



Traffic Office NVQ Level 2

To support traffic office personnel in the logistics and freight industries, The Warrington Business School offers a range of flexible training to help your people improve their skills on or off the job and their performance, increasing quality and efficiency in your organisation.

The Traffic Office NVQ qualification has been designed to meet the needs of the transport industry and your operations. It has been broken down into 8 units each covering a particular role within the traffic office.

UNITS

1. Contribute to effective working relationships
2. Ensure your own actions reduce risks to health and safety
3. Contribute to the provision of customer service
4. Plan, organise and improve your work
5. Investigate the suitability of collection or delivery points for loading and unloading
6. Routing and scheduling of loads
7. Allocate the resources for the transportation of loads
8. Quote for the transportation of loads

The assessments cover performance in carrying out the work tasks and proving knowledge and understanding relevant to the industry. This is obtained through observations, verbal and written questions and testimonies from colleagues, customers and/ or line manager. A portfolio of evidence is built up to obtain the NVQ qualification.



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