is included. The approaches suggested are not the only way in which an apprentice may be prepared for their assessments, but trainers may find them helpful as a starting point.

Key facts

Apprenticeship standard:	Urban Driver
Level:	2
On Programme Duration:	Minimum of 12 months
End-Point Assessment Window:	Typically 3 months
Grading:	Pass/distinction
End-Point Assessment methods:	Multiple choice test Practical assessment Interview

In this kit, you will find:

- an overview of the standard and any on-programme requirements
- a section focused on delivery, where the standard and assessment criteria are presented in a suggested format that is suitable for delivery
- guidance on how to prepare the apprentice for gateway
- detailed information on which part of the standard is assessed by which assessment method
- suggestions on how to prepare the apprentice for each part of the end-point assessment
- a section focused on the end-point assessment method where the assessment criteria are presented in a format suitable for carrying out 'mock' assessments

Introduction

Standard overview

Urban drivers operate fixed axle vehicles over 3500kg in weight, often serving multiple customers each day in congested areas. Urban drivers work in a variety of business areas that depend on the delivery and collection of goods by road. They work across the UK road network, often in complex urban and on-site situations. Much of their day is spent either driving or on-site, in all weathers. They typically work in a specified part of the country and their work pattern is normally time critical. Urban drivers often work in-house or as part of the supply chain, ranging from small, independently owned companies to large organisations.

The broad purpose of the occupation is to transport goods by road to an agreed destination, quality and time standard. A typical shift includes multi-drops at various sites and often working within a small team. They must ensure the vehicle is loaded correctly, making adjustments as volumes change. They are also responsible for adapting their driving style, taking into account fuel efficiency, the local environment and their vehicle's strengths and limitations. Although they typically work to a pre-arranged delivery, collection or service plan, they are responsible for adapting the plan in the event of any incidents or delays and keeping customers updated. They will also complete required reports on time and in the expected format and attempt to resolve complaints but may need to escalate issues beyond their authority to their line manager.

Security and safety are key to this occupation, and they must ensure their duties are conducted in compliance with a wide range of laws, regulations and procedures. The urban driver will carry out daily vehicle checks accurately and follow defect procedures and ensure their vehicle is well maintained during their shift.

All urban drivers have responsibilities beyond the delivery of goods. These responsibilities vary a great deal depending on the role. They must select and use the right equipment for the safe handling of goods to and from the vehicle and on site. Urban drivers also must provide additional on-site services such as installing goods in a person's home. They will provide technical advice on the goods and will be expected to answer customer questions. They are also responsible for completing risk assessments on-site and for adjusting plans, as necessary. The urban driver must conduct themselves to the expected professional and customer standards and have a duty of care to ensure their organisation is represented positively at all times.

The Driver Certificate of Professional Competence (Driver CPC) is a legal requirement for those driving lorries professionally. The urban driver will receive the CPC card as part of their Category C or C1 licence acquisition, and the driver must complete 35 hours of periodic training every five years in order to maintain the ability to drive lorries professionally.

On-programme requirements

Although learning, development and on-programme assessment is flexible and the process is not prescribed, the following is the recommended baseline expectation for an apprentice to achieve full competence in line with the Level 2 Urban Driver Apprenticeship Standard.

Apprentices will be required to demonstrate continuous and sustained progress towards the end-point assessment by completing work as set out by their employer and demonstrating the knowledge and skills required in the relevant role.

The on-programme aspect of the apprenticeship is expected to take 12 months to complete and should include specific milestones to ensure that the apprentice continues to make good progress toward their end-point assessment. Therefore, we recommend quarterly milestone meetings with the training provider, employer and apprentice to check progress against the standard and for everyone to give feedback.

The milestone meetings could take the form of an interview or professional conversation to help develop the apprentice's communication and employability skills.

The on-programme assessment approach will be agreed between the training provider and employer. The assessment will give an ongoing indication of an apprentice's performance against the final outcomes defined in the standard. The training provider will need to prepare the apprentice for the end-point assessment, including preparation for the interview and collation of the practical assessment, multiple-choice test and interview.

The training programme leading to end-point assessment should cover the breadth and depth of the standard using suggested on-programme assessment methods that integrate the knowledge, skills and behaviour components, and which ensure that the apprentice is sufficiently prepared to undertake the end-point assessment.

Use of Artificial Intelligence (AI) in the EPA

Where AI has been used as part of the apprentice's day-to-day work and forms part of a project report, presentation, or artefact, it should be referenced as such within the work. AI must not be used to produce the report or portfolio.

Where AI has been used as part of a portfolio that underpins an interview or professional discussion or any other assessment method, it should be fully referenced within the portfolio.

Additional, relevant on-programme qualification

There are no mandatory qualifications for apprentices for this standard.

Apprentices must acquire a Category C or C1 licence. As part of their Category C or C1 licence acquisition, the apprentice will receive the Driver CPC card and must complete 35 hours of periodic training every 5 years in order to maintain the ability to drive LGVs professionally.

Readiness for end-point assessment

In order for an apprentice to be ready for the end-point assessments:

- the apprentice must have achieved level 1 English and maths.
- the apprentice must have completed and passed their category C or C1 driving test; this is mandatory for all apprentices.
- the apprentice must have gathered their organisation's policies and procedures as requested by Highfield. For guidance, some examples have been provided below.
 - Vehicle checks and reporting defects
 - Route planning
 - Dealing with customers.

This list is not definitive.

- the line manager (employer) must be confident that the apprentice has developed all the knowledge, skills and behaviours defined in the apprenticeship standard and that the apprentice is competent in performing their role. To ensure this, the apprentice must attend a formal meeting with their employer to complete the gateway readiness report.
- the apprentice and the employer should then engage with Highfield to agree a plan and schedule for each assessment activity to ensure all components can be completed within a 3-month end-assessment window. Further information about the gateway process is covered later in this kit.

If you have any queries regarding the gateway requirements, please contact your EPA Customer Engagement Manager at Highfield Assessment.

Order of end-point assessments

The assessment methods can be delivered in any order.

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The Highfield Approach

This section describes the approach Highfield has adopted in the development of this end-point assessment in terms of its interpretation of the requirements of the end-point assessment plan and other relevant documents.

Documents used in developing this end-point assessment

Urban Driver Standard

<https://www.instituteforapprenticeships.org/apprenticeship-standards/urban-driver-v1-1>

End-point assessment plan (v1.1)

https://www.instituteforapprenticeships.org/media/0kbffl3m/st1025_urban_driver_l2_v11-following-funding-only-review-oct24.pdf

Specific considerations

Apprentices can use electronic resources to plan their route practical assessment and their evidence can be presented in this format rather than providing a written route.

Apprentices will be assessed against the 'Route planning' criteria for the practical vehicle journey plan component and failure to meet the pass criteria will result in an instant termination of the practical assessment and overall fail. Similarly, apprentices will be assessed against the 'Vehicle preparation' criteria for the practical pre-use checks component and failure to meet the pass criteria will result in an instant termination of the practical assessment and overall fail. The relevant criteria that needs to be met in each component of the practical assessment have been highlighted in this kit.

Employers and apprentices will gather the following policies and procedures from their organisation to support the assessment criteria. These will be given to Highfield at Gateway.

