

## POLICY

### D4 Professional Development

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REV	Date	Status / Description of Changes
01	05/08/2019	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
02	14/08/2020	Updated Template Minor changes
03	07/12/2020	Minor adjustment to template
04	01/11/2021	Minor adjustment to template, laws/regulations checked

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## **Requirement**

To professionally develop drivers and all other staff involved in the fleet operation, through progressive FORS and other Professional Development.

### Policy

The Company ensures all staff have sufficient knowledge, skills and attitude to conduct their duties legally, safely and professionally. And that it will invest in all staff and ensure they undergo progressive training/continued professional development. We also adopt a systematic approach to identifying performance shortfalls and training needs, providing appropriate learning and reviewing our approach at both the individual and organisational level.

- Employ an on-going assessment of staff and drivers
- Determine skills, knowledge and aptitude. This will take place at the induction
- Provide appropriate learning in the form of appropriate information, instruction and toolbox talks

The mandatory FORS Professional Development requirements must be completed as set out at Annexes 1 and 2.

The FORS Professional Development must be listed in a Professional Development Plan (PDP).

The PDP must identify and document the training needs for drivers and all other staff involved in the fleet operation.

The PDP must include the following information:

- Who needs the training
- The training need to be identified
- The method of training delivery
- How the training need was identified – such as induction, appraisals or performance management
- Planned and completed training
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The export function in the FORS Professional training register may be used to evidence training.

PDPs must be:

- Relevant to the fleet type and sector
- Relevant to the operating environment and the risks identified
- Updated when new training needs are identified, such as changes in responsibilities, vehicles, equipment or risks
- Progressive and aligned to Driver Certificate of Professional Competence where relevant

To allow for ongoing driver turnover and recruitment, a 10 per cent tolerance in the number of drivers that have undertaken

FORS Professional Development may be accepted. This tolerance must be fully justified at audit.

PDPs must be:

- Documented and reviewed in accordance with requirement M1
- Retained in accordance with requirement M2
- Communicated in accordance with requirement M5

### Process

- Identify the training that needs to be conducted by internally or externally
- Identify the best person/organization to conduct the training
- Identify those to be trained
- Organise a time and place (it does not necessarily have to be a classroom) when drivers and fleet staff may reasonably be available
- Obtain a signature to confirm receipt of the training and acknowledgement to abide by it
- File the training record
- Update training matrix
- Review process to compare actual performance against expected performance

### Annex 1.1 for HGV

Training topic	Training required	Completed within the past
WRRR) – training on road vulnerable road users	One FORS Professional safety eLearning module	12 months
Terrorism – training on	FORS Professional Security and Counter Terrorism eLearning module	24 months

### Annex 1.3 for van driver

Training topic	Training required	Completed within the past
WRRR) – training on road vulnerable road users	One FORS Professional safety eLearning module	12 months
Terrorism – training on security and the potential threat	FORS Professional Security and Counter Terrorism eLearning module or FORS Approved counter terrorism awareness training course or eLearning module	24 months
WRRR) – training on road vulnerable road users	FORS Professional Van Smart training course or FORS Approved WRRR training course that includes on-cycle hazard awareness	5 years
Quality – training on reducing cycle emissions	FORS Professional LoCITY Time to clean up eLearning module	24 months
Quality – training on reducing cycle emissions	FORS Professional LoCITY Driving training course or FORS Approved environmental awareness training course	5 years

#### SPECIAL NOTES FOR VAN DRIVERS

g – Van Smart or FORS Approved WRRR training (with or without on cycle) may be used as an alternative to meet Bronze

y eLearning is not required if Silver S5 WRRR training has been undertaken in the past 12 months  
 ility completing the mandatory eLearning modules - FORS may consider approval of alternative training

Annex 2 for managers

Training topic	Training required	Completed within the past
– training on road risk and the role of road users	Transport Manager Certificate of Professional Competence or FORS Professional Fleet Management Essentials or FORS Approved Training course on fleet management	5 years
Champion – training on fuel management and emissions	FORS Practitioner Workshop 7 'Managing fuel and emissions' or FORS Approved Training course on fuel and emissions	5 years
– training on road risk and collision investigation	FORS Practitioner Workshop 2 'Managing work-related road risk' or FORS Professional Road Risk Champion training course or FORS Approved Training course on managing road risk AND FORS Practitioner Workshop 5 'Collision procedures and analysis' or FORS Professional Collision Investigator training course or FORS Approved Training course on collision investigation	5 years

Thomas Barrett – Director

