

## The Institute's Accreditations / Certifications & Awards



The Institute is recognised by Transport for London (TfL) as its' first independent Certification Body for their Fleet Operator Recognition Scheme. (FORS); based upon the Institutes' **Fleet Accreditation Scheme** standards.

*See Page 9 for details.*



**CB 0004**



The Institute's **Driver CPC Consortium** is approved by JAAPT (the Joint Approvals Unit for Periodic Training) for the delivery of driver cpc training for PCV and LGV drivers.

*See Page 10 for details.*

### Continuing Professional Development Programme. (C.P.D.)

**"an emphasis on personal development"**

*See Page 7 for details.*

### Transport Managers Update Training Course. (T.M.U.)

**"prevention is better than cure!"**

*See Page 8 for details.*

### Operator Licence Awareness Training (O.L.A.T.)

**"re-affirms 'O' Licence requirements"**

*See Page 8 for details.*

### Certificates in Transport Management (C.T.M.)

**"a new concept to transport management training"**

*See Page 13 for details.*

### PATRON Scheme for Transport Organisations

*developed to accommodate Companies.*

**"access to the Industry's Professionals"**

*See Page 14 for details.*

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**Disclaimer:** While every effort is made to ensure the accuracy of the material in this publication, the Institute of Transport Administration (the Institute), it's Officers and Members do not accept legal responsibility for any omissions, errors or misleading statements contained herein. It is important to note that no part of its content may be stated as legal fact.

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## Introduction

The Institute of Transport Administration (the Institute) is a registered Friendly Society regulated by the Financial Services Authority whose objectives are defined as: “*For the purpose of promoting education pursuant to the special authority of 10th June 1967. Given under section (7) of the Friendly Societies Act, 1974.*”

It is a professional membership organisation representing individuals from companies within all spheres of the transport industry in both the United Kingdom and overseas. It supports and encourages efficient transport best practice and is committed to the growth and development of its members through sharing specialist knowledge and the provision and promotion of educational programmes.

## History, Aims and Objectives

Founded in 1944, as the Institute of Traffic Administration, it was established for the purpose of promoting education to serve the emerging requirement for transport administrators. By retaining retired members in addition to its active membership it has successfully maintained a history of meeting the needs of its members by continually observing its aims and objectives, which include:

- Broadening and improving the knowledge, skills and experience of its members in the practice of efficient and effective transport management, relating to all spheres of transportation including road, rail, sea and air;
- Drawing its membership from individuals working or associated with transport and logistics;
- Maintaining and enhancing the professional standing and knowledge of transport management through its training programmes and meetings;
- Providing considered professional opinion on current and proposed transport legislation and policies;
- Protecting its integrity as a professional body recognised within the Road Traffic Act.

## Who can join?

The Institute welcomes applications for membership from those interested in a career – or who wish to continue their development – in the transport industry. Membership grades are allocated according to each applicant’s qualifications, experience, responsibilities and achievements in the industry.

Membership is drawn from all spheres and levels of those employed in the industry from the most junior to the most senior. The Institute’s membership include operators from all transport modes including: drivers of large goods vehicles, passenger service vehicles and trains, junior administrators, transport management, airline pilots, ships’ master, freight forwarders, Chief Executive Officers, training providers, university lecturers, lawyers, transport journalists and authors.

## What can I expect from the Institute?

A sense of belonging to a professional body – unlike the majority of professional associations the Institute is run by the members for the members and is a ‘not for profit’ organisation. This is something of which our members continue to be proud.

In addition to the specific programmes identified within this pack, as a member you can expect:

- an Institute membership card – renewed annually – identifying your continued professional status.
- Transport Management – the Institute’s official Journal, which endeavours to record notable events, news and useful contacts; it is designed by the members for the members and is your opportunity, as a member, to share your ideas and have your opinions published.
- On line facilities and an informative website to keep you up to date with current legislation, topical news and what’s going on - and where.
- An on-line member’s forum, accessed via the website, providing a facility to seek and share opinions, or gain or share knowledge.
- Access to informative Centre meetings where, as with the forum, members can contribute to the Institute and express opinions and influence how it is to be run by the elected management.
- Access to consultancy and service links, specific to members’ individual needs, either by:
  - the Institute Members Assist Scheme, or
  - tailor made courses and services from Institute approved training / service providers; frequently at reduced costs to members.
- The opportunity to be personally considered as an Institute approved trainer as a provider of Institute courses or your own professional services.
- In addition the Institute’s management are continually tasked to pursue cost saving services for its members, which currently include:
  - discounted terms from The Hospital and Medical Care Association;
  - special terms, for members wishing to take advantage of its MBNA credit card

## Benefits of membership

- Professional recognition within the industry;
- Institute continuing professional development (CPD) programmes;
- Keeping up to date with news, legislation, etc. via the Institute website and Journal, attending seminars, special events and networking meetings;
- The opportunity to express opinions with a view to influencing policy on transport related issues;
- Membership discounts on certain courses from Institute training providers;
- Access to consultancy, service links and Members Assist scheme;
- Educational and informative meetings, social and networking events;
- Discounted service schemes.

