1. Context

This paper is one of a series that outline workforce dynamics and skills and training issues in key sectors in Kent and Medway and across the South East as a whole. The series sets out:

- The demographic and skill profile of the workforce in each sector
- The likely demand for and supply of new skills and workers, now and in the future
- The current and potential offer to the sector from the Learning and Skills Council

In addition, an overview paper provides a review of skills needs and intelligence across the whole of the economy, including cross-sector skills issues.

For the purposes of this paper, the transport and distribution sector includes land transport (excluding freight); water transport; driving school activities; other supporting transport; freight logistics by road; cargo handling, storage and other transport agencies; and post and courier activities (see Appendix I).

Where appropriate, analysis in the paper distinguishes between the two broad industry groups of passenger transport and freight logistics. These analytical groups are broadly reflective of the 'footprints' or types of employers represented by *GoSkills* and *Skills for Logistics* Sector Skills Councils (SSCs):

> **Passenger Transport** (*GoSkills*) **–** transport via railways, sea and coastal water transport, buses, coaches, taxis and driving school activities.
>
> **Freight logistics** (SSC) **–** (*Skills for Logistics*) – freight transport by road, national post activities, storage and warehousing, activities of other transport agencies, and courier activities.

The data presented in this paper is for Kent and Medway unless otherwise indicated.

Economic context

The transport and distribution sector is a significant component of both the South East and Kent and Medway economies. Its estimated output (Gross Value Added) is worth £1.7 billion in Kent and Medway alone, some 8% of the sub-region's total output[1].

The sector directly employs around 34,600 people in Kent and Medway and a further 6,500 transport and distribution workers are self-employed. Kent and Medway is of key strategic importance to the sector through its proximity to Europe with two of the top ten ports for all sea freight movement in the UK and the Channel Tunnel Rail link.

Key drivers of change in the transport and distribution sector include legislation and regulation, consumer confidence, public infrastructure investment, increasing commercial competition and technological developments.

Demand for freight logistics is derived from the demand for the products and services of other sectors such as retail and manufacturing. As a consequence, general consumer confidence can have an important influence on the sector.

The transport and distribution sector is subject to substantial regulation from central government with restrictions on driving licences and working practices. *Skills for Logistics* report that compliance with safety regulations often serves to restrict employers thinking on workforce development training as they focus on training that deals with regulatory issues to the neglect of general workforce development[2].

European Union (EU) regulations are also playing an increasingly significant role in the sector. The EU Working Time Directive[3], for example, restricts working hours and is likely to increase overall demand for drivers. Furthermore, *Skills for Logistics* suggest that other regulations such as the Return of Hazardous Substances and Waste Electric and Electronic Equipment Directive are likely to increase costs for freight logistics firms.[4]

In some sub-sectors, deregulation is also driving change. Since 1999, postal operators have seen a considerable decline in the extent of regulatory control over their business. Already 40% of the market has been opened to competitors with the rest to follow by 2007.[5]

Sustainable transport strategies have been at the centre of recent policy for the transport and distribution sector. The government and the EU are seeking to lead a shift from road freight towards the rail network. The government has given the Strategic Rail Authority (SRA) a target to increase rail freight growth by 80% by 2010. Statistics from the SRA shows that freight moved by rail increased by approximately 8% between April-June 2003 and April-June 2004[6]. Furthermore, as part of its strategy for sustainable distribution the Department of Transport aims to introduce taxation on the road haulage industry that will be applicable to all articulated vehicles on UK roads.

Public infrastructure investment also has a significant impact on the sector. The Channel Tunnel has supported a significant overall increase in cross-channel freight. This has also brought increased competition from continental logistics firms and has resulted in some consolidation of the sector around larger firms as a result.[7] Other planned infrastructure projects of particular significance to the sector include a planned refurbishment of the Port of Dover.[8]

Technological developments such as global positioning systems and radio frequency identification have enabled much closer tracking of vehicles, goods and personnel. These advances enable freight operators to reduce mileage, operational costs and fuel consumption. Furthermore, growth in e-commerce is likely to increase demand for light goods vehicle and customer service skills.

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[1] National Statistics 2005 Region in Figures (GVA 2002).

[2] Assessment of Current and Future Skills Needs in the Logistics Sector (Stage 1), Skills for Logistics, 2005.

[3] http://www.eubusiness.com/guides/working-time-directive (accessed on 8/3/06).

[4] Skills for Logistics, 2004, Op. Cit.

[5] The UK Postal Regulatory Regime: Key Indicators, Postcomm, 2004.

[6] www.railfreightonline.co.uk (accessed on 8/3/06).

[7] ESAN Partnership 2003. Skills shortages in road transport and logistics: Kent and Medway

[8] Kent and Medway Structure Plan: Deposit Plan, 2003.

Policy Context

The transport and distribution sector is one of four priority sectors identified by the Local Skills for Productivity Alliance in Kent and Medway.

The sector is represented nationally by two Sector Skills Councils: *GoSkills* and *Skills for Logistics*. Sector Skills Councils are responsible for articulating the demand for skills from employers and helping to broker appropriate solutions, including the design of new qualifications and standards where appropriate. Recently, SSCs have been asked to broker Sector Skills Agreements (SSAs) with learning providers and funding bodies to ensure that the supply of skills meets employer needs.

GoSkills and *Skills for Logistics* are currently in the process of developing their Sector Skills Agreements. Key elements of *GoSkills* current national priorities and objectives are outlined in Figure 1.1.

Figure 1.1 Key GoSkills Objectives and Priorities

Key Issues

- Addressing the diversity of skill and training needs
- Improving productivity and performance
- Meeting emerging skill requirements
- Tackling recruitment and retention difficulties
- Addressing skills gaps and deficiencies in the workplace
- Improving access to training and qualifications

Priorities for Action

- Targeting recruitment and retention issues
- Ensure training supply is accessible, matches demand, and is fit for purpose.
- Ensure the sector benefits from enhanced public funding for work based learning

Source: Workforce Development Plan 2004-2009, GoSkills.

Skills for Logistics are currently working with stakeholders to develop Stage 4 of the SSA process. This stage involves a review of the capacity for collaborative action and an assessment of employer expectations. Figure 1.2, shows key elements of *Skills for Logistics* national objectives.

Figure 1.2 Key Skills for Logistics Objectives

- Significantly reduce LGV driver shortage
- Identify and reduce internal skills gaps
- Raise investment in vocational training
- Improving productivity through training investment
- Address diversity issues in the sector
- Improve quality and quantity of learning supply
- Improve the image of the logistics industry

Source: www.skillsforlogistics.org

Further details of findings to date in SSA process and the potential contribution of the LSC to any future agreement are outlined in Section 5.

2. Sector Profile

Regional Overview

There around 186,000 transport and distribution workers in the South East of England. Around 156,800 people are directly employed by one of the region's 11,800 sector business establishments and a further 36,900 workers are estimated to be self-employed (16% of the overall workforce).

The sector accounts for around 5% of all employees in the South East. Across the region the highest concentration of transport and distribution employment can be found in Kent and Medway.

Some 83% of transport and distribution business establishments in the region are micro-businesses, employing between 1-10 people. The proportion of micro businesses in the sector is broadly in line with the all industry average (85%).

Employment in the sector is predominantly male and full-time. Approximately 72% of the workforce is male and 82% work on a full-time basis**. An apparent lack of flexible work opportunities could restrict the ability of the sector to draw on a potential female workforce.**

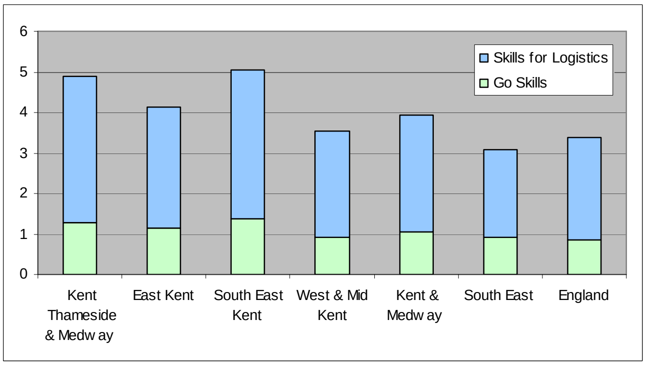
Transport and Distribution in Kent and Medway

There are around **2,700 transport and distribution business establishments in Kent and Medway**, accounting for around 4% of the total business base in the area. This is slightly higher than the proportion found regionally and nationally (3%).

The sector is characterised by a significant proportion of small businesses. Around 84% of transport and distribution establishments in Kent and Medway are micro-businesses employing between 1 and 10 people. The proportion of micro-businesses in the sector is broadly in line with the all industry average (85%).