- Vehicle checks and reporting defects
- Route planning
- Dealing with customers

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Gateway

How to prepare for gateway

After apprentices have completed their on-programme learning, they should be ready to pass through 'gateway' to their end-point assessment.

Gateway is a meeting that should be arranged between the apprentice, their employer and training provider to determine that the apprentice is ready to undertake their end-point assessment. The apprentice should prepare for this meeting by bringing along work-based evidence, including:

- customer feedback
- recordings
- manager statements
- witness statements

As well as evidence from others, such as:

- mid and end-of-year performance reviews
- feedback to show how they have met the apprenticeship standards while on-programme

In advance of gateway, apprentices will need to have:

- achieved level 1 English
- achieved level 1 maths
- completed and passed their category C or C1 driving test
- submitted their organisation's policies and procedures as requested by Highfield

Therefore, apprentices should be advised by employers and providers to gather this evidence and undertake these qualifications during their on-programme training. It is recommended that employers and providers complete regular checks and reviews of this evidence to ensure the apprentice is progressing and achieving the standards before the formal gateway meeting is arranged.

The gateway meeting

The gateway meeting should last around an hour and must be completed on or after the apprenticeship on-programme end date. It should be attended by the apprentice and the relevant people who have worked with the apprentice on-programme, such as the line manager/employer or mentor, the on-programme trainer/training provider and/or a senior manager (as appropriate to the business).

During the meeting, the apprentice, employer and training provider will discuss the apprentice's progress to date and confirm if the apprentice has met the full criteria of the apprenticeship standard during their on-programme training. The **Gateway Readiness Report** should be used to log the outcomes of the meeting and agreed by all 3 parties. This report is available to download from the Highfield Assessment website.

The report should then be submitted to Highfield to initiate the end-point assessment process. If you require any support completing the Gateway Readiness Report, please contact your EPA Customer Engagement Manager at Highfield Assessment.

Please note: a copy of the standard should be available to all attendees during the gateway meeting.

Reasonable adjustments and special considerations

Highfield Assessment has measures in place for apprentices who require additional support. Please refer to the Highfield Assessment Reasonable Adjustments Policy for further information/guidance.

ID requirements

Highfield Assessment will need to ensure that the person undertaking an assessment is indeed the person they are claiming to be. All employers are, therefore, required to ensure that each apprentice has their identification with them on the day of the assessment so the end-point assessor can check.

Highfield Assessment will accept the following as proof of an apprentice's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g., employee ID card, travel card, etc.

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The Urban Driver Apprenticeship Standard

The following pages contain the urban driver apprenticeship standard and the assessment criteria in a format that is suitable for delivery.

Multiple Choice Test

Knowledge

- K2 Different types of goods** transported by fixed axle vehicles over 3500 kg in weight
- K3 Personal protective equipment** selection and use
- K4 The principles of load and weight distribution** applicable to fixed axle vehicles over 3500 kg in weight
- K5 Mechanical and manual handling techniques** when using **auxiliary equipment**. For example, using a mechanical grab for waste collection
- K7 The regulations and legislation that impact on professional driving**. For example, the drivers' hours and working time directive
- K8 The highway code road laws and road restrictions** applicable to category C and C1 licence holders
- K10 Methods to counteract for road and weather conditions** impacting fixed axle vehicles over 3500 kg in weight
- K11 The features found in urban environments** including congestion charging, street furniture, pedestrians, and other road users
- K14 Accident reporting and incident management**
- K21 A range of dynamic risk assessment** methods and associated reporting
- K22 The different regulations and legislation** that apply **when working on-site**. For example, compliance and health and safety requirements in yards, businesses, and homes

Amplification and Guidance

- **Different types of goods** and loads may include:
 - hazardous goods (for example, chemicals)
 - perishable goods (for example, food and drink)
 - non-perishable goods
 - ambient goods (for example, food that can be stored at room temperature)
 - live loads (for example, liquid)
 - wide (abnormal) loads - these are loads that have a width of more than 2.9 metres
 - construction materials (for example, aggregates)
- the type of good that is being transported will determine the type of vehicle used
- the term 'cold chain' can be used to describe the transportation and distribution of low-temperature goods

- **Personal protective equipment:**
 - should be worn to reduce the chance of workplace injuries and illness
 - must be provided by employers free of charge if a driver is required to wear it
 - it often includes wearing:
 - safety boots, such as steel toe cap boots and anti-static boots
 - a high-visibility vest
 - a hard hat
 - safety gloves, when checking external parts of a vehicle and working with hazardous materials and chemicals

- **The principles of load and weight distribution:**
 - even weight distribution increases the stability, handling and performance of a vehicle.
 - the calculation used to work out the weight that a vehicle can carry is the gross weight minus the tare weight.

- the restraints should be capable of securing the full amount of the load weight in a forward direction.
- a load can be secured in many ways. This is dependent on the type of load, and it may include the use of ratchet straps, chains and binders, and load lock bars.
- loads should be placed in contact with the headboard wherever possible, to prevent the load moving when the vehicle breaks.

- **Mechanical and manual handling techniques:**
 - before using any equipment, pre-use checks and the relevant training should have been completed
 - the first principle of safe movement is to stop and think about the safest way to move the load before attempting it
 - to manually handle an item safely the load should be kept close to the waist while lifting
 - it is necessary to be aware of the risks that come with using specific equipment
 - when using a hand pallet truck to move goods, the items must be stacked so that the user has a clear view over the load

- **Auxiliary equipment:**
 - manual handling equipment
 - vehicle and delivery systems

- **The regulations and legislation that impact on professional driving:**
 - the Road Transport (Working Time) Regulations outline the maximum time a professional driver can spend on the road within a given period
 - the Working Time Directive states that if a driver has worked for over 9 hours, they must have a minimum break of 45 minutes
 - the Working Time Directive states a driver must take a break after working for 6 hours
 - the EU Driver's Hours Rules state a driver must take a 45-minute break after 4.5 hours of driving
 - digital tachograph driver cards are valid for 5 years and they must be downloaded at least every 28 days
 - once a driver reaches the age of 45 they must complete a medical every 5 years

- the Road Transport (Working Time) Regulations define a night worker driving a vehicle as someone that works between the hours of 12am and 4:00am

- **The highway code road laws and road restrictions:**

- It is important that all road users:
 - are aware of The Highway Code
 - are considerate of other road users
 - understand their responsibility for the safety of others
- A driver with a category C or C1 licence can pull a trailer weighing up to 750kg
- The Highway Code states that when driving in dry conditions at least a 2-second gap must be left between a driver and the vehicle in front
- If a vehicle does not meet the Ultra Low Emission Zone (ULEZ) standards set for London then the company must pay a daily charge
- The minimum height of an un-marked bridge is 5.0 metres
- It is illegal to sound a horn in a built-up area between the hours of 11:30pm and 7:00am

- **Methods to counteract for road and weather conditions:**

- when driving in windy conditions, drivers will need to slow down in exposed areas
- the best way to control a vehicle in snow is by driving in a high gear slowly
- when driving in heavy rain, a driver should increase their distance from the vehicle in front of them because the vehicles' stopping distances will increase
- where a driver notices that the vehicle behind them is driving too closely, they should ensure that a safe distance is kept between them and the driver in front
- when driving in thick fog, drivers should reduce their speed
- drivers should take extra care when driving at night as speed and distance are harder to judge