## The Institute Website

- The medium through which the Institute provides current industry news and topical issues that may have a future impact on member's activity within the industry.
- It is used to keep members abreast of: Centre news; current projects; publicising programmes; and providing assistance to members and Centres in promoting events.
- The Institute has established concise **Link** facilities within the website: designed to assist members find contacts / assistance with operational challenges. There are also links to businesses offering services to Institute members.

## IoTA Forum

- With everybody so busy these days it is not always possible to attend Centre meetings so the Institute Members Forum has been set up to give members a chance to air their views, ask questions, and keep up to date with what is going on. It is only available to the Institute membership through the Members' Area of the website. This can only be accessed with a password obtained from the Institute Administrator.
- Here members can find Institute related information which may be downloaded including the Institute Rules and Handbook. Members can also post questions or responses and have a say in, for example, responses to DfT consultation documents.

## Continuing Professional Development (C.P.D.)

### The Institute Approach to professional development (CPD)

CPD is not compulsory for continued membership of the Institute. However, members are encouraged to take positive measures to improve their professional development. CPD is taken into account when a member is considered for upgrading. Each participant's requirements from CPD will be different and, as a result, their learning journeys will vary.

### What is CPD

The Institute CPD places the emphasis on 'personal' development. It is a lifelong learning process which enables members to maintain and develop their own personal professional expertise.

Any relevant learning that helps improve performance and development skills at work – whether relevant to the member's current role or future career progression – may be taken into account.

It is intended that CPD should be flexible, fitting into work and private life without being expensive or time consuming. It is a continuous process which follows a cycle, where the participant:

- reviews their experience and qualifications;
- assesses their needs;
- plans activities to meet their needs;
- acts on the plan;
- evaluates achievements against the plan.

Each activity should be part of a long term plan enabling the participant to develop expertise, knowledge, skills and understanding. It can be very rewarding, increasing interest in personal and professional development and helping with career progression.

Each annual cycle should consist of at least 25 hours of learning with a minimum of 90 hours over a three year cycle which should include training in compliance in the participant's field.

A planner should be maintained and all activities entered prior to them taking place, with outcomes also being recorded. The planner will:

- act as a diary;
- summarise outcomes;
- be a reference for evaluation;
- be a reflection of progress and development.

The concept of the Institute CPD is as a self-maintained programme which can be recorded by the Institute on receipt of a copy of the completed planner at the end of each year. Further details are available from the Director.

## Operator / Transport Management Training

The Institute has developed courses in association with RLR Services to assist Operators with compliance with the conditions of an Operator's ('O') Licence. They have been accepted by the Western Traffic Commissioner as appropriate refresher training for existing Transport Managers and Company Directors.

### Transport Managers' Update (T.M.U.)

#### Background — Prevention is better than cure!

Many Transport Managers do not undertake any formal refresher training after passing their Certificate of Professional Competence (CPC) Examinations. In some cases this may be in excess of twenty years. During this time the successful operator may not be aware of all legislative changes.

Companies which find themselves in front of a Traffic Commissioner (TC) at a Public Inquiry (PI) often find that attending update training is a condition required to allow continuation of the 'O' Licence even if the CPC was passed very recently.

This course is designed to give the operator the tools to prevent non-compliance.

#### Content

The course takes place over two days and covers:

- Operator Licensing – Application; Conditions; Notifiable Changes; Legal Responsibilities
- Safe Loading of Vehicles – including calculation of payload and safe load distribution
- Weights and Dimensions of Vehicles
- Drivers Hours – EU drivers hours and the Road Transport Working Time Directive; Drivers Hours Records for Analogue and Digital Tachographs; Working Time Directive for non-driving personnel; Planning Safe Overnight Parking
- Driver Licensing
- Speed Limits
- Planned Preventive Maintenance – including Drivers' Defect Reporting; Enforcement
- Operational Security
- Operator Compliance Risk Scores (OCRS)

Courses are open to Members and non-members with discounts for members.