Figure 2.1 shows that the sector accounts for between 3% and 5% of business establishments across each of the four LSC partnership planning areas in Kent and Medway[9].

Figure 2.1: Business establishments by area



Source: ONS Annual Business Inquiry 2004. Note figures do not include the self-employed. Total establishment figures exclude farm based agriculture data in SIC92 class 0100.

Numerically, the West and Mid Kent area has the greatest number of transport and distribution establishments (800 or 31% of businesses in Kent and Medway). West and Mid Kent also accounts for the highest proportion of total sector employment in Kent and Medway (28% or around 9,700 employees).

Figure 2.2 shows that in terms of business establishments the freight logistics sub-sector (*Skills for Logistics*) is larger than the passenger transport sub-sector (*GoSkills*).

Figure 2.2: Establishments by sub-sector

	% of Total business establishments		
	Kent and Medway	South East	England
Passenger transport (Go Skills)	1.0	0.9	0.8
Freight Logistics (Skills for Logistics)	2.9	2.2	2.5

Source: ONS Annual Business Inquiry 2004. Note figures do not include the self-employed.

Employment

The Annual Business Inquiry (ABI) suggests there are **around 34,600 transport and distribution employees in Kent and Medway,** accounting for 6% of total employment. This is a slightly larger proportion than employment in the sector regionally (4%).

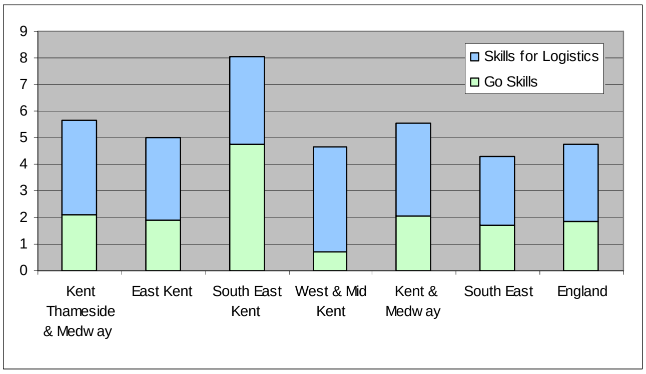
It should be noted that the ABI does not include self-employed people. The Labour Force Survey (LFS), which does include the self-employed but cannot provide detailed local data, suggests that there may be **an additional 6,500 self-employed people** working in transport and distribution in Kent and Medway.

However, both the ABI and LFS are likely to underestimate employment in the freight logistics sub-sector. Drivers and logistics staff in retail and manufacturing organisations that handle their own distribution activities will not appear in these statistics.

Figure 2.3 shows that the sector accounts for between 4% and 8% of employment in each of the four LSC partnership planning areas in Kent and Medway. The proportion of total employment accounted for by the transport and distribution sector is greatest in the South East Kent area (8%). South East Kent is also the only area in which the passenger transport (*GoSkills*) sub-sector accounts for a greater proportion of total transport and distribution employment than the freight logistics (*Skills for Logistics*) sub-sector. The cross channel ferry and channel tunnel operators are located in South East Kent.

[9] East Kent (Canterbury, Swale and Thanet); South East Kent (Ashford, Dover and Shepway); Kent Thameside and Medway(Dartford, Gravesham and Medway); West and Mid-Kent (Maidstone, Sevenoaks, Tonbridge and Malling and Tunbridge Wells)

Figure 2.3 Transport and distribution employment by area



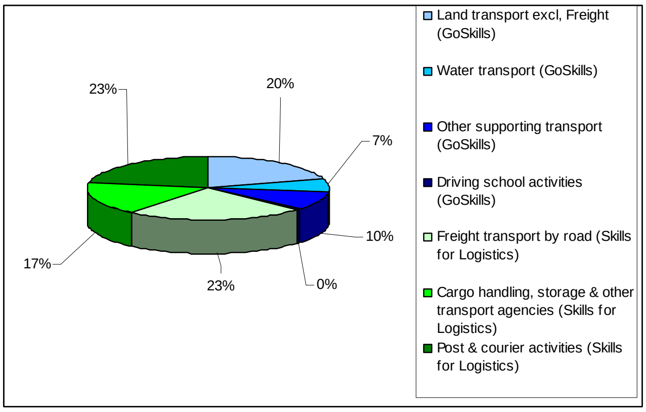
Source: ONS Annual Business Inquiry 2004. Note figures do not include the self-employed. Total employment figures for planning areas exclude farm based agriculture data.

West and Mid Kent accounts for the greatest *number* of employees in the sector[10] (9,700 or 28%) followed by South East Kent (9,200 or 27%). There are particularly high numbers of transport and distribution employees in the districts of Dover and Tonbridge and Malling.

Micro and small businesses (employing 1-49 people) account for a higher proportion of employment in the sector within Kent and Medway (37%) than they do regionally (35%) or nationally (32%). However, it should be noted that they account for a significantly lower proportion than the all industry average for Kent and Medway (51%).

Figure 2.4 shows that approximately 63% or 21,800 transport and distribution employees work within the freight logistics (*Skills for Logistics*) sub-sector. This is broadly in line with the national and regional picture.

Figure 2.4: Employment by sub-sector



Source: ONS Annual Business Inquiry 2004. Note figures do not include the self-employed. Note figures exclude air transport due to small numbers.

Looking at the sector in more detail, Figure 2.5 shows that 24% (8,300 employees) of transport and distribution employees work in the freight transport by road minor sub-sector. The national post activities minor sub-sector also accounts for a significant proportion of transport and logistics employment (17% or 5,900 employees).

[10] The West and Mid Kent planning area accounts for the greatest number of employees as it has a greater geographic area.

Figure 2.5: Employees by minor sub-sector

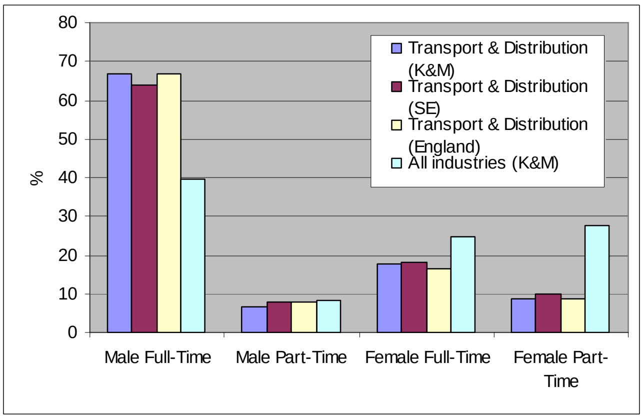
Minor Sub-Sector	% of Transport and Distribution employees	No of employees
GoSkills		
Transport via railways	10	3,600
Sea and coastal water transport	6	2,200
Other supporting water transport activities	6	2,100
Other scheduled passenger land transport	6	2,000
Other supporting land transport activities	3	900
Taxi operation	2	700
Other passenger land transport	2	600
Other supporting air transport activities	1	400
Driving school activities	<1	100
Total Go Skills	***37***	***12,600***
Skills for Logistics		
Freight transport by road	24	8,300
National post activities	17	5,900
Storage and warehousing	10	3,400
Activities of other transport agencies	7	2,300
Courier activities other than national post activities	6	1900
Total Skills for Logistics	***63***	***21800***
Total Transport and logistics		***34400***

Source: ONS Annual Business Inquiry 2004. Figures do not include the self-employed. Figure excludes inland water transport, scheduled and non-scheduled air transport, and cargo handling due to small numbers.

The current workforce

The transport and distribution sector is heavily reliant upon male labour as nearly three quarters of employees (74% or 25,500) are male, compared with 48% in all industries. Employment in the sector at regional and national levels is also predominantly male (72% and 75% respectively).

Figure 2.6: Gender and employment status



Source: ONS Annual Business Inquiry 2004. Note figures do not include the self-employed.

Only 15% of transport and distribution employees work part-time compared with 36% in all industries in Kent and Medway. *The relative lack of part-time and flexible working* *opportunities could represent one barrier to engaging more women in the transport and distribution workforce*.

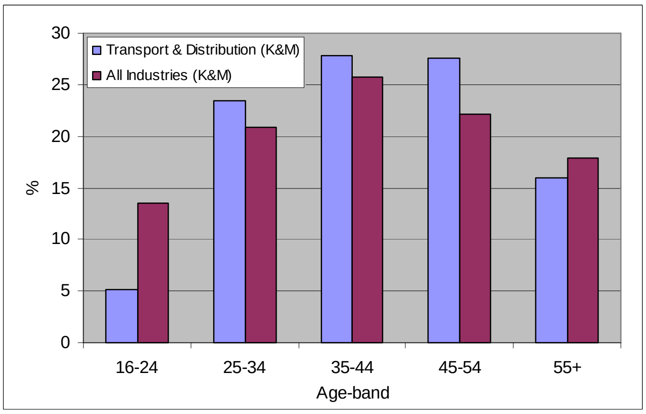
Analysis by sub-sector reveals that female employment is marginally more common within the freight logistics (*Skills for Logistics*) sub-sector where 28% of employees are female compared with 25% in the passenger transport (*GoSkills*) sub-sector. The proportion of female employment is particularly high within the national post activities minor sub-sector (42%).

