

Supporting and reforming the transport operator's competence – Developing a unified training package for the transport operator in Europe
Erasmus+ Project

Intellectual Output 2

European Transport Operators unified
Competence Map



The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein. This project has received grant support from Movetia funded by the Swiss Confederation. The content reflects the authors' view and Movetia is not responsible for any use that may be made of the information it contains.

MODULES	UNITS OF LEARNING OUTCOMES	LEARNING OUTCOMES	KNOWLEDGE	SKILL	COMPETENCE
Module 1 - Civil Law	1.1 Transport contracts - Legal Basis	CL1.1.1 The learner will be able to negotiate a legally valid transport contract, analysing the contract types and legal basis in road haulage and passenger transport.	Recall the basis of a legal transaction between two or more parties, the obligations, the provision of the service and the delivery of the product; Recognize a commercial transport contract, its types and applicable legal regimes.	Applies correct transport contracts and responds to the consequences of failure to comply with a contract. Includes all necessary formal elements within a commercial transport contract together with responsibilities, rights and obligations;	Assesses the legal provisions of civil law to comply with the formal requirements and those contained in the documentation, and cooperates with other carriers. Executes a transport contract
		CL1.1.2 The learner will abide to contractual liabilities examining claims in terms of timing damages and compensations in road haulage and passenger transport.	Define possible complaints about delivery, price, deadlines arising from a transport contract.	Analyse claims in terms of timing, damages and compensations according to the contractual liabilities established.	Formulates a claim to other party or parties; Requests the intervention of the arbitration boards.
	1.2 CMR International transport convention	CL1.2.1 The learner will be able to apply the correct rules and follow the obligations arising from the CMR Convention for International Carriage of goods.	Describe the scope and range of application of the CMR agreement, its parties, and responsibilities.	Apply the requirements of the CMR contract, rights and obligations to international transport contracts	Formalise consignment notes according to the CMR agreement; Evaluate the rules and obligations arising from different international contracts according to the CMR convention.

Module 2 – Commercial Law	2.1 The Commercial Entrepreneur	CommL2.1.1 The learner will be able to apply the correct regulations as the Commercial Entrepreneur in road haulage and passenger transport.	Identify the conditions and formalities laid down for playing the trade and the general obligations incumbent upon transport operators (registration, record keeping, etc.)	Analyse and recognise the formalities laid down for plying the trade and the general obligations incumbent upon transport operators	Apply the formalities laid down for plying the trade and the general obligations incumbent upon transport operators
	2.2 Formal obligations of the employer	CommL2.2.1 The learner will be able to apply the correct regulations of the employer in road haulage and passenger transport.	Describe the formal obligations of the employer	Analyse his formal obligations as the employer	Comply the formal obligations of the employer
	2.3 The individual entrepreneur	CommL2.3.1 The learner will be able to apply the correct regulations as the individual entrepreneur in road haulage and passenger transport.	List the rules of registration and functioning as the individual entrepreneur	Analyse the rules of registration and functioning as the individual entrepreneur	Comply with the formal requirements as the individual entrepreneur
	2.4 The commercial company	CommL2.4.1 The learner will be able to apply the correct formal regulations for commercial company in road haulage and passenger transport.	List the various forms of commercial companies and the principles of their establishment and operation	Analyse the rules of registration and functioning of the commercial company	Distinguish between various forms of commercial companies and shows the benefits of their operation

