

Level 2 Large Goods Vehicle (LGV) Driver

EPA-Kit

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How to Use This EPA Kit

Welcome to the Highfield End-Point Assessment (EPA) Kit for the Supply Chain Large Goods Vehicle (LGV) 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 Large Goods Vehicle (LGV) Driver Apprenticeship Standard. Highfield internally quality assure all end-point assessments in accordance with its IQA process, additionally all end-point assessments are externally quality assured by the relevant EQA organisation.

This 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.

Highfield also offers the Highfield Large Goods Vehicle (LGV) Driver Apprenti-kit that is a comprehensive learning resource which is designed to be used on-programme.

For more information, please go to the Highfield Products website. Please note that the use of this kit is not a prerequisite for apprentices undertaking the Large Goods Vehicle (LGV) Driver end-point assessment.

For employers/training providers that use the Apprenti-kit, a criteria mapping document is available from Highfield if required.

Key facts

Apprenticeship standard:	Large Goods Vehicle (LGV) Driver
Level:	2
On Programme Duration:	Minimum of 12 months
Grading:	Pass/distinction
End-Point Assessment methods:	Knowledge and Behaviours test, Practical Driving Assessment

In this kit, you will find:

- 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
- A section focused on the End-Point Assessment method where the assessment criteria are presented in a format suitable for carrying out 'mock' assessments
- Suggestions on how to prepare the apprentice for each part of the end-point assessment
- A practice test that you can use with apprentices
- Hints and tips on how your apprentice can get the best out of their end-point assessment

Introduction

Standard overview

This apprenticeship provides the foundation knowledge, skills and experience for the role of Large Goods Vehicle (LGV) Driver within occupational areas in the supply chain and logistics industry.

LGV Drivers drive in a safe and fuel-efficient manner, ensuring that the right products are delivered at the right time, location and temperature (if required), with the correct documentation and within the shortest lead times possible. They are responsible for maintaining the integrity of a load and vehicle by applying correct procedures for restraint, road, health and safety. They may work within one or more subsectors, including: shipping, removals, import/export, freight, hazardous goods and food. LGV Drivers will deliver to a range of settings, such as: warehouses, shops and private homes. Their customer base will range from large global organisations to sole traders and private customers. They may be required to work in shifts and will usually work alone. They operate in many different localities such as inner cities, towns, and rural locations. LGV Drivers communicate with a wide range of people including customers and strive to meet all expectations by providing a quality service that encourages repeat business, showing drive and energy even when challenges arise. Individuals in this role are highly competent in using industry-recognised systems (such as systems for reporting defects) and associated services, e.g. customer specifics on packaging or labelling, and will be able to work under pressure to tight deadlines.

An apprentice who passes their End-Point Assessment is not allowed to drive an LGV until they have completed their CPC (Certificate of Professional Competence) and used this to acquire their Driver Qualification Card (DQC). It is usual practice for training providers not to complete the requirements of the CPC until the end of the training course and so, apprentices may not have this at the time they take their EPA. However, they must have completed their Category C driving licence prior to driving. Driver training providers may apply for a National Vocational Training concession card (NVT card) for their learners, which allows them to carry out driving before they have acquired their DQC.

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 Large Goods Vehicle (LGV) 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, demonstrating the knowledge and skills required in the relevant role.

The on-programme aspect of the apprenticeship is expected to take a minimum of 12 months to complete and should include specific milestones to ensure that the apprentice continues to make good progress towards 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. We also recommend that apprentices compile a portfolio of evidence to help them keep a record of their progress. The maintenance of a portfolio of evidence is important to support the apprentice, on-programme assessor and employer in monitoring the progress of learning and development, and to determine when the apprentice has achieved full competence in their job role and is ready for an end-point assessment. This period of learning and associated assessments must be complete before the End-Point Assessment can take place.

Additional, relevant on-programme qualification

Highfield Level 2 Certificate for Drivers of Large Goods Vehicles (LGVs) (RQF) is also available as an additional qualification that may be taken alongside the Large Goods Vehicle (LGV) Drivers Apprenticeship Standard whilst on programme if required. Apprentices may also achieve nationally recognised vendor or other qualifications if the employer chooses such as licence acquisition, initial Driver CPC and elements of continuing Driver CPC.

Readiness for End-Point Assessment

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

- The English and maths components of the apprenticeship must be successfully completed by the apprentice
- Apprentices must have completed their Category C driving test before progressing to the EPA. This is mandatory for all apprentices. Some employers may also require their apprentices to have completed Cat C+E
- The employer must be confident that the apprentice has developed all the knowledge, skills and behaviours defined in the apprenticeship standard. 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. Further information about the gateway process is covered later in this guide.
- An apprentice who passes their end-point assessment is not allowed to drive an LGV until they have completed their CPC (Certificate of Professional Competence) and used this to acquire their Driver Qualification Card (DQC). It is usual practice for training providers not to complete the requirements of the CPC until the end of the training course, and so apprentices may not have this at the time they take their end-point assessment. However, they must have completed their Cat C driving licence prior to driving. Driver training providers may apply for a National Vocational Training concession card (NVT card) for their learners, which allows them to carry out driving before they have acquired their DQC.

Order of end-point assessments

There is no mandated order of end-point assessments, but they will ideally take place over a 1-2-days window following gateway.

Retake and resit information

Should an apprentice fail 1 assessment activity on the first attempt, a resit should be scheduled as soon as the apprentice is ready, when practicable for the business and in line with the policies, practices and procedures of Highfield.

The resit is normally expected to take place after all the required assessments have been taken and the individual assessment results and overall apprenticeship result has been given to the apprentice.

Should an apprentice fail 2 activities, a period of further training and development lasting between 1 and 3 months must take place before a retake is scheduled. The decision on how much time is required is based on a discussion between the apprentice, their employer and end-point assessor.

Apprentices cannot resit to achieve a higher grade.