At a national level, ethnic minority communities account for around 16% of the sector's workforce, compared with 13% across all industries. Census 2001 data reveals that there are a smaller proportion of people from ethnic minority backgrounds in Kent and Medway than in England as a whole (6% compared with 13%). We estimate that there are around 3,100 people from ethnic minority backgrounds working in the transport and distribution sector in Kent and Medway (between 7 and 8% of the workforce).

The transport and distribution workforce has an older age profile than the economy as a whole (Figure 2.7). Approximately 5% of workers in the sector are aged between 16 and 24 compared with 14% across all industries. It is likely that this is due to age limitations on entry into a number of driving roles within the sector due to driver licensing and insurance issues. The proportion of young people employed in the sector is broadly in line with regional figures (6%) but lower than in England as a whole (8%).

Despite having an older age profile than the all industries average, the transport and distribution sector has a slightly lower proportion of people aged 55 or over (16% or around 6,600 people and 18% respectively). Older workers are more common in particular occupations in the sector. For example, *Skills for Logistics* suggest that **nationally almost a quarter (23%) of large goods vehicle (LGV) drivers are aged 55 or over**[11].

Figure 2.7: Workforce Age Profile

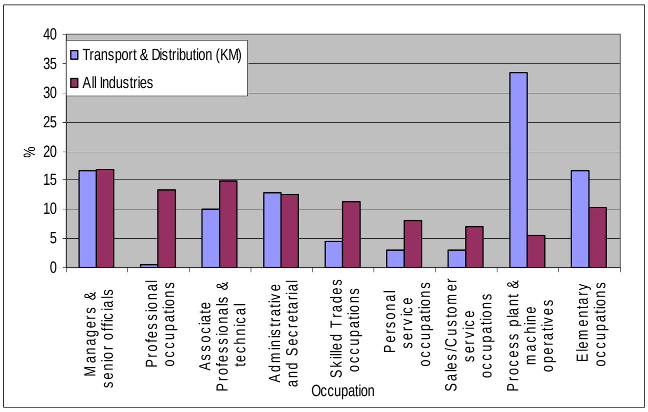


Source: Labour Force Survey Spring 2005. Inferred data. Note figures include the self-employed.

Occupational profile

Figure 2.8 shows the broad occupational breakdown of the sector's workforce. Around a third (33% or 13,700) of transport and distribution jobs in Kent and Medway are within process, plant and machine operative occupations (e.g. drivers), and a proportion far greater than found across all industries (6%).

Figure 2.8: Broad occupational breakdown



Source: Labour Force Survey Spring 2005. Inferred data. Note figures include the self-employed.

Elementary occupations are the next largest broad occupational group with around 17% (6,800) of the transport and distribution workforce working within these occupations.

Figure 2.9 shows that around 55% of those working within the passenger transport (*GoSkills*) sub-sector and 24% of those in freight logistics (*Skills for Logistics*) work in 'sector specific' occupations (approximately 11,000 and 5,000 jobs respectively). These are occupations where over two thirds of employment is within transport and distribution and where sector based initiatives might be particularly appropriate.

Figure 2.9: Specialist transport and distribution occupations

Occupation	Est. jobs in passenger transport	Est. jobs in freight and logistics	% total
Taxi, cab drivers and chauffeurs	2,600	300	7%
Post worker, mail sorter, messenger, couriers	-	2,900	7%
Transport and distribution managers	1,300	1,400	7%
Transport and distribution clerks	1,200	100	3%
Bus and coach drivers	1,100	-	3%
Ship and hovercraft officers	800	-	2%
Driving instructors	800	-	2%
Train drivers	700	-	2%
Transport operatives n.e.c.	600	200	2%
Rail travel assistants	600	-	1%
Other sector specific	1,300	100	3%
Total sector specific	11,000 **55%**	5,000 **24%**	**39%**

Source: Labour Force Survey Spring 2005. Inferred data. Note figures include the self-employed. Totals may not sum due to rounding. * Not elsewhere classified.

Figure 2.10 shows occupations that are not specific to the transport and distribution sector and where cross sector initiatives to support workforce development may be more appropriate. Many of these occupations are nevertheless

11 Assessment of Current and Future Skills Needs in the Logistics Sector (Stage 1), Skills for Logistics, 2004.

quite specialist (e.g. HGV drivers). This reflects the fact that other sectors (e.g. retail) sometimes undertake their own logistics operations.

Heavy goods vehicle drivers (around 11% or 4,400 jobs) and other goods handling and storage occupations (around 6% or 2,400 jobs) form a significant proportion of transport and distribution employment in Kent and Medway.

Figure 2.10: Employment in other occupations

Occupation	Est. jobs in passenger transport	Est. jobs in freight and logistics	% total
Heavy goods vehicle drivers	300	4,100	11%
Other good handling and storage occupations nec	<100	2,400	6%
Van drivers	100	400	4%
Customer care occupations	600	400	2%
General office assistants or clerks	400	600	2%
Counter clerks	-	800	2%
Seafarer (m navy), barge, light, boat	600	-	2%
Marketing and sales managers	200	400	1%
Storage and warehouse managers	200	400	1%
Accounts wages clerk, bookkeeper	100	500	1%
Office managers	200	300	1%
Mangers and prop. In other services NEC	500	-	1%
Personal assists and other secretaries	300	200	1%
Metal working prod and maintenance fitter	500	-	1%
Electricians, electrical fitters	400	100	1%
Other non sector specific	4,500	4,700	22%
Total non sector specific	8,900	15,300	
	46%	**76%**	**61%**

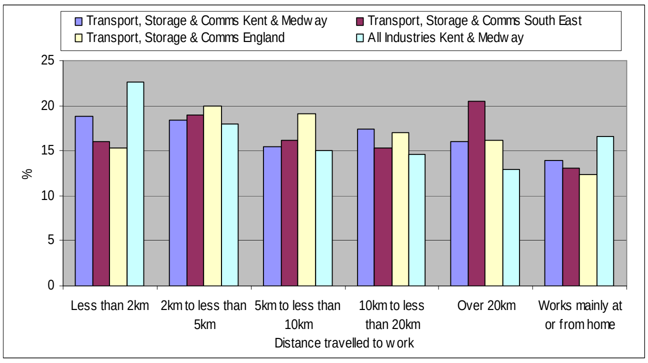
Source: Labour Force Survey Spring 2005. Inferred data. Note figures include the self-employed. Totals may not sum due to rounding. * Not elsewhere classified.

Commuting

Analysis of the 2001 Census reveals that currently around 92% of those working in the transport and distribution[12] sector in Kent and Medway also live in the area. The proportion of workers living and working in the same area is highest within the East Kent area (77%) and lowest in West and Mid Kent (51%).

In general, commuting is more common amongst higher paid occupations (i.e. managerial and professional occupations). Lower skilled workers are more likely to live and work in the same area.

Figure 2.11: Distance travelled to work



Source: ONS Census 2001, Standard Tables, Workplace population.

Around a third (33%) of transport and distribution workers in Kent and Medway report that they travel 10km or more to work, a proportion in line with the national average and higher than the all industries average (28%).

[12] Census 2001 data only allows for analysis of 'transport and distribution' in the broadest sense and therefore should only be used as a guideline to the situation in the sector.

3. Sector Skills Issues

Regional Overview

Although employment in the sector is not forecast to grow significantly across the South East, a constant supply of skills is required to address issues of natural labour turnover and more provision may be required in some areas to meet current skill shortages.

The National Employer Skills Survey (NESS) offers some insight into sector **skill shortages** (a lack of suitably skilled people in the labour market) and **skill gaps** (skill deficiencies in the existing workforce).[13]

Recruitment difficulties in the sector are relatively common. One in 10 employers across the region have vacancies considered hard-to-fill and 6% have skill shortage vacancies, where there is a perceived shortage of suitably skilled people in the labour market.

Around 19% of the sector's employers report skills gaps amongst their existing workforce. A lack of experience on the job is the cause of skill gaps most often highlighted by transport and distribution employers.

