

Highfield Level 3 ST0647 Transport and Warehouse Operations Supervisor – Transport Pathway

Apprentice details

Name	
Job title	
Employer	
Training Provider	

You should complete the table below, to show how the project report maps to all of the KSBs that are being assessed by this method. This should be submitted alongside your completed project report.

Operations	
KSB	Page number(s)/section(s) of report
K3: Factors that affect workplace efficiency and how these can be managed	
S16: Ensure the security of the transport, warehouse and goods in line with organisational policies	
S21: Identify and propose innovative business improvements	
B5: Use own initiative when needed to ensure that employer needs and expectations are met	
Scheduling and planning	
KSB	Page number(s)/section(s) of report

S8: Schedule journeys: planning route, timings, costs and resources. Calculating driver hours/ use of tachographs and selecting the appropriate vehicle and ancillary equipment for the load being moved	
Compliance health and safety	
KSB	Page number(s)/section(s) of report
S10: Ensure the vehicle is safe and legally loaded and vehicle is marked and labelled compliantly in line with regulations regarding the carriage of dangerous goods	
S11: Ensure vehicle, driver and load documentation is available for the journey and meets legal requirements	
S12: Carry out risk assessments appropriate to work environment in accordance with the Health and Safety Executive	
IT	
KSB	Page number(s)/section(s) of report
K12: IT systems and tools used to manage transport and warehouse operations	
S14: Use IT equipment and systems for the role such as telematics or warehouse management systems	
B9: Treat equipment and technology responsibly and with respect	
Communication	
KSB	Page number(s)/section(s) of report
K6: Organisational procedures for delivering customer service, managing customer accounts, information and quotations	
S20: Communicate with internal and external customers using various communication methods	
Training and development	
KSB	Page number(s)/section(s) of report
B4: Positive attitude and approach to their work even when priorities and working patterns change	

Apprentice Declaration

I confirm that the evidence contained within this project report is all my own work and any assistance given and/or sources used have been acknowledged.

Apprentice signature:	Date:
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Please ensure that all submissions are saved in one of the following file formats:

<i>.docx</i>	<i>.xlsx</i>	<i>.pptx</i>
<i>.pdf</i>	<i>.jpg</i>	<i>.png</i>
<i>.mp3</i>	<i>.mp4</i>	<i>.m4a</i>

Employer Declaration

I confirm that the project report submitted is the apprentice's own work.

Employer representative name:			
Employer signature:		Date:	