



# Vehicle Banksman (VTQ)

## QUALIFICATION SPECIFICATION

QUALIFICATION NUMBER: PRO/157/LB

*This Qualification is Endorsed by an Awarding Organisation Regulated by Ofqual*



## Endorsed, CPD Certified and ISO Standards

*All ProTrainings classroom and online qualifications are endorsed through an Awarding Organisation Regulated by Ofqual, through the Skills for Care Scheme with the highest level of recognition and are approved through the CPD Standards services for CPD certification.*

*ProTrainings: Additional quality at an affordable price.*



This is the highest standard of recognised endorsement and only organisations who have a proven history of continued success in making a difference in the training industry can be awarded the Centre of Excellence endorsement. ProTrainings proudly announce that we have received this endorsement for continuous professional training delivery.

As a recognised Skills for Care provider who is already endorsed for delivering training through digital e-learning, classroom and blended formats, this enhanced Centre of Excellence endorsement will take our credibility and quality of training to an advanced state of recognition. But what does this new Centre of Excellence endorsement mean?

The Centre of Excellence status means that we have been able to consistently demonstrate exemplary commitment to meeting the needs of learners in the adult social care sector. This meant we needed to comply with the social model of care and be able to measure the impact of provision on the lives of people who use these services.

We embarked on this provision to prove how consistent ProTrainings services are, to test whether we are meeting a high standard, to evolve, adapt and improve our provision and to place ourselves amongst a small selection of companies who are a Skills for Care Centre of Excellence.

Gaining this accolade has resulted in receiving a designation as a 'Centre of Excellence in Adult Social Care and Learning and Development' and we do not plan on stopping our standards here. We will continue to offer the finest services so that learners are rewarded with the training and services we provide.



- Introduction
- Qualifications Specifications
- Introduction to Vehicle Banksman (VTQ)
- Qualification Delivery
- Entry Requirements
- Progression
- Requirements to teach the Vehicle Banksman (VTQ)
- Certification
- Learner Access
- Complaints
- Course Summary
- Learning Outcomes
- Useful Websites

## Introduction

Welcome to **ProTrainings Europe Limited**.

ProTrainings EU is a certifying organisation recognised for providing training and qualifications in England, UK and across the globe.

ProTrainings EU offer qualifications designed in-house and qualifications which are regulated by Ofqual through TQUK and FutureQuals. Our qualifications are carefully designed to meet industry standards and regulatory requirements giving every learner or user confidence that training meets HSE, Ofqual, UK & EU Resuscitation Council, Skills for Health, Ofsted and Skills for Care training standards.

Our unique approach to training delivery is designed to accommodate learning styles in all their forms, including online, classroom and blended formats. Our variety of delivery methods have been a preferred choice for many learners who require training through general interest and as part of their profession. Our training has been comprehensively designed to meet standards that fall within the boundaries of qualifications overseen by awarding organisations.

ProTrainings high standards include a robust training approach that meets strict specifications, quality assurance requirements and qualification standards. As a result of implementing a comprehensive quality assurance process, ProTrainings online and classroom courses have been CPD certified, endorsed through The Skills for Care Scheme (ProTrainings being the first organisation gaining approval for classroom and online training in the United Kingdom) and we have surpassed an external audit by being approved for ISO45001 : 2018 and ISO9001 : 2015 for maintaining high organisational standards.

Our qualifications are designed to support and encourage learners to develop their knowledge and skills. This development may result in progression into employment or career development in the workplace. Our qualifications also allow learners to progress onto further qualifications.

For more information please visit [www.ProTrainings.uk](http://www.ProTrainings.uk) for news, updates and information on a variety of qualifications spanning into the Health & Safety industry, First Aid world, Pet First Aid environment and Health & Social Care sector.

## Qualifications Specifications

ProTrainings EU offer policies and guidelines for centres, organisations and individuals through this specification. Information in this specification will include the course curriculum, learning outcomes, units and general guidelines on how the course is delivered.

We aim to support our centres by providing guidance in this specification for a better understanding on how our courses are delivered and processed.

Our specifications document can be accessed on our website at [www.ProTrainings.uk](http://www.ProTrainings.uk) along with other specifications for respective qualifications listed under each sub-heading.