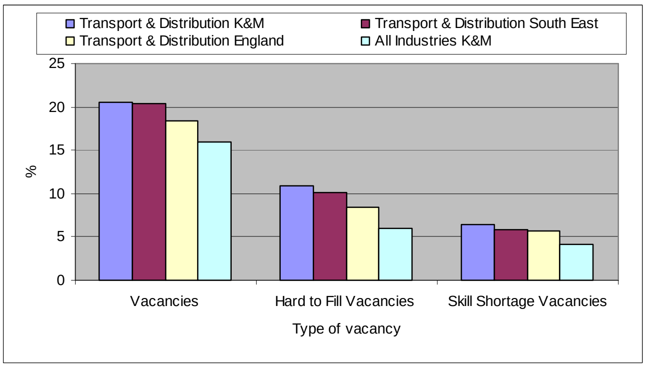
The transport and distribution workforce in the South East is dominated by intermediate skilled workers (68% have level 2 and 3 qualifications), around 16% are high skilled and another 16% have low level skills.

Around 64% of employers report funding or arranging job related training for employees over the past 12 months. As in many industries high skilled workers are more likely to report that they have recently undertaken training.

Skill needs in Kent and Medway

Transport and distribution employers are more likely to report unfilled vacancies than employers across all industries (Figure 3.1). Hard-to-fill transport and distribution vacancies are reported by around 11% of employers in Kent and Medway. This is higher than the proportion of employers reporting vacancies in all industries (6%) and slightly higher than the regional and national averages for the sector (10% and 8% respectively).

Figure 3.1: Skill Shortages



Source: NESS 2005. Note figures do not include the self-employed or businesses with only one employee.

Around **7%** of transport and distribution employers in Kent and Medway **report skill shortage vacancies**. This is a higher proportion of employers than those reporting skill shortages across all industries in Kent and Medway (4%).

Hard-to-fill and skill shortage vacancies are more common within the passenger transport (*GoSkills*) sub-sector. Go Skills suggests that engineering, maintenance and driver occupations are causing particular recruitment difficulties in passenger transport[14]. *Skills for Logistics* highlights the poor image projected by the freight logistics sub-sector due to issues around pay, long and inflexible working hours and the working environment as a major contributor to recruitment difficulties and skill shortages[15].

Skill gaps are less commonly reported in the transport and distribution sector than in the economy as a whole (15% of employers compared with 17% across all industries). Furthermore, the proportion of transport and distribution employers in Kent and Medway reporting skill gaps is lower than that found in the sector at a regional level (19%).

At a regional level employers in the freight logistics (*Skills for Logistics*) sub-sector report skill gaps more often than passenger transport (*GoSkills*) employers (19% and 17% respectively). This pattern is reflected at a national level (Figure 3.2).

Figure 3.2: Skill Gaps

	Kent and Medway	South East	National
Transport and Distribution	15	19	14
Passenger transport (Go Skills)	*	17	14
Freight and logistics (Skills for Logistics)	*	19	15
All Industries	17	18	16

Source: NESS 2005. Notes: figures do not include the self-employed or businesses with only one employee. *Sample size too small for robust analysis.

Transport and distribution employers are most likely to report an increase in workload for other staff as the main impact of skill gaps (60%). Other significant impacts of skill gaps in the sector include increased operating costs (cited by 40% of employers) and difficulties introducing new working practices (28%).

Staff lacking necessary experience and/or having been recently recruited is the most commonly highlighted cause of skill gaps in the transport and distribution workforce , having been cited by 61% of employers with skill gaps.

Figure 3.3 shows the incidence of skill gaps in the three largest occupational groups in the transport and distribution sector compared with the proportion of the workforce found in each occupation. Around a third (34%) of skill gaps identified by employers are related to elementary occupations. Given that these occupations account for only 16% of the sector workforce, the proportion of skill gaps is higher than might be expected.

[13] The NESS does not include the self-employed or businesses with only one employee.

[14] Skills Needs Assessment: Sector Skills Agreement Stage 1, GoSkills, 2006.
[15] http://www.skillsforlogistics.org/ssa.shtml (accessed on 10/3/06).

Figure 3.3: Skill gaps by occupation

	Process, plant and machine operatives	Elementary occupations	Managers and senior officials
% of workforce with skills gap in occupation	26	34	12
% of workforce in occupation	31	16	17

Source: NESS 2005. Note figures do not include the self-employed or businesses with only one employee.

More than a quarter (26%) of reported skill gaps relate to process, plant and machine operative occupations and a further 12% to managerial occupations.

Soft skills appear to be a particular issue in the sector with 49% of employers with skill gaps identifying customer handling skills as a skill area in particular need of improvement among their workforce and 48% identifying oral communication. Delivery drivers are an increasingly important interface with the client for many retail and manufacturing operations investing in e-commerce. Technical and practical skills also featured prominently as skill needs identified by employers (41%).

Research undertaken by *GoSkills* suggests that driving skills are a particular issue within the passenger transport sub-sector with micro and large businesses identifying these skills as those most in need of improvement among their workforce[16]. This may indicate a demand for refresher or advanced driving courses over and above statutory requirements. *Skills for Logistics* also identify basic literacy and numeracy skills as a particular issue for the freight and logistics sub-sector.[17]

Employment Change

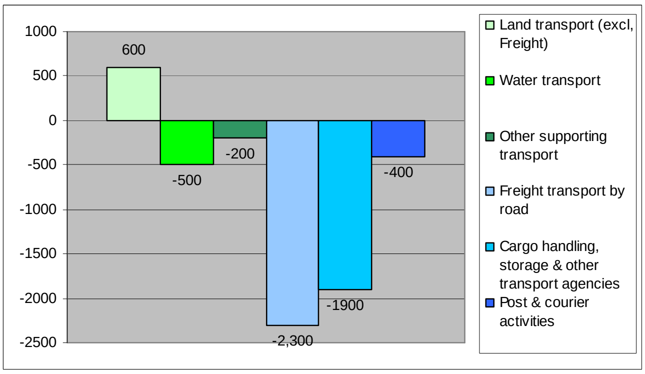
Transport and distribution employment in Kent and Medway declined by around 12% between 1999 and 2004 (around 4,600 jobs) and by around 16% in the South East over the same period. However, national employment in the sector grew by around 4% over this period.

The reasons for this are unclear. Figure 3.4 shows the differences in employment change between transport and distribution sub-sectors in Kent and Medway between 1999 and 2004. Employment levels in the freight logistics (*Skills for Logistics*) sub-sector decreased by around 17% over this period with 4,600 fewer jobs in 2004 than in 1999. All minor sub-sectors within the freight logistics sub-sector experienced employment losses over this period with the largest decline felt in freight transport by road (overall loss of 2,300 jobs).

It could be that the Kent and Medway freight transport sub-sector is experiencing particularly stiff competition from operators in mainland Europe. Alternatively, improved journey times with the Channel tunnel may have reduced the need for storage operations to be based in Kent, and tipped the balance in favour of London and Midlands based companies for UK distribution.

Employment in the passenger transport (*GoSkills*) sub-sector declined only slightly with a loss of around 100 jobs between 1999 and 2004. Within this sub-sector declines in employment levels in the water transport (loss of 500 jobs) and other supporting transport (loss of 200 jobs) minor sub-sectors were offset by increases in employment within the land transport minor sub-sector (around 600 additional jobs).

Figure 3.4: Employment change 1999-2004 by sub-sector



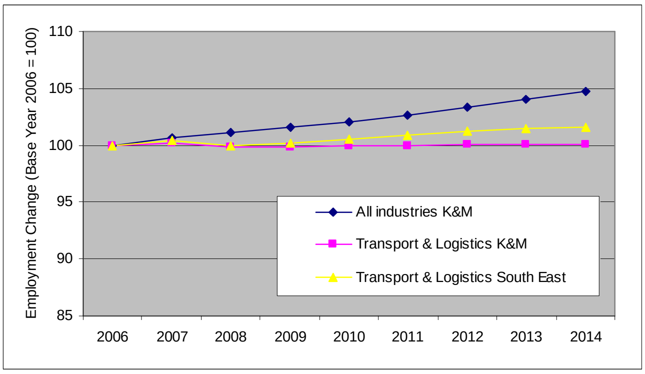
Source: ABI 1999 and 2004. Note: Figures do not include the self-employed.

Nationally, employment in passenger transport (*GoSkills*) increased by around 10% over the same time period, while levels of employment in freight logistics (*Skills for Logistics*) remained relatively stable (1% increase).

Forecast data from Working Futures 2 suggests that **in 2014 transport and distribution employment in Kent and Medway will be at a similar level to that in 2006**. Figure 3.3 shows that while employment in the sector will experience marginal growth in the South East over this period, employment levels will remain relatively constant in Kent and Medway.

Forecasts for transport and distribution differ from the total for all industries in Kent and Medway which are expected to experience employment growth of around 5% over the same period.

