

## Sector training overview

### Driving

In addition to the comprehensive employment support and coaching interventions we provide to all candidates on our programme, we also deliver in-depth, sector-specific training on their existing or a new industry.

This training comprises a 10-minute insight video followed by a 40-48 page interactive workbook. The workbooks are divided into eight topics covering relevant information for anyone wanting to work in the sector. After each topic is completed, the candidate is required to complete a 'knowledge check' to ensure they've understood the key learnings.

Once the workbook is complete, the candidate will develop an action plan and set goals to support their journey to secure work within that sector.



Employment support and coaching



10-minute sector insight video



40-48 page sector workbook



Complete action plan and set goals

#### Topic 1 - Introduction to Driving

In this section we provide an overview of how important driving and logistics are to all sectors, and the different functions of driving within the driving sector. We also cover the different types of licenses a driver is legally required to have, as well as the importance of legislation and the key organisations involved in the driving sector.

#### Topic 2 - Job roles and a career in Driving

Here we look into the different types of roles available within the driving sector, as well as the legal obligations a candidate is required to meet. We also look at the different options for how a candidate can start their career in driving.

#### Topic 3 - Knowledge, skills and attitudes for Driving

This section is designed to prepare a candidate for the skills required to work in the sector. We explain the importance of interpersonal skills to a driver, as well as the different personal attributes that an employer will be looking for.

#### Topic 4 - Communication skills

In this section, we detail the different methods of communication that a driver will need to use. We also highlight the particular importance of active listening to ensure a positive working relationship.

#### Topic 5 - Transferable skills

This section is particularly useful for candidates who are looking to upskill and become work-ready for a new sector. We explain the concept of transferable skills and how they can be identified and applied to a new workplace setting or sector.

#### Topic 6 - Equality and diversity

In this topic we explain the Equality Act 2010 and the guiding principles within it, including: what the act is there to do, what pieces of legislation are covered and the nine protected characteristics. The workbook also explains the difference between equality and diversity.

#### Topic 7 - Health and Safety

We provide an overview of health and safety requirements in the driving sector, including the Highway Code, the Health and Safety at Work Act 1974 and the Manual Handling Operations Regulations 1992. The workbook highlights other health and safety considerations in the sector such as manual handling and reporting of injuries. We explain what risk assessments are and how they are conducted in the driving sector.

#### Topic 8 - Employability skills

We focus on what employers in the driving sector are looking for when recruiting individuals. This section is designed to help candidates best position themselves for a role in driving. The workbook also lists useful adjective words that highlight strengths and interpersonal skills for the sector. This will help a candidate with their CV preparation. Finally, we explain the purpose of a company's mission, vision and values – what they entail and what they mean to an employee. This section concludes by detailing the mandatory requirements to work in driving, such as ID documents and Right to Work evidence through to DBS checks.

#### Action Plan

Once the learning section of the workbook is complete, the candidate is required to develop an action plan that details what they have learned and set goals to support their career into driving.

#### Glossary of terms

A glossary of terms can be found at the back of the workbook which lists key words used in the driving sector and can be referred to at any time.

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