	2.5 The company S.A.	CommL2.5.1 The learner will be able to apply the correct formal regulations for company S.A. in road haulage and passenger transport.	Describe the principles of establishing and operating the company SA	Analyse the rules of registration and functioning of the company SA	Apply the knowledge of the principles of establishing and operating of the company SA
	2.6 The limited liability company (S.L.)	CommL 2.6.1 The learner will be able to apply the correct formal regulations for The limited Liability Company in road haulage and passenger transport.	Describe the terms and conditions of the constitution and operation of the limited liability company (S.L.)	2.6 Is able to analyse the rules of registration and functioning of The limited liability company (S.L.)	Apply the principles of the establishment and operation of the limited liability company (S.L.)
	2.7 Cooperative society	CommL2.7.1 The learner will be able to apply the correct formal regulations for Cooperative Society in road haulage and passenger transport.	Recall the principles of establishing and functioning of the Cooperative society	Analyse the rules of registration and functioning of Cooperative society	Apply the principles of establishing and functioning of a Cooperative Society
	2.8 The declaration of competition	CommL2.8.1 The learner will be able to apply the correct rules arising from the declaration of competition	Describe the conditions, formalities and consequences of the declaration of competition	Analyse and recognise conditions, formalities and consequences of the declaration of competition	Execute the declaration of competition
Module 3 – Social Law	3.1 Workers' representation	SL3.1.1. The applicant will be familiar with the role and function of the various	Identify the different representations in the company, staff delegates,	Recognise the functions of the representations of companies, committees,	Distinguish and comply with the obligations of representation of the

		social institutions which are concerned with road transport (trade unions, works councils, shop stewards, labour inspectors, etc.);	works committees, trade unions, the labour inspectorate	trade unions, labour inspections and when they are necessary	workers who are part of the company.
	3.2 Employers' social security obligations	SL3.2.1. The applicant will be familiar with the employer's social security obligations;	Discern the obligations of employers in the area of social security and their management bodies.	Discern social security entities and their competences.	Differentiate the management bodies and their applications.
	3.3 Employment contracts, the collective agreement	SL3.3.1. The applicant will be familiar with the rules governing work contracts for the various categories of worker employed by road transport undertakings (form of the contracts, obligations of the parties, working conditions and working hours, paid leave, remuneration, breach of contract, etc.);	Discern the types of labour contracts, collective agreements and the scope of application.	Select the employment contracts and collective agreements in the sector and their application according to the workers' statute.	Apply contracts with the workers and their business obligations.
	3.4 The tachograph	SL3.4.1. The applicant will be familiar with the rules applicable to driving time, rest periods and working time, and in particular the provisions of Regulation (EEC) No 3821/85, Regulation (EC) No	Identify the social conditions of drivers with regard to driving and rest times.	Recognise the maximum working times and minimum rest periods are for drivers.	Apply the distribution of work according to driving and rest times.

		561/2006, Directive 2002/15/EC of the European Parliament and of the Council Directive 2002/15/EC of the European Parliament and of the Council of 11 March 2002 on the organisation of the working time of persons performing mobile road transport activities and Directive 2006/22/EC, and the practical measures for applying those provisions;			
	3.5 The initial qualification and continuous training of drivers	SL3.5.1 The applicant will be familiar with the rules applicable to the initial qualification and continuous training of drivers, and in particular those deriving from Directive 2003/59/EC of the European Parliament and of the Council Directive 2003/59/EC of the European Parliament and of the Council of 15 July 2003 on the initial qualification and periodic training of drivers of certain road vehicles for the carriage of goods or passengers.	Identify each of the characteristics of the initial qualification and continuous training of drivers	Choose the training to be carried out by a driver depending on whether his training is to be initial or continuous	Supervise that the driver has undergone the appropriate initial or continuous training