Figure 3.5: Forecast employment 2006-2014



Source: IER/Warwick, Working Futures 2. Note figures do not include architectural and engineering services or repair of electrical household goods.

Figure 3.6 shows that while a decline in employment is expected in some occupational groups, others are expected to grow.

[16] Sector Skills Survey, GoSkills, 2005.
[17] Assessment of Current and Future Skills Needs in the Logistics Sector (Stage 1), Skills for Logistics, 2005.

Figure 3.6: Forecast employment by occupation

Occupation	% change in employment 2006-2014	Estimated Change in Jobs in K&M
Managers and Senior Officials	13	600
Professional occupations	2	<100
Associate Professional and Technical	4	100
Administrative and Secretarial	11	600
Skilled Trades Occupations	-17	-700
Personal Service Occupations	22	300
Sales and Customer Service Occupations	37	500
Machine and Transport Operatives	-5	-400
Elementary Occupations	-20	-1,100

Source: IER/Warwick University, Working Futures 2. Figures do not include architectural and engineering services or repair of electrical household goods. Personal Service occupations omitted due to small sample size.

Employment in elementary occupations is forecast to decline most rapidly (20%) with a loss of around 1,100 jobs. Significant job losses are also expected among skilled trade occupations (17% or 700 jobs).

By contrast, employment in managerial occupations is forecast to grow by around 13% or 900 jobs. Growth is also forecast in administrative and secretarial occupations (11% or 600 additional jobs) and sales and customer service occupations (37% or 500 additional jobs).

Whilst overall transport and distribution employment in Kent and Medway is forecast to remain relatively stable, the majority of annual demand for labour new staff is to address natural turnover in the labour market, where people leave their current job through retirement, sickness and job changes for example.

Skills and qualification issues

The analysis of skills in this paper uses qualifications as a proxy measure for skill level. Whilst this is not ideal, qualifications are the best measure available. Three broad skill levels are used:

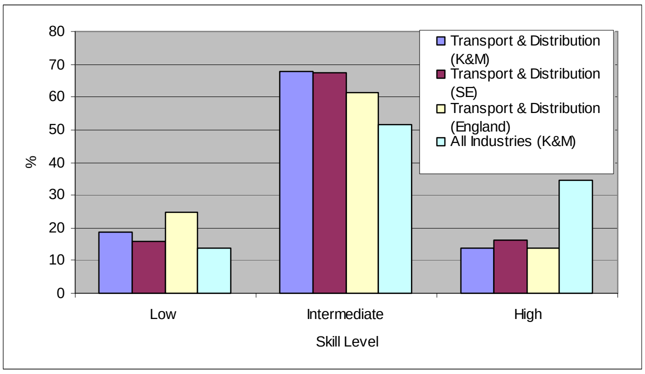
Low skill (NVQ 1 or less including those with no qualifications). Common skills requirements for these jobs at this level include basic literacy, numeracy and IT skills and a range of generic skills.

Intermediate skill (NVQ 2-3). Skill requirements in these occupations are often vocational or technical in nature. They may also require higher level generic skills including analytical and problem solving abilities.

High skill (NVQ 4+). These skills are important in managerial and professional and associate professional roles. They are sometimes technical in nature but usually require high level analytical, communication and people management skills.

More than two thirds of the transport and distribution workforce (68% or 27,900 people) in Kent and Medway possess intermediate level skills compared to 52% of the workforce across all industries. High level skills are notably less common in the sector than in all industries (14% and 35% respectively) and almost a fifth (19% or 7,700 people) of the sector workforce have low level skills. This is broadly reflective of the skills profile of the sector regionally.

Figure 3.7: Skill Levels – Broad Analysis



Source: LFS Spring 2005. Inferred data. Note: Figures include the self-employed.

Around 9% of those working in the sector in Kent and Medway hold no formal qualifications (3,900 people) compared with 8% across all industries. The proportion of workers with no formal qualifications gives an indication of the likely basic skills needs in the sector. Basic skill needs are likely to be even higher in the freight logistics sub-sector, where 11% of the workforce have no qualifications.

At sub-sector level, higher level skills are more prevalent within the passenger transport (*GoSkills*) sub-sector with 20% of the workforce possessing skills at this level compared with 8% within the freight logistics (*Skills for Logistics*) sub-sector.

Learning Provision

The predominance of intermediate level skills in the sector means that Further Education (FE) and Work Based Learning (WBL) courses are particularly important sources of newly qualified staff. However, not all those completing relevant courses work join the sector and new entrants to the transport and distribution sector can come from a range of different backgrounds.

In 2004/05 around **2,258 learners** were undertaking **Further Education courses** in areas related to the transport and distribution sector in Kent and Medway (Figure 3.8).

Figure 3.8: FE Provision 2004/05

Area of Learning	Number of Learners	Level 1 and entry level	Level 2	Level 3	Level 4+	Other
Warehousing and Distribution	69	55%	39%	6%	0%	0%
Transportation Operations and Maintenance	2,189	67%	13%	12%	0%	7%
Total Sector	2,258	**67%**	**14%**	**12%**	**0%**	**7%**
All Industries	-	39%	27%	17%	2%	15%

Source: LSC – Kent and Medway ILR.

Just over a third (67%) of all learners studying transport and distribution related courses were studying at Level 1 and entry level. This is a significantly higher proportion than the average found across all areas of learning.

Overall, around **82% of learners following transport and distribution related qualifications were male** compared with around 43% of all FE learners.

Figure 3.9 shows that around 709 learners were enrolled on transport and distribution related **Work Based Learning** qualifications in 2004/05[18] (around 11% of all WBL learners). Of these learners around 58% were studying at Level 2 (e.g. Foundation Apprenticeships) and an additional 24% were enrolled on Level 3 courses.

Unlike FE, the majority of learners following transport and distribution related WBL were female (67%). However, it should be noted that it is likely that this is due to WBL areas of learning classifications categorising transportation in the same area of learning as retail and customer service.

Figure 3.9: WBL Provision 2004/05

Area of Learning	No Learners	Level 1 and entry level	Level 2	Level 3	Level 4+	Other
Retail, Customer Service and Transportation	709	3%	71%	26%	0%	0%
All Industries	-	4%	58%	24%	1%	14%

Source: LSC – Kent and Medway ILR. Note: Figures are a snapshot of learners as of January 2005 to take account of the fact that WBL provision is not governed by term dates.

Another route for workforce development within Kent and Medway is the *Profit from Learning* (PfL) initiative. This Government backed training initiative allows employers to access funded training as well as claim compensation for the time staff spend on the training[19]. Profit from Learning statistics for Kent and Medway reveal that 34 transport and distribution businesses participated in the PfL initiative.

Overall around 550 employees undertook training as part of the programme. Around 58% of learners undertook NVQ Level 2 qualifications and a further 22% undertook basic skills training.

An important priority in current government policy is developing a **"vocational ladder"** into employment for young people from the age of 14, from vocational GCSEs and Young Apprenticeships through Foundation and Advanced Apprenticeships to Foundation Degrees [20].

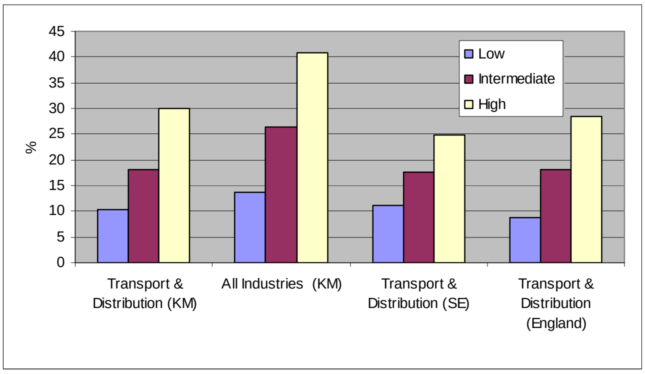
Foundation Degrees are vocational Higher Education qualifications at a Level 3-4. They aim to integrate academic and work based learning through close collaboration between employers, universities and FE colleges. Since 2003, the Government has been working to expand the number and range of Foundation Degrees available. A Foundation Degree in Business with Transport and Logistics is available from September 2006. The Degree can be studied as a full-time course lasting two years.[21]

Current Training Levels

The level of job-related training is lower than that found in all industries with less than one in five transport and distribution workers (18%) reporting they had undertaken job related training in the last three months compared to an all industries average of 29%.

As in many sectors, highly skilled workers are more likely to receive work-related training (Figure 3.11). This may help to explain the prevalence of skill gaps amongst those employed in elementary occupations.