### Operator Licence Awareness Training (O.L.A.T.)

This course can be delivered as a one day course aimed at Company Directors, Partners and Proprietors and provides an overview of 'O' Licence requirements to re-affirm the undertakings given to the Traffic Commissioner when applying for an 'O' Licence;

It has also been developed as a 3.5 hour module (as part of the Institute matrix of training modules for Driver CPC) designed to inform drivers of their role in Operator Licensing Compliance and the implications of non-compliance.

## Fleet Accreditation Scheme (F.A.S.) - LGV & PCV

### Prestigious Award for Excellence

This award recognises the achievement and maintenance of the highest standards of professionalism, reliability and industry best practice.

In today's competitive market it is important for operators to gain professional accreditation to set them apart from their competition as industry leaders. The Institute is uniquely placed to provide this scheme as an organisation that provides individuals with a professional route to broadening and improving their knowledge, skills and experience in the practice of efficient transport management.

### Demonstration of Professionalism and Compliance with Regulations

The award is designed to help ensure companies demonstrate their professionalism in maintaining Transport Administration and Management Systems in compliance with current regulations and best practice.

It is aimed at ensuring that operators meet the requirements of the Traffic Commissioners (TCs) and the Vehicle and Operator Services Agency (VOSA) and safeguard their operator's licence.

### Transparent Audit Process

The applicant completes an internal self-assessment audit, which, on submission to the Institute is reviewed by an independent panel. On completion of a paper review an independent verifier will be appointed to conduct an 'on-site' visit to verify the evidence provided by the applicant.

On completion of the Institute audit, the verifier will present a report with recommendation of award or requirement for additional work.

This process is repeated each year that the applicant wishes to continue its registration (for an annual fee), by a date determined by the Institute, to keep the FAS certification (subject to satisfactory verification).

### Award

Where the Institute audit confirms the evidence reviewed during the internal self-assessment, and on approval of the Executive Committee on behalf of the National Council of the Institute, the company will be issued with a certificate which will be valid for 12 months. The successful operator will be entitled to display the Institute Fleet Accreditation logo on their vehicles, letterheads, websites and company publicity material.

## Transport for London - FORS Bronze Level

The Institute is a Certification Body (CB0004) for London the Bronze Award of TfL's Fleet Operators' Registration Scheme (FORS). Award of the Institute FAS Award will also result in the award of the FORS Bronze Level. Currently voluntary, this is becoming a requirement for operators (PCV & LGV) tendering for TfL contracts.

## Driver CPC Consortium for Periodic Training

Introduced throughout the European Union with the purpose of providing drivers with continuing professional development, the driver cpc ensures that their knowledge of legislation and industry best practice is kept up to date.

All drivers are required to undertake 35 hours of periodic training in every five year period. For drivers who acquired their entitlement since September 2008 (PCV) and 2009 (LGV) this period ends five years from attainment of their vocational entitlement.

From September 2014 (LGV) drivers – and already for newly qualified and PCV drivers – must carry a Driver Qualification Card (DQC) to drive commercially. Drivers who drive commercially without a DQC after the respective dates can expect severe financial penalties as can operators permitting drivers to drive their vehicles.

The Institute registered its Consortium (with members throughout the UK – see page 12) with the Joint Approvals Unit for Periodic Training (JAUPT) (AC00709) since November 2009.

This has established a network of training providers delivering high quality training courses to a consistent high standard. All instructors are members of the Institute and, depending on previous experience, undertake Institute approved Train the Trainer courses prior to authorisation to deliver courses and are encouraged to undertake regular training to update their skills and knowledge to ensure that these high standards are maintained.

The Institute has stringent rules for compliance with quality assurance processes and training providers are subject to random unannounced visits from Institute verifiers to ensure that standards are maintained (in addition to those undertaken by the competent authority). Such procedures are essential to ensure employers have confidence that the training their employees receive is of the highest standard, carried out in appropriate training venues and in accordance with EU and UK regulation.

All core training material is moderated by the Institute's Education, Training and Membership Committee to ensure consistency, whilst allowing Consortium Members the flexibility to tailor content to meet clients' specific needs.