- **The features found in urban environments:**

- The objects found in urban environments are often referred to as street furniture
- Examples of street furniture include benches, streetlights, waste bins and traffic lights
- In city centres, congestion charges are often imposed to discourage non-essential vehicle use during peak hours
- Extra room should be given when driving around cyclists and horse riders
- Other road users:
 - cyclists
 - motorcyclists
 - pedestrians
 - children
 - older drivers
 - newer drivers
 - horse riders
 - mobility scooters
 - tractors
 - prams
- Low Emission Zones (LEZ)
- Night restrictions for goods vehicles
- Route restrictions for goods vehicles
- Timed entry and red routes
- Parking restrictions
- Loading bays

- **Accident reporting and incident management:**

- all accidents and incidents should be reported following the correct organisational procedures
- a driver has 24 hours to report an incident to the police if they have caused damage to another vehicle, but they were unable to stop at the scene
- a near miss is classed as an incident
- to help reduce the likelihood of accidents, a vehicle can be fitted with cameras to the left-hand side to prevent blind-spot accidents

- **Dynamic risk assessment:**

- continually assessing the risk of a situation or event and adapting to that situation appropriately by removing identified risks
- when driving Get Out And Look (GOAL) can be used to minimise risks, in particular this is used to check blind spots
- where a driver must re-route, some common hazards to consider include roads that aren't suitable, weight restrictions and low bridges
- if a driver notices a bridge strike, they must contact the railway authority and the local council

- **Different regulations and legislations:**

- The Working Time Directive
- Drivers' hours
- Medical and licence requirements
- ADR (European Agreement concerning the International Carriage of Dangerous Goods by Road)
- The Highway Code
- The Health and Safety at Work etc. Act
- Lifting Operations and Lifting Equipment Regulations (LOLER)
- Control of Substances Hazardous to Health (COSHH)

- Provision and Use of Work Equipment Regulations (PUWER)
- Manual Handling Operations Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- **When working on-site:**
 - the Health and Safety at Work etc. Act states that employees must take care of oneself and others
 - if a driver is making a delivery but there is a delay, they should set their tachograph to 'period of availability' (POA)
 - if a driver is unloading a vehicle on-site then their tachograph must be set to 'other work'

Vehicle Preparation		
Knowledge	Skills	Behaviour
K1 Urban vehicle preparation and maintenance requirements, within limits of own role	<p>S1 Prepare a fixed axle vehicle over 3500 kg in weight for the planned daily workload. This includes the cab, fluid levels, and general inspection</p> <p>S2 Monitor charge or fuel level of the vehicle to meet the daily requirements of the urban schedule</p> <p>S3 Monitor the vehicle for defects</p>	B4 Takes ownership of own work

Practical Assessment	
To pass, the following must be evidenced. These will be assessed in the ‘practical pre-use checks’ component and must be passed in order to move on to the ‘practical driving assessment’ component.	
V1	Prepare a fixed axle vehicle over 3500 KG for use, by performing general inspection around the vehicle, checking the cab set up, and fluid levels (K1, S1, S2, S3, B4)
V2	Identify defects that could impact on the planned journey, in accordance with DVSA and employer guidelines. Escalates any concerns in-line with organisational procedures (K1, S1, S2, S3, B4)
V3	Takes responsibility, by ensuring the vehicle has enough fuel and/or electric charge to meet planned journey requirements. Completes vehicle preparation tasks independently and within limits of authority (K1, S1, S2, S3, B4)
<i>To gain a distinction, the following must be evidenced.</i>	
<i>No distinction criteria</i>	
Amplification and Guidance	
<ul style="list-style-type: none"> • Vehicle preparation tasks: <ul style="list-style-type: none"> ○ vehicle safety checks/inspections, defect reporting, safety requirements, loading, scanning and unloading processes ○ identify vehicle dimensions – height, length, width, weight ○ checking that the vehicle is suitable for the load being carried (axle combinations) ○ checking paperwork to ensure it relates to the goods being transported ○ checking the stability of the vehicle 	

Route Planning

Knowledge	Skills
K12 Map reading techniques relating to the UK road network and urban environments	S8 Plan and/or adapt a driving route to meet contractual arrangements. For example, multiple urban deliveries or collections
Practical Assessment	
To pass, the following must be evidenced. These will be assessed in the 'practical vehicle journey plan' component and must be passed in order to move on to the 'practical pre-use checks' component.	
RP1	Plans an economical route for the journey that is likely to meet the timescale requirements as per the contract (or equivalent agreement) (K12, S8)
RP2	Factors in any known events impacting the road network, including roadworks and congestion (K12, S8)
<i>To gain a distinction, the following must be evidenced.</i>	
RP3	<i>Justify</i> their decision on either timescale or economic grounds (K12, S8)
Amplification and Guidance	
<ul style="list-style-type: none"> • Plans: <ul style="list-style-type: none"> ○ most efficient routes, vehicle selection and contingency planning ○ check for road/vehicle/delivery point restrictions ○ use of navigation equipment ○ welfare issues for live roads • Justify: <ul style="list-style-type: none"> ○ explaining why they have come to that decision 	

Drive Safely & Professionally

Knowledge	Skills
<p>K6 The capability and limitations of fixed axle vehicles over 3500 kg in weight. This includes manoeuvrability, space requirements, access requirements, legal restrictions, and physical constraints</p> <p>K9 A range of driving techniques applicable to fixed axle vehicles over 3500 kg in weight</p>	<p>S9 Drive fixed axle vehicles over 3500 kg in weight considering all relevant factors. This includes vehicle type, road surface, goods, environmental conditions, vulnerable road users and pedestrians</p> <p>S12 Manoeuvre fixed axle vehicles over 3500 kg in weight on site. For example, a customer driveway, building site, or recycling centre</p>
Practical Assessment	
To pass, the following must be evidenced.	
<p>DS1 Safely handles a fixed axle vehicle over 3500kg, when driving both on public roads and driving on-site, for example, a builder's yard or a depot. (K6, K9, S9, S12)</p> <p>DS2 Takes account of the vehicle's physical capability and limitations and adjusts their driving and parking to complete the job safely (K6, K9, S9, S12)</p> <p>DS3 Considers and responds to potential risks posed by other both pedestrians and vulnerable road users (for example cyclists), adjusting their driving to suit (K6, K9, S9, S12)</p> <p>DS4 Considers the environments they drive in, including driving conditions and weather conditions and adjusts their driving to complete the job safely (K6, K9, S9, S12)</p> <p>DS5 Adheres to parking restrictions in the local area (K6, K9, S9, S12)</p>	
To gain a distinction, the following must be evidenced.	
<p>DS6 <i>Explains the consequences of a given scenario, as selected by the independent assessor, outlining the danger to individuals or the impact on the vehicle (K6, K9, S9, S12)</i></p>	
Amplification and Guidance	
<ul style="list-style-type: none"> • Safely handles a fixed axle vehicle over 3500kg: 	