Figure 3.11: Job-related training in previous 13 weeks

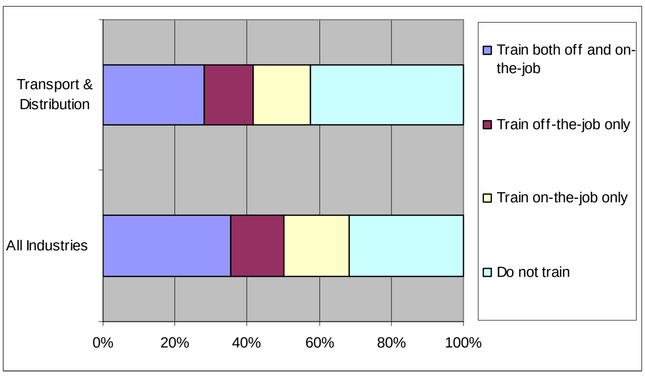


Source: LFS Spring 2005. Inferred data. Note: Figures include the self-employed.

More than half (58%) of transport and distribution employers in Kent and Medway report having funded or arranged training for their staff in the last 12 months. This is a lower proportion than the average for all industries (68%) and the regional average for the sector (64%), but in line with transport and distribution employers nationally (58%). Employers in the freight logistics (*Skills for Logistics*) sub-sector are slightly more likely to have funded or arranged training for staff than in the passenger transport (*GoSkills*) sub-sector (56% compared with 51%).

Figure 3.12 shows that the relative proportions of on and off the job training reported by employers are similar to the all industry average.

Figure 3.12: Type of training funded or arranged



Source: NESS 2005. Note figures do not include the self-employed or businesses with only one employee.

[18] Figures are for January 2005 (Period 6 of the academic year) and provide a 'snapshot' of those in learning as WBL provision does not follow term times. The number of learners has then been identified based on the highest qualification level of the learner.
[19] The Profit from Learning initiative was launched in Kent and Medway in September 2003 as a pilot scheme. The programme was available to companies in the area up until 31st March 2006. Train 2 Gain has now replaced Profit from Learning.
[20] Department for Education and Skills website – www.dfes.gov
[21] UCAS website – www.ucas.ac.uk

More than a third (35%) of transport and distribution employers in Kent and Medway identify that they have a training plan in place, which specifies in advance the level and type of training employees will need in the coming year. This is lower than the proportion found across all industries in Kent and Medway (41%). In addition, a lower than average proportion of transport and distribution employers report having a training budget in place (21% compared with 30% across all industries).

4. Sector Prioritisation

In recent years the LSC has introduced a wide range of initiatives to improve the responsiveness of vocational learning provision to the needs of employers from all sectors. Nevertheless, the LSC has also sought to identify key industries and occupations where the allocation of additional resources and the development of a more bespoke 'employer offer' could make most impact.

In 2005, the LSC, in conjunction with SEEDA, undertook an exercise to formalise and update its process for identifying priority sectors in South East England. **The sector prioritisation balanced scorecard should not be used in isolation from other evidence and from taking a broad view of the data.**

The scores across each indicator are outlined in Figure 4.1 – see Methodology box overleaf.

Figure 4.1: Sector Scorecard – Sector SE

Indicator	Measure	Transport and Communication (South East)	13 Industry Average
Economic Scale	Output (GVA) Share	9%	7.70%
	Employment share	6%	7.70%
	Relative empl. concentration (SE-UK)	1.01	1
Growth Potential	Productivity (GVA per employee)	£53,494	£38,929
	Forecast empl. growth 2004-2014	2%	7%
Skill needs	% of employees with sub-level 2 qualifications	24%	20%
	% employees with level 2 or 3 qualifications	57%	48%
	Hard to Fill vacancies as % total employment	1.40%	1.30%
Score		**6**	**6.3**

Source: South East Sector Prioritisation Framework 2006
Note on scoring: Unshaded=0; Light green=1; Darker green=3

Whilst the sector scores is shown to be important in terms of economic scale, growth potential and skills needs (and scores on one or more measure within each indicator) it's scores are not significantly above average and the sector has not been identified as a regional priority.

The overall score for transport and communication therefore places the sector as the joint 6th highest of the 13 broad sectors in the South East and joint 7th in Kent and Medway (Figure 4.2).

Figure 4.2: Sector Scorecard –Sector KM

Indicator	Measure	Transport and Communication (Kent and Medway)	13 Industry Average
Economic Scale	Output (GVA) Share	8%	7.70%
	Employment share	6%	7.70%
	Relative empl. concentration (SE-UK)	0.98	1
Growth Potential	Productivity (GVA per employee)	£40,049	£32,523
	Forecast empl. growth 2004-2014	2%	6%
Skill needs	% of employees with sub-level 2 qualifications	24%	20%
	% employees with level 2 or 3 qualifications	57%	48%
	Hard to Fill vacancies as % total employment	1.40%	1.30%
Score		**5**	**6.4**

Source: South East Sector Prioritisation Framework 2006
Notes: On scoring, Unshaded=0; Light green=1; Darker green=3. *Skill needs figures are regional due to small local sample size

In addition to the scorecards shown above, the Sector Prioritisation Framework project also created regional skills needs indicators for individual Sector Skills Councils, although the specific measures used were slightly different.

Figure 4.3 Skills needs indicator for SSCs

Indicator	Measure	*GoSkills*	*Skills for Logistics*
Skill needs	% of employees with sub-level 2 qualifications	23%	32%
	*% employees with level 3 qualifications**	32%	26%
	*% Businesses with Hard to Fill vacancies**	17.10%	14.20%
Score		**5**	**7**

Source: South East Sector Prioritisation Framework 2006

Figure 4.3 shows that both the passenger transport and freight logistics sub-sectors score on this indicator, suggesting that they are both of direct relevance to LSC policy and programmes.

Methodology

The revised **South East Sector Prioritisation Framework** scores broad industrial sectors and occupations on a range of economic indicators that measure relative importance to the LSC and partners in terms of three dimensions:

1. **Economic scale:** The indicators prioritise larger sectors which are more likely to require significant resource allocations
2. **Growth potential:** The indicators highlight growing sectors as more likely to support future regional competitiveness
3. **Skills and learning needs:** The indicators identify sectors with unmet skills needs and/or intermediate level skills needs where LSC provision can make most difference

For each dimension there are several measures, each given equal weight. Each indicator has been given a score as follows:

0	significantly below the average,
1	at or above the average,
3	significantly above average (1.5 times the mean)

For more details on the South East Sector Prioritisation Framework, please see the Overview paper

.

5. The LSC Offer

The core offer
The LSC will continue to provide a wide range of learning opportunities for young people (aged 14-19) wishing to enter the transport and distribution sector. This will give employers access to Level 2 and Skills for Life training for staff who do not hold qualifications at Level 2 or above (equivalent to 4 GCSEs A*- C). This training is fully funded for eligible individuals. Six of the seven Further Education colleges offer a range of provision to the sector and a range of LSC funded Apprenticeships will continue to be available through colleges and private training providers.

Following a series of Employer Training Pilots (e.g. Profit from learning) the LSC is also introducing a National Employer Training Programme (Train 2 Gain). This will give employers across all sectors access to free Level 2 training for staff who do not hold qualifications at level 2 or above. The government has also pledged to match the offer for those who want to study full-time at college in order to gain equivalent qualifications.[22]

The LSC is also developing a national quality kitemark to recognise colleges that are responsive to local employer needs, building on standards such as Action for Business Colleges (A4BC) in the South East. Three colleges in Kent and Medway are accredited A4BC colleges (Canterbury, West Kent and Mid-Kent College).[23]

The LSC will also continue to fund a range of Skills for Life programmes for individuals with basic literacy and numeracy problems.

Beyond the core

Specialist expertise and capacity in transport and distribution skills provision will continue to be developed through Centres of Vocational Excellence (CoVEs).

As one of the Local Skills for Productivity Alliance's priority sectors, Kent and Medway LSC have developed an action plan for activities to address skill gaps within the sector. The following areas will be addressed within the action plan:

- Increase employer engagement within the sector
- Increase capacity through the development of an assessor network within the workforce
- Through targeted programmes encourage young people and women to enter the industry.

Sector Skills Agreements

Ensuring that employers have access to provision that meets their needs is one of the key priorities of the LSC. Therefore the LSC has a significant role to play in the development and delivery of Sector Skills Agreements which establish the demand for skills and how these skills will be supplied.

The development of a Sector Skills Agreement is a five stage process involving;

1. Assessment of current and future skills needs
2. Assessment of current provision
3. Analysis of gaps and weaknesses
4. Assessment of the scope for collaborative action
5. Development of an action plan

The two SSCs which represent the transport and distribution sector are at differing stages of SSA development. *Skills for Logistics* is the furthest along the process and plan to launch their SSA by the end of April 2006. Figure 5.1 shows some of the key findings of their progress to date.