Reference	Course Title	LGV/PCV	Delegates	Duration
ADR training may only be delivered by instructors who are registered with the DfT and SQA				
IoTA 1, 2, 3	Carriage of Dangerous Goods (CDG)	LGV only	20	Up to 21 hrs
IoTA 1	CDG Awareness or Refresher	LGV only	20	7 hrs
IoTA 4	Tanker Awareness	LGV only	20	7 hrs
IoTA 5	Mechanical Handling Equipment	LGV only	3	7 hrs
IoTA 19	Digital Tachographs with Simulator	LGV / PCV	20	7 hrs

Ref.	Course Title	LGV/PCV	No of Delegates	Duration Hours
The 3½ hour units are part of a modular system that allows customers, booking bespoke courses, to choose those training elements they wish to include in each 7 hours of periodic training. The system is designed to allow Providers running open courses providing 35 hours of training in a week, the flexibility to fit in candidates who are only looking for a specific 7 hours within the week				
IoTA 6	First Aid 1 - for Emergency cover	LGV / PCV	20	3½
IoTA 7	First Aid 2 – in conjunction with First Aid 1 (available as Level 2 Emergency First Aid at Work)	LGV / PCV	20	3½
IoTA 8	Vehicle Checks & Defect Reporting	LGV / PCV	20	3½
IoTA 9	Drivers Hours Regulations	LGV / PCV	20	3½
IoTA 10	Digital Tachographs	LGV / PCV	20	3½
IoTA 11	Drivers Hours Record Keeping	LGV / PCV	20	3½
IoTA 12	Drivers' Health & Welfare	LGV / PCV	20	3½
IoTA 13	Customer Care	LGV / PCV	20	3½
IoTA 14	Managing Conflict & Difficult Situations	LGV / PCV	20	3½
IoTA 15	Safe & Efficient Driving	LGV / PCV	20	3½
IoTA 16	Transport Security	LGV / PCV	20	3½
IoTA 17	Manual Handling	LGV / PCV	20	3½
IoTA 18	Vehicle / Personal Accident Reporting / Recording	LGV / PCV	20	3½
IoTA 20	Safe Loading of Vehicles	LGV only	20	3½
IoTA 21	Operator Licensing Awareness	LGV / PCV	20	3½
IoTA 22	Driver Safety Induction	LGV / PCV	20	3½
IoTA 23	Driver Compliance	LGV / PCV	20	3½
IoTA ##	We increase our portfolio to fulfil industry needs	LGV / PCV	20	3½

## The Institute's Driver CPC Consortium

### Contact details:

- ADR Training (South East) Ltd. Tel: 01264 333 031 (Andover)  
Email: [info@adrtraining.org.uk](mailto:info@adrtraining.org.uk)
- ANT Training Ltd. Tel: 08452 570 530 (Reading)  
Email: [info@anttrainingltd.co.uk](mailto:info@anttrainingltd.co.uk)
- Driver Management Training Tel: 01443 822 669 (Caerphilly)  
Email: [anthony.cribb@dmts.eu](mailto:anthony.cribb@dmts.eu)
- DCMC Tel:  
Email:
- Fleet Services North East Tel: 0191 516 6260 (Sunderland)  
Email: [fleetservices@bicne.co.uk](mailto:fleetservices@bicne.co.uk)
- First Place Safety Tel: 07969 797 776 (Cannock)  
Email: [dwilliams14452@sky.com](mailto:dwilliams14452@sky.com)
- IFTS—Driver CPC Tel: 08703 307 437 (Glasgow)  
Email: [ifts@hotmail.com](mailto:ifts@hotmail.com)
- IMP Holdings Tel: 07729 830 706 (Yorkshire)  
Email: [melvynwrigley@yahoo.co.uk](mailto:melvynwrigley@yahoo.co.uk)
- J A Coles Tel: 0208 808 9151 (London)  
Email: [jonegan@btinternet.com](mailto:jonegan@btinternet.com)
- KGS Consulting Tel: 01206 560 639 (Colchester)  
Email: [ken@kgsconsultancy.co.uk](mailto:ken@kgsconsultancy.co.uk)
- MEG Training Tel: 07788 760 086 (Accrington)  
Email: [megtraining@talktalk.net](mailto:megtraining@talktalk.net)
- Penkridge Transport Tel: 01691 700 900 (Shropshire)  
Email: [training@penkridge.co.uk](mailto:training@penkridge.co.uk)
- Quality Asset Management Tel: 01375 480 502 (Essex)  
Email: [Tracy.law@qaml.co.uk](mailto:Tracy.law@qaml.co.uk)
- Spectrum Offices Services Ltd Tel: 01977 670 802 (Yorkshire)  
Email: [Spectrum4034@aol.co.uk](mailto:Spectrum4034@aol.co.uk)
- SW Group Logistics Ltd Tel: 01793 523 750 (Swindon)  
Email: [wphillipsrouse@swgrouplogistucs.co.uk](mailto:wphillipsrouse@swgrouplogistucs.co.uk)

## Certificates in Transport Management (C.T.M.)

The Institute's Certificate in Transport Management (CTM) programmes bring a new concept to transport management training. Competence based, they require candidates to build a portfolio centred on a series of case studies. The programmes give the candidate the option of Road Haulage or Passenger Transport Operations and are Vocational Related Qualifications at level 4.