For more information, please use our online chat service or contact our office on 01206 805 359. Alternatively, please email our support department at [support@protrainings.uk](mailto:support@protrainings.uk) or compliance department at [compliance@protrainings.uk](mailto:compliance@protrainings.uk).

## Introduction to Vehicle Banksman (VTQ)

The ProTrainings Vehicle Banksman (VTQ) qualification is ideal for most logistics businesses where drivers are required to manoeuvre large vehicles or to load and unload them.

Every year many people are seriously injured or killed due to lack of training or supervision in the transport sector. This course is designed to cover awareness training for a banksman who has the responsibility for directing the movement and loading/unloading of lorries. This course will also cover the rules and regulations for organisations that need to adhere to the requirements enforced by the transport sector.

This qualification has been designed to meet the HASAWA 1974/PUWER 1998 and HSE Safety Signs & Signals Regulations 1996.

This course is delivered over 4 contact hours and run over a minimum of half a day and the certificate is valid for 3 years.

The content of this and all our courses has been independently certified as conforming to universally accepted Continuous Professional Development (CPD) guidelines and come with a Certified CPD Statement as well as a ProTrainings Certificate and for online courses an Evidence Based Learning statement.

## Qualification Delivery

**Guided Learning Hours (GLH):** These hours are made up of real-time contact time, guidance or supervision of a learner by an instructor, supervisor, tutor or trainer.

GLH for this qualification is 4

**Total Qualification Time (TQT):** This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of attainment necessary for the award of the qualification i.e. to achieve all learning outcomes.

TQT for this qualification is 7

Our Vehicle Banksman (VTQ) course is taught over half a day and will include practical and theoretical assessments.

## Entry Requirements

There are no specific entry requirements however, learners should have a minimum of level 2 in literacy, numeracy or equivalent and must be aged 14 years and above.

## Progression

**Successful learners can progress to other qualifications such as:**

- Health & Safety Level 1
- Health & Safety Level 2
- Health & Safety Level 3
- 7 Hour Emergency First Aid at Work for Drivers Level 3 (VTQ)

## Requirements to teach the Vehicle Banksman (VTQ)

Approval to deliver this course is sanctioned by ProTrainings Europe Limited only.

Instructors must hold the relevant qualifications, experience and occupational competence to qualify for approval. A detailed portfolio providing descriptive dates, CPD log and meeting/passing IQA reviews is required for approval.

Supporting evidence which clearly outlines where instructors qualify to teach this course must be emailed to our compliance manager at [compliance@protrainings.uk](mailto:compliance@protrainings.uk).

## Certification

This qualification is overseen by our compliance department and all courses undergo a robust internal quality assurance review prior to certification.

A desktop-review and site visit will form part of our evaluation.

Paperwork should be marked and assessed by the approved instructor/centre and uploaded to our online management suite following successful completion of the course. Courses should be passed within 5 working days after the course has been taught.

## Learner Access

ProTrainings offer highly sophisticated and supportive services to successful learners who complete online, classroom and blended training. Our online system offers the learner a uniquely designed portal where there is access to a free student manual, CPD credit statement, evidence-based learning document, optional weekly refresher videos and an area for downloadable content with a cohort of supporting evidence relevant to the qualification the learner completes.

ProTrainings after service adds clarity to teaching, promotes continuous learning and encourages learners to revisit and revise subjects they have been taught.

**Complaints - Scope of Complaints Procedure:** The procedure deals with complaints arising from:

- Delivery (or lack of delivery) of services for education and training including teaching, course content, tutoring, assessment, feedback on progress and learner support during learning programmes
- Incorrect or misleading information about services provided by the Centre
- Delivery (or lack of delivery) of support services provided by the Centre including administration of fees, enrolment processes, Centre accommodation, health and safety and learner resource services
- Unacceptable actions or behaviour by Centre staff and/or other learners in the Centre

**How to complain** - Complaints should initially be made in writing to the Head of Centre or to your designated tutor. This can be completed using your student login for [www.ProTrainings.uk](http://www.ProTrainings.uk)

Support can be made available for all those involved in a complaint including:

- Representation: parent, guardian, friend or supporter
- Help with completing the written complaint

Induction will provide further details regarding this process.