Figure 5.1: Skills for Logistics - Key Issues from Stages 1-3 of the SSA process

- **Management skills gap** – limited and inconsistent progression opportunities into management; limited success in attracting graduates; and technical skill gaps among junior and middle managers.
- **Basic skills gap** – basic literacy and numeracy skills are a particular issue among lower levels of the workforce.
- **The image of the industry** – the poor image projected by the sector as a result of working conditions is a major reason for recruitment difficulties and skill shortages.
- **Limitations of current external training providers** – there is a strong feeling among employers that training is not demand-led; reflects what providers are able to supply; is often out-dated and irrelevant; can be sporadic due to the nature of funding initiatives; and is inconsistent across geographies.
- **Lack of understanding of the business case for training –** a number of firms are driven by short-term considerations such as the need to comply to regulations and neglect further training and skills development.

Source: Assessment of Current and Future Skills Needs in the Logistics Sector (Stage 1), Skills for Logistics, 2005; An Assessment of Current Provision for Skills Needs in the Logistics Sector (Stage 2), Skills for Logistics, 2005; Analysis of Gaps and Weaknesses in Workforce Development Activity (Stage 3), Skills for Logistics, 2005.

Having completed stage 1, *GoSkills* are currently involved in stage 2 of the SSA process and propose a November 2006 launch for their completed SSA. Figure 5.2 overleaf shows some of the key issues identified within the *GoSkills* stage 1 skills needs assessment.

[22] DfES 2005. 'Skills: Getting on in Business, Getting on at Work' White Paper available at www.dfes.gov.uk/publications
[23] LSC 2006 'Regional Statement of Priorities: South East Region.'

Figure 5.2: GoSkills – Key Issues from Stage 1 of the SSA process

- A small proportion the passenger transport workforce possess or are working towards **industry specific qualifications**.
- **Recruitment difficulties** for engineering, maintenance and driver occupations.
- Significant future demand for **customer service, communication and driving skills**.
- A need for **innovative training delivery methods** as smaller businesses are experiencing difficulties in engaging in traditional training methods due to time constraints and loss of income.
- Need to **tackle negative perceptions** of the sub-sector and **recruit and retain younger workers.**
- There are few industry specific qualifications and the scope of current **external training provision** is **limited**.

Source: Skills Needs Assessment: Sector Skills Agreement Stage 1, Go Skills, 2006.

Appendix I. Sector Description

Transport and Distribution Sector: SIC2003 Definition

GoSkills SSC (passenger transport)

60.1 Transport via railways
Includes: Inter-city services and other transport via railways.

60.21 Other scheduled passenger land transport
Includes: Inter-city coach services, urban and suburban transportation by underground, metro and similar systems, and other scheduled passenger land transport

60.22 Taxi operation

60.23 Other passenger land transport
Includes: Renting of buses and coaches and other non-scheduled passenger land transport not elsewhere classified.

61.1 Sea and coastal water transport
Includes: Passenger sea and coastal water transport and freight sea and coastal water transport.

61.2 Inland water transport
Includes: Transport of passengers via rivers, canals, lakes and other inland waterways, renting of pleasure boats with crew and transport of freight, via rivers, canals, lakes and other inland waterways.

62.1 Scheduled air transport
Includes: Transport of passengers by air over regular routes and on regular schedules, transport of freight by air over regular routes and on regular schedules.

62.2 Non-scheduled air transport
Includes: Non-scheduled transport of passengers by air, regular passenger charter flights, non-scheduled transport of freight by air and regular freight charter flights.

63.2 Other supporting transport activities
Includes: Other supporting land, water and air transport activities.

80.41 Driving school activities

Skills for Logistics SSC (freight logistics)

60.24 Freight transport by road
Includes: Furniture removal activities, freight transport by road, and renting of trucks with driver.

63.1 Cargo handling and storage
Includes: Cargo handling, warehousing and storage of frozen and refrigerated goods, liquids or gases and grain.

63.4 Activities of other transport agencies
Includes: Forwarding of freight and arranging transport operations by road, sea or air.

64.1 Post and courier activities
Includes: Other supporting land, water and air transport activities.

Also covers rail and water freight for which there are no specific SIC codes.

Appendix II: Transport and Distribution Specialist Occupations

8214 TAXI, CAB DRIVERS AND CHAUFFEURS

Taxi, cab drivers and chauffeurs drive motor cars for private individuals, government departments and industrial organisations, drive taxis for public hire, drive new cars to delivery points and drive motorcycles and other motor vehicles.

No academic qualifications are required but most entrants require a clean, current driving licence and a medical examination. Local authorities typically set their own tests of local knowledge and additional driving tests before awarding licences.

TASKS

• checks tyres, brakes, lights, oil, water and fuel levels and general condition of vehicle before start of journey;
• drives passenger-carrying motor cars, taxis and other motor cars and motorcycles, complying with road and traffic regulations;
• collects passengers when hailed or in response to telephone/radio message and helps them to secure their luggage;
• conveys passenger to destination and helps unload luggage;
• cleans, services and maintains vehicle or motorcycle.

9211 POSTAL WORKERS, MAIL SORTERS, MESSENGERS, COURIERS

Workers in this unit group collect, receive, sort and deliver mail, documents, correspondence or messages, either between or within establishments.

There are no formal academic entry requirements. A medical examination may be required. Entrants complete short induction courses followed by a programme of off- and on-the-job training. NVQs/ SVQs in Mail Operations are available at Levels 1 and 2.

TASKS

• collects mail from post boxes, receives parcels, and collects correspondence, documents and other material from individuals, offices or other establishments;
• sorts mail, parcels and other incoming and outgoing material for delivery, and maintains records of material received and despatched;
• delivers mail, parcels, correspondence and other materials to specified or agreed routes and schedules;
• completes delivery forms, collects charges, and issues receipts for the collection and delivery of registered or recorded mail and other items.

1161 TRANSPORT AND DISTRIBUTION MANAGERS

Plan, organise, direct and co-ordinate the activities and resources necessary for the safe, efficient and economic movement of passengers and freight by road, rail, sea and air transport. Candidates are recruited with a variety of academic quals and/or with experience. Entrants to management trainee schemes offered by larger companies will require GCSEs/S grades, A levels/H grades, a degree or other equivalent qualifications. Off- and on-the-job training is provided. Professional qualifications are available. Legislation of the EU requires all transport managers to hold a Certificate of Professional Competence (CPC).

TASKS

• plans utilisation of staff/operating equip, co-ordinates maintenance activities
• examines traffic reports, load patterns etc and revises transport services or freight rates,
• direct the movement, handling, storage of freight in transit, and reviews space utilisation, staffing and distribution expenditure
• ensures compliance with regulations
• ensure harbour channels and berths are maintained
• supervises day-to-day activities in a railway station;
• arranges for maintenance of airport runways and buildings

4134 TRANSPORT AND DISTRIBUTION CLERKS

Workers in this unit group perform various clerical functions related to the transport and distribution of goods and freight.

There are no minimum academic requirements, although entrants usually possess GCSEs/S grades. Training is usually provided on-the-job. NVQs/ SVQs considering various aspects of road distribution and cargo operations are available at Levels 1, 2 and 3.

TASKS

• processes customer orders and forwards requisition documentation to storage and distribution personnel;
• formulates delivery loads, vehicle schedules and routes to be followed by delivery staff;
• monitors tachograph readings and maintains records of hours worked and distance travelled by drivers;
• obtains customs clearance and processes import and export documentation necessary for the movement of goods between countries;
• maintains records regarding the movement and location of freight, containers and staff.

8213 BUS AND COACH DRIVERS

Bus and coach drivers drive road passenger-carrying vehicles such as buses, coaches, trams and mini-buses.
There are no formal academic entry requirements, though candidates must be in possession of a full car driving licence. All bus and coach drivers must pass the Passenger Carrying Vehicle (PCV) test. This incorporates a theoretical examination and assessed driving. Entrants to the PCV test must be at least 18 years old. NVQs/ SVQs in Transporting Passengers by Road are available at Levels 2 and 3.

TASKS

• checks tyres, brakes, lights, oil, water and fuel levels and general condition of the vehicle
• drives single- and double-decked vehicle over pre-determined route, complying with traffic regulations and keeping to time schedule;
• stops and opens/closes doors at pre-arranged places to allow passengers to board and alight, observing regulations
• may collect fares from passengers and issue tickets/ensure use of a ticket machine;
• may plan routes in conjunction with private hirer and assist with loading and unloading of luggage;

3513 SHIP AND HOVERCRAFT OFFICERS

Command and navigate ships and other craft, co-ordinate the activities of officers and deck and engine room ratings, operate and maintain communications equipment on board ship and undertake minor repairs to engines, boilers and other mechanical and electrical equipment. Entrants usually possess GCSEs/S grades and A levels/H grades. Good colour vision without spectacles or contact lenses is required for some posts and candidates must undergo a medical examination. Training lasts three to four years and combines taught courses and assessed training at sea.