- Consider fuel costs and other possible efficiencies
- Implications of differing vehicle configurations and associated safety issues
- Manoeuvre vehicle safely in confined spaces/through roadworks
- Close Quarter Manoeuvre (CQM)
- **Driving conditions and weather conditions:**
 - weather
 - snow
 - rain
 - sleet
 - wind
 - fog
 - sunshine
 - standing water
 - busy/quiet
 - roadworks (width, height, length, weight and speed restrictions)
 - overhanging infrastructure – trees, lamp posts and bins

Use of Equipment and IT	
Knowledge	Skills
K17 Uses and limitations of urban vehicle in-cab technology for safety, reporting and compliance. This includes driver aids, telematics, handheld terminals, and on-board weighing systems	S10 Use on-board electronic systems in line with operating procedures

	S16 Utilise available IT systems to manage data relating to the delivery/collection contract
Practical Assessment	
To pass, the following must be evidenced.	
EI1	Uses the available in-cab electronic systems , following both the operating procedures for that equipment, and the highway code requirements for safe driving (K17, S10)
<i>To gain a distinction, the following must be evidenced.</i>	
<i>No distinction criteria</i>	
Interview	
To pass, the following must be evidenced.	
EI2	Describes how they use IT systems to correctly manage delivery or collection data (S16)
<i>To gain a distinction, the following must be evidenced.</i>	
<i>No distinction criteria</i>	
Amplification and Guidance	
<ul style="list-style-type: none"> • In-cab electronic systems: <ul style="list-style-type: none"> ○ Tachographs ○ Adaptive braking ○ Driver aids ○ Hand-held scanners ○ On-board telematics ○ Cruise control/speed limiter 	

- Auxiliary brakes
 - Hands-free mobile/Bluetooth
 - On-board weighing systems
 - CCTV systems
 - Satellite navigation systems
- **The highway code requirements for safe driving:**
 - it is illegal to hold and use a phone or satnav while driving
 - windscreens must be kept clean and free from obstructions to vision, meaning satnavs must be placed appropriately

Risk Assessment	
Skills	Behaviour
S13 Perform dynamic risk assessment of a site and take remedial action. For example, adjusting or aborting a delivery or collection due to safety issues	B2 Puts safety first for themselves and others
Practical Assessment	
To pass, the following must be evidenced.	
RA1	Completes a dynamic risk assessment of a site by considering all factors that present possible risk to the safety of any person or the vehicle and the on-site environment (S13, B2)
RA2	Takes any remedial action required, by responding in a way that reduces risk. (e.g., adjusting delivery, aborting, reporting or escalating) (S13, B2)
To gain a distinction, the following must be evidenced.	
RA3	<i>Explains how they considered all factors to make a risk judgement (S13, B2)</i>

Amplification and Guidance

- **Dynamic risk assessment:**
 - continually assessing the risk of a situation or event and adapting to that situation appropriately by removing identified risks
 - factors to consider may include pedestrians, ground conditions, fixed objects or overhead cables
 - follow organisational reporting procedures when aborting delivery

Vehicle & Load Management

Knowledge	Skills	Behaviour
<p>K16 Techniques for protecting goods in urban areas, including both when in transit and when the vehicle is unattended</p>	<p>S5 Apply protections, manual handling, and mechanical aids to the situation, when loading or off-loading goods</p> <p>S6 Prepare, position and secure goods appropriate for the goods type, the vehicle type, and the urban conditions</p> <p>S7 Manage goods in transit. For example, security, and checking seals for signs of damage and leaks.</p>	<p>B5 Sources solutions</p>

Interview

To pass, the following must be evidenced.

VL1 Explains the process they follow that ensures protection to both themselves, the vehicle, and its contents when in transit and when parked (K16, S5, S6, S7, B5)

- VL2 Identifies how they match the right manual or mechanical aids to a given situation as selected by the independent assessor, when loading and unloading a vehicle. Explains the techniques they apply to safe manual handling (K16, S5, S6, S7, B5)
- VL3 Outlines how preparing, positioning, or securing goods must factor in a given scenario selected by the independent assessor (K16, S5, S6, S7, B5)
- VL4 Describes how they **protect** the vehicle and its goods (K16, S5, S6, S7, B5)

To gain a distinction, the following must be evidenced.

- VL5 *Explains the impact on the business in a given 'vehicle protection' scenario (as selected by the independent assessor) (K16, S5, S6, S7, B5)*

Amplification and Guidance

- **Protect:**
 - manage unlawful access
 - ensure vehicle is locked on exit (at all times)
 - use appropriate and safe parking areas
 - conduct security checks
 - use vehicle security checks and conduct daily checks
 - equipment/personal items stowed away correctly
 - ensure load is correctly secured
 - adhere to The Highway Code
 - drivers must wear a seatbelt
 - frequent use of mirrors

On-site Services

Knowledge	Skills	Behaviour
<p>K18 The importance of brand identity in the urban delivery sector</p> <p>K19 The role of customer services standards in urban delivery, including the impact that own service provision can have on both the customer and on the wider organisation.</p> <p>K25 The range and applications of own organisations products and on-site services</p>	<p>S17 Complete contractual obligations on site. For example, installing white goods in a home, or removing waste, leaving the site to the expected standard</p> <p>S18 Brief the customer on the technical specifications of the delivery, collection, or installation, answering questions. This could mean, for instance, demonstrating how a product works</p> <p>S19 Adjust the services provided in response to customer requirements, within the limits of own role</p>	<p>B3 Respectful of others</p> <p>B7 Acts in a professional and ethical manner</p>
Interview		
To pass, the following must be evidenced.		
<p>OS1 Describes how they brief the customer on the technical specification of the delivery, collection or installation and the impact that has on the customer (K18, K19, K25, S17, S18, S19, B3, B7)</p> <p>OS2 Describes how they provide on-site services, meeting customer requirements and how they deal with additional customer requirements (K18, K19, K25, S17, S18, S19, B3, B7)</p> <p>OS3 Describes how they are professional and respectful with customers and colleagues (K18, K19, K25, S17, S18, S19, B3, B7)</p> <p>OS4 Describes the impact this has on the brand (K18, K19, K25, S17, S18, S19, B3, B7)</p>		
To gain a distinction, the following must be evidenced.		