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## Course Summary

- Introductions
- Terminology
- Health and Safety legislation
- Roles and responsibilities of the banksman
- Issues of reversing and manoeuvring
- Dangerous areas
- HSE hand signals
- Summary and test.



<b>Learning Outcomes (LO)</b> The learner will:	<b>LO</b>
<b>UNIT – 1</b>	
<b>Understand rules and regulations, including terminology</b>	<b>LO1</b>
Understanding the legislation surrounding laws set by the government	1.1
Know what the Health & Safety at Work Act 1994 and The Provision & Use of Work Equipment Regulations 1998 are	1.2
Know who the HSE is and what role they play with Vehicle Banksman training	1.3
<b>Be able to define who is an employee and an employer</b>	<b>LO2</b>
Outline an employee's responsibility in your workplace	2.1
Summarise the employer's responsibility in your workplace	2.2
<b>Be able to conduct a risk assessment</b>	<b>LO3</b>
Understand how to conduct a risk assessment in your workplace	3.1
Justify when it is appropriate to conduct a risk assessment	3.2
Understand the dangers of reversing a large vehicle	3.3
Identify when a company is required to use a banksman	3.4
List items or equipment you would need for personal protection	3.5
<b>Be able to know your role within your workplace</b>	<b>LO4</b>
Understand the importance of direct positioning	4.1
Recognise the importance of visible clothing during a vehicle manoeuvre	4.2
Identify different methods of assisting drivers	4.3
<b>Be able to adequately sign and signal to a driver</b>	<b>LO5</b>
Demonstrate how to conduct banksman signs and signals	5.1
<b>Know how to report an accident</b>	<b>LO6</b>
Understand the correct process for dealing with and reporting an accident	6.1
Summary	



## Useful Websites

### **ProTrainings Europe Limited**

[www.ProTrainings.uk](http://www.ProTrainings.uk)

### **Health and Safety Executive**

[www.hse.gov.uk](http://www.hse.gov.uk)

### **The Resuscitation Council (UK)**

[www.resus.org.uk](http://www.resus.org.uk)

### **Skills for Health**

[www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)

### **Office of Qualifications and Examinations Regulation**

[www.ofqual.gov.uk](http://www.ofqual.gov.uk)

### **Ofsted**

[www.gov.uk/ofsted](http://www.gov.uk/ofsted)

### **Skills for Care**

[www.skillsforcare.org.uk](http://www.skillsforcare.org.uk)

### **The CPD Standards Office**

[www.cpdstandards.com](http://www.cpdstandards.com)

### **QMS International**

[www.qmsuk.com](http://www.qmsuk.com)

### **FOFATO**

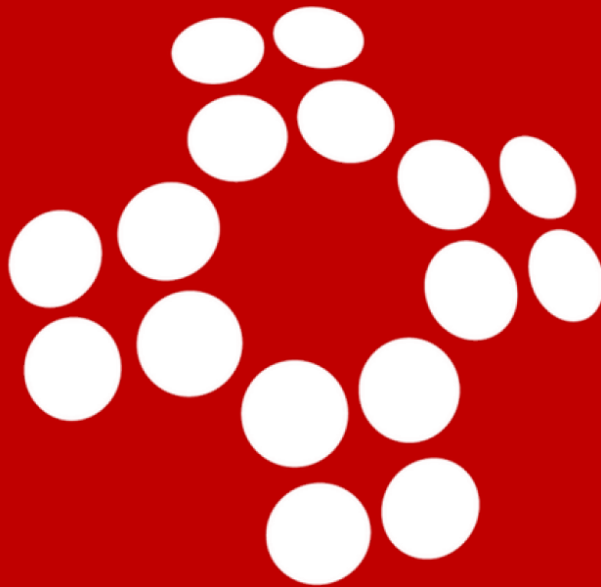
[www.fofato.co.uk](http://www.fofato.co.uk)

### **NASDU**

[www.nasdu.co.uk](http://www.nasdu.co.uk)

### **TQUK**

[www.tquk.org](http://www.tquk.org)



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