TASKS

• allocates duties to ship's officers, co-ordinates the activities of deck and engine room ratings;
• directs/undertakes the operation of controls to inflate air cushions, run engines and propel and steer ships, hovercraft etc
• locates the position of vessel using electronic and other navigational aids
• monitors the operation of engines, generators and other mechanical and electrical equipment and undertakes any necessary minor repairs;
• maintains radio contact with other vessels and coast stations;
• maintains log of vessel's progress, weather conditions, conduct of crew, etc.

8215 DRIVING INSTRUCTORS

Driving instructors co-ordinate and undertake the instruction of people learning to drive cars, motorcycles, buses and haulage vehicles.

There are no formal academic requirements. Candidates must have held a current driving licence for four out of the last six years, have no motoring or criminal convictions and be over 21 years old.
To gain registration as an Approved Driving Instructor, entrants must pass a three-part examination. Instructors for Large Goods Vehicles (LGVs) and Passenger Carrying Vehicles (PCVs) are trained internally or at specialist training establishments. NVQs/SVQs in Driving Instruction at Level 3 are available for instructors in all licence categories.

TASKS

• checks instruction and learning standards and discusses teaching plans with other instructors;
• plans lessons in accordance with the needs and abilities of individual pupils;
• explains driving techniques and assists pupil with difficulties;
• familiarises pupil with the Highway Code and different road and traffic conditions;
• advises pupil when to apply for theoretical and practical driving tests and familiarises them with test procedures and standards.

3514 TRAIN DRIVERS

Train drivers drive diesel, diesel-electric, electric and steam locomotives that transport passengers and goods on surface and underground railways.

There are no formal academic requirements. Entrants must pass a medical examination. Good hearing, good eyesight and normal colour vision are required. Off- and on-the-job training is provided. An NVQ/SVQ in Rail Transport (Driving) is available at Level 2.

TASKS

• checks controls, gauges, brakes and lights before start of journey and studies route, timetable and track information;
• starts train when directed and operates controls to regulate speed;
• watches for track hazards, observes signals and temperature, pressure and other gauges;
• stops as directed to allow passengers to embark/disembark, the loading and unloading of freight and coupling /uncoupling of carriages and tubs;
• checks safety equipment, regulates the heating of passenger compartments and records engine defects or unusual incidents on the journey.

8219 TRANSPORT OPERATIVES NEC

Monitor the activities of bus drivers, conductors and other road transport depot drivers, undertake various tasks related to water transportation, and perform other transportation tasks not elsewhere classified. There are no formal academic entry requirements. Training is provided both off- and on-the-job. NVQs/SVQs in Organising Road Transport Operations and Marine Operations are available at Level 2.

TASKS

• checks that vehicles run as scheduled, monitors number of passengers travelling and makes recommendations for improvement;
• organises relief and replacement crews, ensures compliance with regulations
• checks that goods have been correctly loaded into vehicle, monitors and records information from tachographs, and arranges for servicing, refuelling, cleaning and repair of depot vehicles;
• operates lighthouses and locks, opens and closes moving bridge across inland waterways and docks, maintains navigational lights in harbours, assists in mooring craft, and measures depth of water in canals, rivers, etc.
• guides horses or ponies and drives horse drawn vehicles to transport goods and passengers.

6215 RAIL TRAVEL ASSISTANTS

Rail travel assistants issue, collect and inspect travel tickets, provide information and assistance to railway passengers, operate train doors, and perform a variety of duties on station platforms in connection with the arrival and departure of trains and the movement of goods and passengers.

There are no formal academic entry requirements, although entrants are required to take a medical examination and have normal colour vision. Training is provided off- and on-the-job. NVQs/ SVQs in Rail Transport (Passenger) are available at Level 2.

TASKS

• examines and collects tickets at the ticket barrier of a railway station;
• helps with passenger enquiries and makes announcements over a public address system at stations;
• loads and unloads mail, goods and luggage, operates lifts and hoists and drives small trucks;
• assists passengers with special needs to board and leave trains;
• checks control panel operation before start of journey, operates train door controls and signals to driver to start or stop train;
• inspects and issues tickets on trains, deals with passenger enquiries, and takes charge of goods being transported on train.

Appendix III: Glossary

Glossary of Abbreviations

ABI	Annual Business Inquiry
CITB	Construction Industry Trading Board
CoVE	Centres of Vocational Excellence
DfES	Department for Education and Skills
E2E	Entry to Employment
EDIMS	Equality and Diversity Impact Measures England
ESOL	English for Speakers of Other Languages
ETP	Employer Training Pilot
FE	Further Education
GCSE	General Certificate of Secondary Education
GNVQ	General National Vocational Qualifications
GVA	Gross Value Added
HE	Higher Education
HEFCE	Higher Education Funding Council for England
HNC	Higher National Certificate
HND	Higher National Diploma
ICT	Information and Communications Technology
ILR	Individual Learner Records
JSA	Jobseekers Allowance
KCC	Kent County Council
KS3	Key Stage 3
LAD	Local Authority District
LFS	Labour Force Survey
LSC	Learning and Skills Council
LSCKM	Learning and Skills Council Kent and Medway
NEET	Not in Education, Employment or Training
NESS	National Employer Skills Survey
NETP	National Employer Training Pilot
NUTS	Nomenclature of Territorial Units
NVQ	National Vocational Qualification
ODPM	Office of the Deputy Prime Minister
ONS	Office for National Statistics
PfL	Profit from Learning
PLASC	Pupil Level Annual Schools Census
SEEDA	South East England Development Agency
SfL	Skills for Life
SFR	Statistical First Release
SSA	Sector Skills Agreement
SSC	Sector Skills Council
SSDA	Sector Skills Development Agency
StAR	Strategic Area Review Technology
UA	Unitary Authority
WBL	Work Based Learning

Glossary of Terms

Annual Business Inquiry	Annual Survey of businesses undertaken by ONS.
Action for Business Colleges	Flagship programme supported by the South East region's six LSC's and SEEDA, as part of the Workforce Skills Programme.
Basic Skills	Numeracy, Literacy and ESOL.
CoVE	Centres of Vocational Excellence – Colleges with specialist provision and facilities aimed at meeting needs of employers primarily to tackle level 3 skills in technical, craft and supervisory roles.
IER/Warwick University (WF II)	Institute of Employment Research at the University of Warwick employment forecast model (based primarily on LFS and ABI)
Labour Force Survey	Quarterly survey of labour workforce
Level 1	4 - 5 GCSE passes grades D – G or NVQ 1
Level 2	5 GCSE grades A*- C, O-Level or NVQ 2
Level 3	A Level or NVQ 3 equivalent
Level 4	Higher Education: first and sub-degree HNC, HND, NVQ4
Level 5	Postgraduate degree or NVQ 5
Literacy	Ability to read and write
National Employer Skills Survey	NESS is an annual Survey of Employers that allows comparative data analysis at local, regional and national levels with respect to training activity, vacancies, hard to fill vacancies and skills gaps. The survey is funded by the LSC in partnership with the SSDA and DfES, and includes a sample of around 75, 000 employers nationally with local sample boosts.
Numeracy	Ability to understand and use numbers.
Sector Skills Agreement	An agreement between employers (represented by a Sector Skills Council) and key funding partners (LSC) to meet existing and future training needs. Agreements will enable the government, employers, employee representatives and organisations who plan, fund and support education and training to tackle the provision of skills around a common set of objectives.
Sector Skills Councils	Currently 25 councils representing approximately 85% of the economy.
Skills Gaps	Exist where those in work in an organisation do not have the necessary skills to perform their jobs to a satisfactory standard.
Skills Shortages	Exist where there is insufficient supply of skilled labour among the working population.
Train to Gain	Replaced the Employer Training Pilot (marketed in Kent and Medway as Profit form learning).

Useful Publications

'Kent Economic Report', Kent County Council

'Kent Prospects', Kent County Council

'Learning and Skills Assessment', Learning and Skills Council for Kent and Medway

Useful Links

Learning and Skills Council: www.lsc.gov.uk

Learning and Skills Council for Kent and Medway: www.lsc.gov.uk/kentandmedway

Department for Education and Skills: www.dfes.gov.uk

South East England Development Agency: www.seeda.co.uk

Sector Skills Development Agency: www.ssda.org.uk

Contact Information

This publication is available from the Council's website:
www.lsc.gov.uk/kentandmedway

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