OS5 Explains the impact of reputational damage on the organisation's brand and the impact on the business (K18, K19, K25, S17, S18, S19, B3, B7)

Health & Safety	
Knowledge	Skills
<p>K13 Hazard perception techniques when driving, including the different approaches used in urban areas and other UK road environments</p> <p>K23 Techniques for managing own well-being (physical and mental health) in an urban delivery environment</p>	<p>S11 Respond and adapt to urban driving incidents, accidents roadworks and hazards</p>
Interview	
To pass, the following must be evidenced.	
<p>HS1 Describes how they consider potential hazards when driving in urban and non-urban areas. Describes how they adjust their driving when faced with unforeseen circumstances, as selected by the independent assessor (K13, K23, S11)</p> <p>HS2 Describes how they mitigate risks to their physical and mental health and wellbeing (K13, K23, S11)</p>	
<i>To gain a distinction, the following must be evidenced.</i>	
<p><i>No distinction criteria</i></p>	

Amplification and Guidance

- **Potential hazards:**
 - heavy traffic
 - pedestrians
 - cyclists
- **Unforeseen circumstances:**
 - accidents/incidents
 - adverse weather conditions
- **Mitigate risks:**
 - safety-first approach
 - wear appropriate personal protective equipment (PPE)
 - follow rules, regulations and safe working practices
 - keep vehicle keys and documents secure

Structure of Organisation and Industry

Knowledge

K24 The different types of organisations that make up the urban delivery supply chain

Interview
To pass, the following must be evidenced.
SOI1 Outlines the different organisations in the urban delivery supply chain in which they operate (K24)
<i>To gain a distinction, the following must be evidenced.</i>
SOI2 <i>Explains the potential impact on the wider supply chain if an organisation does not perform their role adequately (K24)</i>
Amplification and Guidance
<ul style="list-style-type: none"> • Different organisations: <ul style="list-style-type: none"> ○ retail ○ removals ○ construction ○ pallet ○ laundry ○ recycling ○ agriculture ○ manufacturing

Environment & Sustainability
Knowledge
K15 Environmental and sustainability factors when driving in urban areas

Interview
To pass, the following must be evidenced.
ES1 Describe the factors that impact on the environment and sustainability when driving in urban areas (K15)
<i>To gain a distinction, the following must be evidenced.</i>
<i>No distinction criteria</i>

Legislation
Skills
S20 Comply with relevant legislation and regulation, both when driving and on site
Interview
To pass, the following must be evidenced.
L1 Describes the steps they follow that ensures they work compliantly with both legislation and regulation (S20)
L2 Outlines the relevant legislation or regulation for a given scenario as selected by the independent assessor (S20)
<i>To gain a distinction, the following must be evidenced.</i>
L3 <i>Explains the impact of legislation or regulation to the business for a given scenario as selected by the independent assessor (S20)</i>
Amplification and Guidance
<ul style="list-style-type: none"> • Relevant legislation and regulation: <ul style="list-style-type: none"> ○ The Working Time Directive ○ Drivers' hours

- Medical and licence requirements
- ADR (European Agreement concerning the International Carriage of Dangerous Goods by Road)
- Highway Code
- The Health and Safety at Work etc. Act

Ways of Working		
Knowledge	Skills	Behaviour
K20 Different forms of communication. For example, electronic, written and in-person	<p>S4 Co-ordinate own work with others to meet business priorities</p> <p>S14 Manage relationships that enable successful urban delivery, collection, and on-site contracts</p> <p>S15 Adapt communication style to meet the needs of the audience</p>	<p>B1 Work flexibly (for example, working alone and in a team as required)</p> <p>B6 Committed to keeping continuous professional development up to date with industry best practice</p>
Interview		
To pass, the following must be evidenced.		
W1	Describes how their flexible approach to work and managing relationships contributes to a coordinated team effort that ensures business priorities are met (K20, S4, S14, S15, B1, B6)	
W2	Describes how they provide information clearly and concisely (K20, S4, S14, S15, B1, B6)	
W3	Describes how they adapt their communication to meet the needs of the audience (K20, S4, S14, S15, B1, B6)	
W4	Describes how their own commitment to continuous professional development helps this (K20, S4, S14, S15, B1, B6)	

To gain a distinction, the following must be evidenced.

W5 Explains how they manage difficult conversations with customers or colleagues, e.g., when a delivery has had an unanticipated delay (K20, S4, S14, S15, B1, B6)

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Assessment Summary

The end-point assessment for the Level 2 Urban Driver Apprenticeship Standard is made up of 3 components:

1. Multiple-choice test consisting of 30 questions of 45-minutes duration
2. Practical assessment of 2-hour duration
3. Interview of 45-minutes duration

As an employer/training provider, you should agree a plan and schedule with the apprentice to ensure all assessment components can be completed effectively.

Each component of the end-point assessment will be assessed against the appropriate criteria laid out in this kit, which will be used to determine a grade for each individual. The grade will be determined using the combined grades.

Multiple-choice test

Total marks available are 30.

- To achieve a **pass**, apprentices must score at least 21 out of 30
- To achieve a **distinction**, apprentices must score at least 27 out of 30
- **Unsuccessful** apprentices will have scored 20 or below

The test may be delivered online or be paper-based and should be in a 'controlled' environment.

Practical assessment

Apprentices will be marked against the pass and distinction criteria outlined in this kit.

- To achieve a **pass**, apprentices must achieve all of the pass criteria
- To achieve a **distinction**, apprentices must achieve all of the pass criteria **and** all of the distinction criteria
- **Unsuccessful** apprentices will not have achieved all of the pass criteria

Interview

Apprentices will be marked against the pass and distinction criteria outlined in this kit.

- To achieve a **pass**, apprentices must achieve all of the pass criteria
- To achieve a **distinction**, apprentices must achieve all of the pass criteria **and** all of the distinction criteria
- **Unsuccessful** apprentices will not have achieved all of the pass criteria

Grading

The apprenticeship includes pass and distinction grades with the final grade based on the apprentice's combined performance in each assessment method.

In order to pass the apprentice is required to pass each of the three assessment methods.

In order to achieve a distinction, the apprentice must achieve a distinction in all three assessment methods.

The overall grade for the apprentice is determined using the matrix below.

Multiple-choice test	Practical assessment	Interview	Overall grade awarded
Fail any of the three assessment activities			Fail
Pass	Pass	Pass	Pass
Pass	Distinction	Pass	Pass
Pass	Pass	Distinction	Pass
Distinction	Pass	Pass	Pass
Pass	Distinction	Distinction	Pass
Distinction	Pass	Distinction	Pass
Distinction	Distinction	Pass	Pass
Distinction	Distinction	Distinction	Distinction

Retake and Resit information

Apprentices who fail one or more EPA method(s) can take a resit or a retake at the employer's discretion. The apprentice's employer needs to agree that a resit or retake is appropriate. A resit does not need further learning, whereas a retake does. If a **resit** is chosen, please call the Highfield scheduling team to arrange the resit. If a **retake** is chosen, the apprentice will require a period of further learning and will need to complete a retake checklist. Once this is completed, please call the Highfield scheduling team to arrange the retake.

When undertaking a resit or retake, the assessment method(s) will need to be re-attempted in full, regardless of any individual assessment criteria that were passed on any prior attempt. The EPA Report will contain feedback on areas for development and resit or retake guidance.

The employer and Highfield agree the timescale for a resit or retake. A resit is typically taken within 2 months of the EPA outcome notification. The timescale for a retake is dependent on how much re-training is required and is typically taken within 3 months of the EPA outcome notification.

Any EPA component resit/retake must be taken within a 6-month period from the EPA outcome notification, otherwise, the entire EPA must be retaken in full. Apprentices should have a supportive action plan to prepare for the resit/retake.

Resits and retakes are not offered to apprentices wishing to move from pass to a higher grade.

An apprentice will get a maximum EPA grade of pass for a resit or retake, unless Highfield determines there are exceptional circumstances.

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Assessing the Multiple-Choice Test

The test consists of **30 multiple-choice questions** and will last **45-minutes**. The **pass** mark is 21 out of 30 and the **distinction** mark is 27 out of 30.