The programmes have been developed in line with the requirements of EU Regulation 1071/2009 relating to professional competence.

They have been approved by the Department for Transport (DfT) and are supported by the Traffic Commissioners (TCs) and Sector Skills Councils (SSCs).

The programmes have been developed in conjunction with practising professional transport managers to make them as realistic as possible. There are a number of work related open book case studies covering all aspects of legislation and business management.

The programmes are modular and can be completed over a period of time, enabling candidates to plan study around their work and private lives. Candidates' portfolios are based on the case studies, requiring information for answers to be researched from a variety of sources including the internet.

The candidate will be supported by an Institute approved Mentor with relevant experience in the transport mode selected with final answers to modules being marked by independent assessors.

Candidates who achieve sufficient marks for their portfolio will be eligible to sit the CTM exam and, assuming the pass mark is achieved, will be awarded the Institute's Certificate in Transport Management for the appropriate transport mode.

For more information, contact the Director.

## Certificates of Professional Competence (CPC)

The Institute has developed CPC exams for LGV and PCV in accordance with EC Regulation 1071 / 2009 to replace its previous capability of issuing exemption from CPC which was removed for all professional transport bodies when the Department for Transport decided to discontinue this process from 5 December 2011.

## Ofqual

The Institute has applied to Ofqual (the regulator for awarding bodies) for Awarding Organisation status for its CPC and CTM programmes at Levels 3 and 4 respectively.

## Patron Scheme

### Background

The Institute Patron Scheme has been developed to accommodate Companies that wish to have a direct association with the Institute. Unlike other organisations, the Institute's Rules do not allow Companies to become members with voting rights. These are reserved for individual Members holding corporate grades.

### How it Works

Companies which are accepted as Patrons may include the Institute logo on their stationery, website, emails, packaging and vehicles in a prescribed format which is provided in various media. Decals for vehicles are available for purchase – while colours are limited, flexibility is allowed to avoid clashes with existing livery.

### The Benefits

Patrons receive an annual Presentation Certificate as long as they choose to maintain their association with the Institute.

Patrons will have free advertising space on the Institute Website as well as the opportunity for reciprocal web links and will appear on all Institute publications including the Journal and newsletters.

Access to Industry professionals, networking events through local Centre involvement, and professional trainers through the Institute Consortium.

### Who Can Join

The Scheme is open to any organisation which includes at least one Member of Corporate Grade (Associate Member, Member or Fellow) within its management team.

### Annual Costs

Membership of the scheme attracts an annual fee determined by the National Council of the Institute. Prices are on a sliding scale dependent on the number of employees within the organisation.

Please note that the nominal 'Patron' does not confer voting rights on the organisation. Neither does it infer any degree of accreditation of the Patron organisation by the Institute.

Where a Patron's acts or omissions are deemed to be prejudicial to the Institute – e.g. if the Patron goes into liquidation – the Institute reserves the right to withdraw the certificate at any time. In these instances all references to the Patron would be removed from the Institute's documentation / advertising material.

## Institute Patrons

The Institute is pleased to recognise the following companies as Patrons.



Founded in 1962 in Gothenburg, Sweden, by Sten A. Olsson, Stena Line is one of the world's largest freight and passenger ferry operators serving Northern Europe and the largest privately owned shipping company in the world.

Customer Services

UK & ROI [info.uk@stenaline.com](mailto:info.uk@stenaline.com)

Stena Line, SE – 405 Göteborg +46 (0)31 85 80 00

Freight Bookings:

[www.stenalinefreight.com/ferry/reservation-contacts](http://www.stenalinefreight.com/ferry/reservation-contacts)

Founded in 1925 in Nieuwe Tonge, South Holland by A. Visbeen – the current Managing Director's Grandfather – the company specialises in managing logistics processes in the Daily Cool. Fresh and Frozen produce sector.

Customer Services

Sales +31 187 607 875 [sales@visbeen.nl](mailto:sales@visbeen.nl)

Frozen +31 187 607 870 [frozen@visbeen.nl](mailto:frozen@visbeen.nl)

A. Visbeen en Zonen, Langeweg 20, 3244 BH Nieuwe Tonge, The Netherlands +31 187 607 800