Module 4 – Fiscal Law	4.1 VAT on transport	FL4.1. 1. The learner will be able to apply the correct VAT rates	VAT on transport	Distinguish between different VAT rates on transport	Apply the applicable VAT on transport
	4.2 Personal Income Tax	FL4.2.1 The learner will be able to apply the correct Personal Income Taxes	Personal Income Tax	Analyse Personal Income Tax	Calculate Personal Income Tax correctly
	4.3 Corporate Tax	FL4.3.1 The learner will be able to apply correctly Corporate Taxes	Corporate Tax	Analyse Corporate Tax	Correctly settle Corporate Tax
	4.4 Basic fiscal notions, other taxes	FL4.4.1 The learner will be able to use basic fiscal notions and implements knowledge of other taxes	Basic fiscal notions, other taxes relating to transport	Use basic fiscal notions and analyse other taxes relating to transport	Comply with the knowledge of other taxes
Module 5 Business and financial management	5.1 The costs of the company, Securities Guarantee contracts	BFMU5.1.1 The learner will know the laws and practices regarding the use of cheques, bills of exchange, promissory notes, credit cards and other means or methods of payment;	Use of cheque credit cards and other forms of payment.	Illustrate the main principles of the use of cheque credit cards and other forms of payment.	Understand the main principles and requirements for handling cheque credit cards and other forms of payment.

	5.2 Leasing, renting, factoring	BFMU5.2.1 The learner will know the various forms of credit (bank credit, documentary credit, guarantee deposits, mortgages, leasing, renting, factoring, etc.) and the charges and obligations arising therefrom;	Discern the forms of financing through equity and debt of a transport company.	Analyses the different forms of financing of a transport company.	. 5.2. The learner is able to discuss and apply the main requirements the different forms of financing of a transport company.
	5.3 Basic accounting, the balance sheet , Profit and loss accounts, Analysis using ratios	BFMU5.3.1 The learner will know what a balance sheet is, how it is set out and how to interpret it and will be able to read and interpret a profit and loss account;	Identify the structure of a balance sheet and a profit and loss account.	Analyse the structure of a balance sheet and a profit and loss account.	Analyse a balance sheet and a profit and lost account.
	5.4 Business planning, Budgeting	BFMU5.4.1 The learner will assess the undertaking's profitability and financial position, in particular on the basis of financial ratios, will be able to prepare a budget and will be to know the cost elements of the undertaking (fixed costs, variable costs, working capital, depreciation, etc.), and to calculate costs per vehicle, per kilometre, per journey or per tonne;	Identify the structure of a transport company's cost accounting.	Recognizes the real elements of budgeting and business planning.	Comply with the main principles and requisites to work with budgeting and business planning in a transport company.

	5.5 The department Marketing and Organisation	BFMU5.5.1 The learner will be able to draw up an organisation chart relating to the undertaking's personnel as a whole and to organise work plans, etc.; 5.5.2 The learner will know the principles of marketing, publicity and public relations, including transport services, sales promotion and the preparation of customer files, etc.	Define basics of marketing and organisational matters of marketing and organisational structure of a transport company.	Identify the functions of marketing and forms of organization	Create a marketing concept and a organizational structure for a transport company.
	5.6 The insurance contract; Liability insurance, domestic transport insurance	BFMU5.6.1 The learner will know the different types of insurance relating to road transport (liability, accidental injury/life insurance, non-life and luggage insurance) and the guarantees and obligations arising therefrom;	Discern the conditions and formalities with all necessary types of insurance in connection with a transport company.	Describe the most important insurance contracts for road transport	Apply the main principles the most important types of insurances
	5.7 Invoicing in freight transport	BFMU 5.7.1. The learner will apply the rules governing the invoicing of road haulage services and know the meaning and implications of Incoterms; 5.7.2. to be familiar with the different categories of	Discern the general conditions of invoicing in transport companies.	Illustrate the main principles of invoicing in transport companies.	Distinguish and comply with the obligations of invoicing in a transport company.