The multiple-choice test may be delivered online or be paper-based and should be taken in a 'controlled' and invigilated environment. The test is closed book so the apprentice cannot refer to reference books or materials.

Apprentices will be given at least 2 weeks' notice of the date and time of the multiple-choice test.

Before the assessment:

The employer/training provider should:

- brief the apprentice on the areas that will be assessed by the multiple-choice test.
- set the apprentice a mock multiple-choice test in readiness for end-point assessment. A mock multiple-choice test is available to download from the Highfield Assessment website and is also available on the Highfield mock e-assessment system.

Multiple-Choice Test Criteria

Multiple Choice Test

- K2 Different types of goods transported by fixed axle vehicles over 3500kg in weight
- K3 Personal protective equipment selection and use
- K4 State the principles of load and weight distribution applicable to fixed axle vehicles over 3500 kg in weight
- K5 Mechanical and manual handling techniques when using auxiliary equipment. For example, using a mechanical grab for waste collection
- K7 The regulations and legislation that impact on professional driving. For example, the drivers' hours and working time directive
- K8 The highway code road laws and road restrictions applicable to category C and C1 licence holders
- K10 Methods to counteract for road and weather conditions impacting fixed axle vehicles over 3500 kg in weight
- K11 The features found in urban environments including congestion charging, street furniture, pedestrians, and other road users
- K14 Accident reporting and incident management
- K21 A range of dynamic risk assessment methods and associated reporting
- K22 The different regulations and legislation that apply when working on-site. For example, compliance and health and safety requirements in yards, businesses, and homes

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Assessing the Practical Assessment

Apprentices will be observed by an independent assessor whilst completing the practical assessment. The independent assessor will conduct and observe only one apprentice at a time during this assessment method. The apprentice must be given 2 weeks' notice of the practical assessment.

The practical assessment will take place in a simulated environment that will relate to the apprentice's natural work environment such as the employer's premises. The practical assessment will be point-to-point and not multi-drop. The apprentice will drive the vehicle on a real road network to the final destination which will be a simulated site, chosen by Highfield, relating to the apprentice's natural work environment such as a customer depot, factory or building site.

Before the practical assessment commences, the employer or training provider will provide a category C or category C1 vehicle, that is road legal and a minimum of 3500 kg, that the apprentice is familiar with. The employer should determine if the vehicle will be sourced by the employer or training provider. The vehicle is **not required** to carry a load for the assessment.

The practical assessment has three components and will be carried out in the following order.

1. Practical vehicle journey plan
2. Practical pre-use checks
3. Practical driving assessment

The activities will be carried out over a total assessment time of 2 hours. The practical assessment cannot be split, other than for comfort breaks or to allow apprentices to move from one location to another. Where breaks occur, they will not count towards the total assessment duration. Apprentices will be supervised during any breaks in the assessment and must not communicate with anyone else. If unforeseen circumstances occur, such as traffic congestion or an accident, then this will be reviewed by the Highfield Assessment team.

The independent assessor has the discretion to increase the time of all components by up to 10% to allow the apprentice to complete a task or respond to a question if necessary.

The independent assessor will explain the format and timescales of the practical assessment before it begins. This does not count towards the assessment time.

Component 1: Practical vehicle journey plan (15 minutes total)

The apprentice will be given 10 minutes to plan an approximately 30-minute journey using a route from their start location to the destination they have been allocated.

The employer or training provider will provide access to the resources that the apprentice uses in their daily role such as a map, satellite navigation system, or electronic devices, to allow the apprentice to carry out this task.

In planning the route, the apprentice must take into account:

1. Most efficient routes
2. Vehicle type and limitations
3. Road features
4. Use of navigation equipment

The apprentice's chosen route can be planned either in writing or with the use of electronic equipment.

The independent assessor will review the route ahead of the practical driving assessment to confirm it is suitable and will then have 5 minutes to ask a minimum of 2 questions about the apprentice's choice of route, considering road closures, traffic and vehicle type and limitations to justify how they plan to meet contractual arrangements.

The independent assessor will obtain feedback on the route from the manager at the employer site or alternative venue who can propose a different route if they are aware of any difficulties with the proposed route only, such as road works or road closures.

The manager at the employer site or alternative venue cannot ask questions or correct any errors. If an alternative route is proposed, the apprentice is advised of the new route and this will not impact their grade.

If the apprentice fails the practical vehicle journey plan, then they will **not** be allowed to proceed to the practical pre-use checks. This will result in a fail for the entire practical assessment.

Component 2: Practical pre-use checks (40 minutes total)

The apprentice will walk around the vehicle they will be driving that day for the practical assessment and complete checks in line with Driver and Vehicle Standards Agency (DVSA) guidelines for vehicle roadworthiness.

The following should also be completed:

1. Checking the fuel or charge level of the vehicle
2. Checking the condition of the cab
3. Identifying any defects

The pre-use checks will last for 30 minutes, followed by 10 minutes of questions and as a minimum include:

- safety requirements
- planning and preparation process

The independent assessor will ask a minimum of 3 questions. Scenario-based questions will be used to assess potential faults such as a faulty seatbelt.

If the apprentice fails the pre-use checks, then they will **not** be allowed to proceed to the practical driving assessment. This will result in a fail for the entire practical assessment.

Component 3: Practical driving assessment (1 hour 5 minutes total)

Apprentices will be provided with instructions on driving the route they planned in component 1, including the timescales they are working to. Time for this instruction is exclusive of the assessment time.

The apprentice will drive the category C or category C1 vehicle to the allocated destination, with the independent assessor alongside in the cab. This will last 30 minutes. They will then visually risk assess the destination and park the vehicle. This will last 10 minutes. The total time for the practical element is 40 minutes. The independent assessor will then ask the apprentice questions. The time allocated for questioning is 25 minutes.

The following activities will be observed during the practical driving assessment:

- drive a category C or C1 vehicle via a combination of A and B roads (as defined by the Driver and Vehicle Licensing Agency (DVLA))
- ensure elements of the journey are driven through an urban area, meaning a town or city
- usage of in-cab electronic devices during the journey
- perform a visual risk assessment of the destination site
- manoeuvre the vehicle onto the site and park up

The approved vehicle journey plan, from component 1, must include a range of road types.

The independent assessor will ask at least 5 questions. Follow-up questions may also be asked to clarify any points or evidence any knowledge, skills and behaviours that did not naturally occur. The purpose of the independent assessor's questions is to assess the following themes:

- drive safely and professionally
- use of equipment and IT
- risk assessment

The independent assessor has the authority to end the practical assessment at any point should the apprentice performs illegal or unsafe driving behaviours.

Before the assessment

Employers/training providers should plan a relevant practical driving assessment activity, or series of activities, which provide the apprentice with the opportunity to

demonstrate each of the required standards outlined in the following pages. The practical driving assessment activities should provide the apprentice with opportunities to:

- plan routes effectively
- drive safely and efficiently on public and private roads
- use and position vehicle fitted equipment
- control the vehicle in all traffic situations
- use relevant equipment machinery safely
- use basic IT systems
- comply with relevant systems and processes (legislation and regulation)
- protect the driver, vehicle and load
- maintain the health, safety and security of yourself and others

Employers/training providers should:

- ensure the apprentice knows the date, time and location of the assessment
- brief the apprentice on the activities to be carried out and the duration of the assessment
- ensure the apprentice knows which criteria will be assessed
- encourage the apprentice to reflect on their on-programme experience and learning to understand what is required to meet the standard
- be prepared to provide clarification to the apprentice and signpost them to relevant parts of their on-programme experience in preparation for their assessment

Grading the practical assessment

Apprentices will be marked against the pass and distinction criteria included in the tables on the following pages (under ‘Practical assessment criteria’).

- To achieve a **pass**, apprentices must achieve all of the pass criteria
- To achieve a **distinction**, apprentices must achieve all of the pass criteria **and** all of the distinction criteria
- **Unsuccessful** apprentices will have not achieved all of the pass criteria

Practical Assessment – Mock Assessment

It is the employer/training provider’s responsibility to prepare apprentices for their end-point assessment and Highfield recommends that the apprentice experiences a mock practical assessment in advance of the end-point assessment. The training provider/employer will have the opportunity to give feedback on any areas for improvement.

In designing a mock assessment, the employer/training provider should include the following elements in its planning:

- the mock practical assessment should take place in a category C or category C1 vehicle.
- the mock practical assessment should take place in a real workplace or a realistic simulation if the real workplace does not present all the required assessment opportunities.
- the participation of other personnel to play the parts of customers, team members, other road users, etc.
 - it is strongly recommended that the mock practical assessment has been practised beforehand and all personnel involved are properly briefed on their roles
 - the roles should provide the opportunity for the apprentice to demonstrate both the 'pass' level and the 'distinction' level criteria
- a minimum 2-hour time slot should be available. This allows for a complete mock practical assessment of all 3 components if it is intended to be a complete mock practical assessment covering all relevant standards. However, this time may be split up to allow for progressive learning.
- consider a video recording of the mock practical vehicle journey plan and practical pre-use checks, and allow it to be observed by other apprentices, especially if it is not practicable for the employer/training provider to carry out a separate mock assessment with each apprentice. Written feedback can be provided for the practical driving assessment.
- ensure that the apprentice's performance is assessed by a competent trainer/assessor, and that feedback is shared with the apprentice to complete the learning experience.
- mock assessment sheets are available to download from the Highfield Assessment website and may be used for this purpose.

Component 1: Practical vehicle journey plan

This component has a duration of 10 minutes, followed by 5 minutes of questioning. The assessor will ask a minimum of 2 questions about the apprentice's route.

Example questions include:

- How have you ensured this is the most economical route?
- Tell me about the considerations you have made when planning this route.

Component 2: Pre-use checks

This component has a duration of 30 minutes, followed by 10 minutes of questioning. The assessor will ask a minimum of 3 questions.

Example questions include:

- Tell me the actions you would take if you found a defect during your pre-use checks.
- How do you ensure the tyres are roadworthy prior to driving the vehicle?
- Tell me about the process to ensure the load is prepared safely.

Component 3: Practical driving assessment

This component has a duration of 40 minutes, followed by 25 minutes of questioning. The assessor will ask a minimum of 5 questions.

Example questions include:

- How do you change your driving techniques according to different weather conditions such as heavy rain?
- Tell me the ways you drive to maintain fuel efficiency.
- What actions would you take if there were a number of low bridges along your route?
- Tell me about the considerations you must make when driving at peak times.
- How do you complete a dynamic risk assessment once you arrive on site?

Practical Assessment Criteria

During the practical assessment, the following criteria should be evidenced.

Apprentices should prepare for the practical assessment by considering how the criteria can be met. In order to achieve a pass, all pass criteria must be achieved. In order to achieve a distinction, all pass criteria and all of the distinction criteria must be achieved.

Vehicle Preparation	
To pass, the following must be evidenced. These will be assessed in the ‘practical pre-use checks’ component and must be passed in order to move on to the ‘practical driving assessment’ component.	
V1	Prepare a fixed axle vehicle over 3500 KG for use, by performing general inspection around the vehicle, checking the cab set up, and fluid levels (K1, S1, S2, S3, B4)
V2	Identify defects that could impact on the planned journey, in accordance with DVSA and employer guidelines. Escalates any concerns in-line with organisational procedures (K1, S1, S2, S3, B4)
V3	Takes responsibility, by ensuring the vehicle has enough fuel and/or electric charge to meet planned journey requirements. Completes vehicle preparation tasks independently and within limits of authority (K1, S1, S2, S3, B4)
<i>To gain a distinction, the following must be evidenced.</i>	
<i>No distinction criteria</i>	

Route Planning

To pass, the following must be evidenced. These will be assessed in the 'practical vehicle journey plan' component and must be passed in order to move on to the 'practical pre-use checks' component.

- RP1 Plans an economical route for the journey that is likely to meet the timescale requirements as per the contract (or equivalent agreement) (K12, S8)
- RP2 Factors in any known events impacting the road network, including roadworks and congestion (K12, S8)

To gain a distinction, the following must be evidenced.

- RP3 Justify their decision on either timescale or economic grounds (K12, S8)*

Drive Safely & Professionally

To pass, the following must be evidenced.

- DS1 Safely handles a fixed axle vehicle over 3500kg, when driving both on public roads and driving on-site, for example, a builder's yard or a depot (K6, K9, S9, S12)
- DS2 Takes account of the vehicle's physical capability and limitations and adjusts their driving and parking to complete the job safely (K6, K9, S9, S12)
- DS3 Considers and responds to potential risks posed by other both pedestrians and vulnerable road users (for example cyclists), adjusting their driving to suit (K6, K9, S9, S12)
- DS4 Considers the environments they drive in, including driving conditions and weather conditions and adjusts their driving to complete the job safely (K6, K9, S9, S12)
- DS5 Adheres to parking restrictions in the local area (K6, K9, S9, S12)

To gain a distinction, the following must be evidenced.

- DS6 Explains the consequences of a given scenario, as selected by the independent assessor, outlining the danger to individuals or the impact on the vehicle (K6, K9, S9, S12)*

Use of Equipment & IT

To pass, the following must be evidenced.

- EI1 Uses the available in-cab electronic systems, following both the operating procedures for that equipment, and the highway code requirements for safe driving (K17, S10)

To gain a distinction, the following must be evidenced.

No distinction criteria

Risk Assessment

To pass, the following must be evidenced.

RA1 Completes a dynamic risk assessment of a site by considering all factors that present possible risk to the safety of any person or the vehicle and the on-site environment (S13, B2)

RA2 Takes any remedial action required, by responding in a way that reduces risk. (e.g., adjusting delivery, aborting, reporting or escalating) (S13, B2)

To gain a distinction, the following must be evidenced.

RA3 Explains how they considered all factors to make a risk judgement (S13, B2)

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Assessing the Interview

The interview consists of the independent assessor asking the apprentice a series of questions to assess their competence against the relevant criteria outlined in this kit. The independent assessor leads this process to obtain information from the apprentice. It is not a two-way discussion.

The purpose of the independent assessor's questions will be to clarify the apprentice's understanding and the themes that must be all covered are:

- vehicle & load management
- on-site services
- health & safety
- structure of organisation and industry
- environment & sustainability
- legislation
- use of IT
- ways of working

The apprentice must be given 2 weeks' notice of the interview. It will take place in a suitable environment and can be conducted by video conferencing. It will last for 45 minutes. The independent assessor can increase the time of the interview by up to 10% to allow the apprentice to respond to a question if necessary.

During the interview, the independent assessor will ask a minimum of 8 questions. Follow-up questions may be asked to gain clarification.

Before the assessment:

Employers/training providers should:

- plan the interview to allow the apprentice the opportunity to demonstrate each of the required standards
- ensure the apprentice knows the date, time and location of the assessment
- ensure the apprentice knows which criteria will be assessed (outlined on the following pages)
- encourage the apprentice to reflect on their on-programme experience and learning to understand what is required to meet the standard
- be prepared to provide clarification to the apprentice and signpost them to relevant parts of their on-programme experience as preparation for this assessment

Grading the interview

Apprentices will be marked against the pass and distinction criteria included in the tables on the following pages (under 'Interview criteria').

- To achieve a **pass**, apprentices must achieve all of the pass criteria
- To achieve a **distinction**, apprentices must achieve all of the pass criteria **and** all of the distinction criteria
- **Unsuccessful** apprentices will have not achieved all of the pass criteria

Interview – Mock Assessment

It is suggested that a mock assessment is carried out by the apprentice in advance of the end-point assessment with the training provider/employer giving feedback on any areas for improvement.

It is the employer/training provider's responsibility to prepare apprentices for their end-point assessment, and Highfield recommends that they experience a mock interview in preparation for the real thing. The most appropriate form of mock assessment will depend on the apprentice's setting and the resources available at the time.

When planning a mock assessment, the employer/training provider should include the following elements:

- the mock interview should take place in a suitable location.
- a 45-minute time slot should be available to complete the interview if it is intended to be a complete interview covering all relevant standards. However, this time may be split up to allow for progressive learning.
- consider a video or audio recording of the mock interview and allow it to be available to other apprentices, especially if it is not practicable for the employer/training provider to carry out a separate mock assessment with each apprentice.
- ensure that the apprentice's performance is assessed by a competent trainer/assessor, and that feedback is shared with the apprentice to complete the learning experience.
- mock assessment sheets are available to download from the Highfield Assessment website and may be used for this purpose.
- structured 'open' questions should be used as part of the interview that do not lead the apprentice but allow them to express their knowledge and experience in a calm and comfortable manner.

Some examples of this may include the following:

- How do you ensure that your vehicle and load are protected when parked?
- How do you identify and adapt to potential hazards when driving in urban areas?
- Tell me about a time you have provided on-site services and how you met the necessary customer requirements.
- What different organisations are included in the supply chain you work in?
- Can you provide me with some examples of legislation that you comply with and how you do this?
- How do you make sure you are providing information clearly?
- Tell me about a time when you have had to adapt your communication to the audience.
- What impact can reputational damage have on an organisation?

Interview Criteria

During the interview, the following standards should be evidenced. Apprentices should prepare for the interview by considering how the criteria can be met. In order to achieve a pass, all pass criteria must be achieved. In order to achieve a distinction, all pass criteria and all of the distinction criteria must be achieved.

Vehicle & Load Management	
To pass, the following must be evidenced.	
VL1	Explains the process they follow that ensures protection to both themselves, the vehicle, and its contents when in transit and when parked (K16, S5, S6, S7, B5)
VL2	Identifies how they match the right manual or mechanical aids to a given situation as selected by the independent assessor, when loading and unloading a vehicle. Explains the techniques they apply to safe manual handling (K16, S5, S6, S7, B5)
VL3	Outlines how preparing, positioning, or securing goods must factor in a given scenario selected by the independent assessor (K16, S5, S6, S7, B5)
VL4	Describes how they protect the vehicle and its goods (K16, S5, S6, S7, B5)
To gain a distinction, the following must be evidenced.	
VL5	<i>Explains the impact on the business in a given 'vehicle protection' scenario (as selected by the independent assessor) (K16, S5, S6, S7, B5)</i>

On-site Services

To pass, the following must be evidenced.

- OS1 Describes how they brief the customer on the technical specification of the delivery, collection or installation and the impact that has on the customer (K18, K19, K25, S17, S18, S19, B3, B7)
- OS2 Describes how they provide on-site services, meeting customer requirements and how they deal with additional customer requirements (K18, K19, K25, S17, S18, S19, B3, B7)
- OS3 Describes how they are professional and respectful with customers and colleagues (K18, K19, K25, S17, S18, S19, B3, B7)
- OS4 Describes the impact this has on the brand (K18, K19, K25, S17, S18, S19, B3, B7)

To gain a distinction, the following must be evidenced.

- OS5 Explains the impact of reputational damage on the organisation's brand and the impact on the business (K18, K19, K25, S17, S18, S19, B3, B7)

Health & Safety

To pass, the following must be evidenced.

- HS1 Describes how they consider potential hazards when driving in urban and non-urban areas. Describes how they adjust their driving when faced with unforeseen circumstances, as selected by the independent assessor (K13, K23, S11)
- HS2 Describes how they mitigate risks to their physical and mental health and wellbeing (K13, K23, S11)

To gain a distinction, the following must be evidenced.

No distinction criteria

Structure of Organisation and Industry

To pass, the following must be evidenced.

- SOI1 Outlines the different organisations in the urban delivery supply chain in which they operate (K24)

To gain a distinction, the following must be evidenced.

- SOI2 Explains the potential impact on the wider supply chain if an organisation does not perform their role adequately (K24)

Environment & Sustainability

To pass, the following must be evidenced.

- ES1 Describe the factors that impact on the environment and sustainability when driving in urban areas (K15)

To gain a distinction, the following must be evidenced.

No distinction criteria

Legislation	
To pass, the following must be evidenced.	
L1	Describes the steps they follow that ensures they work compliantly with both legislation and regulation (S20)
L2	Outlines the relevant legislation or regulation for a given scenario as selected by the independent assessor (S20)
To gain a distinction, the following must be evidenced.	
L3	<i>Explains the impact of legislation or regulation to the business for a given scenario as selected by the independent assessor (S20)</i>

Use of Equipment & IT	
To pass, the following must be evidenced.	
EI2	Describes how they use IT systems to correctly manage delivery or collection data (S16)
To gain a distinction, the following must be evidenced.	
<i>No distinction criteria</i>	

Ways of Working	
To pass, the following must be evidenced.	
W1	Describes how their flexible approach to work and managing relationships contributes to a coordinated team effort that ensures business priorities are met (K20, S4, S14, S15, B1, B6)
W2	Describes how they provide information clearly and concisely (K20, S4, S14, S15, B1, B6)
W3	Describes how they adapt their communication to meet the needs of the audience (K20, S4, S14, S15, B1, B6)
W4	Describes how their own commitment to continuous professional development helps this (K20, S4, S14, S15, B1, B6)
To gain a distinction, the following must be evidenced.	
W5	<i>Explains how they manage difficult conversations with customers or colleagues, e.g., when a delivery has had an unanticipated delay (K20, S4, S14, S15, B1, B6)</i>

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