		transport auxiliaries, their role, their functions and, where appropriate, their status.			
	5.8 transport operators, auxiliary activities	BFMU5.8.1 The learner will be able to implement different risk management strategies in case of market fluctuations.	Discern the general conditions of the transport process and other logistic processes	Illustrate the different services of a transport company.	Apply the main logistic process in a transport company
Module 6 - Access to the market	6.1 Occupational regulations	AM6.1.1 The learner will be able to apply the occupational regulations for admission to the market, analysing the existing rules of the internal and foreign market for road haulage and passenger transport	Describe general rules and principles to set up a road haulage company, with an insight on requisites to work within intra-community and extra-community road haulage. Illustrate the main principles that regulate the transport of passengers and transport plans.	Operate according to the sectoral requirements to run a national and international road haulage company and observe needed authorisations. Implement the main principles that regulate the transport of passengers and for introducing road passenger transport services and transport plans	Formalise activities and requisites to work within the national and international road haulage sector, dealing with authorisations, checks, penalties and documents. Create and revise transport plans for passenger transportation.
	6.2 National and international transport services - Documents	AM6.2.1 The learner will be able to use/prepare/implement the correct documents required for operating road transport services respecting national and international	Illustrate the main authorisations, checks and penalties for non-compliance of documents to be kept by the premises of the undertakings and in the vehicle. Moreover, the	Analyse checks and penalties for missed compliance. Keep correct documents by the premises of the undertakings and in the vehicle, and prepare the main extra-community and	Examine checks and penalties for missed compliance of documents; Assess documents to be kept by the premises of the undertakings and in the vehicle, formulate the

		formalities in the road haulage and passenger transport areas.	learner will illustrate the extra-community and inter-community obligations for hauliers and the obligations of T and TIR carnet and existing border formalities.	inter-community obligations for hauliers. Create T and TIR carnets documents and follow border formalities.	main extra-community and inter-community obligations for hauliers. Examine T and TIR carnets documents, obligations and border formalities.
Module 7 - Technical standards and technical aspects of operation	7.1 Weights and dimensions	TSTA7.1. The learner will be familiar with the rules concerning the weights and dimensions of vehicles in the Member States and the procedures to be followed in the case of abnormal loads which constitute an exception to these rules;	Catalogue dimensions of the different types of vehicles as well as the maximum permitted weights, also the cases of loads exceeding these dimensions and special loads.	Measure cargo volumes and measurements available on the vehicles for full loads and part loads.	Meet the requirements of the vehicles in terms of weight, measurements.
	7.2 Classes of vehicles	TSTA7.2. The learner will be able to choose vehicles and their components (chassis, engine, transmission system, braking system, etc.) in accordance with the needs of the undertaking;	Catalogue the different types of vehicles, rigid, articulated and the use of different transmission systems, automatic gears, retarders, ABS.	Recognise the different types of vehicles according to their technical characteristics.	Choose the vehicle according to its technical characteristics.
	7.3 Approval and registration	TSTA7.3. The learner will be familiar with the formalities relating to the type approval, registration and technical inspection of these vehicles;	Recalls the periods of validity of the technical inspections of the vehicles, the conditions and the places where they must be carried out.	Control the validity periods of the technical inspections of the vehicles and the guarantee conditions.	Comply with the requirements of the technical inspections of the vehicles.

	7.4 Environmental aspects	TSTA7.4. The learner will understand what measures must be taken to reduce noise and to combat air pollution by motor vehicle exhaust emissions;	7.4 The conditions of Euro V, VI engines and different types of fuel, maximum decibel levels of engines and wheels.	Comply with the standards of air pollution emissions, according to the requirements of the various local, national and international bodies.	Comply with the standards of noise and air pollution.
	7.5 Vehicle maintenance	TSTA7.5. The learner will be able to draw up periodic maintenance plans for the vehicles and their equipment. In relation to road haulage, the applicant will.	Recalls the periods of technical maintenance of the vehicles, changes of oils, filters, etc.	Elaborate the maintenance plans of the vehicles according to the characteristics of the work they perform.	Formalise a maintenance plan for the company's vehicles.
	7.6 Physical protection of goods	TSTA7.6. The learner will be familiar with the different types of cargo-handling and loading devices (tailboards, containers, pallets, etc.) and be able to introduce procedures and issue instructions for loading and unloading goods (load distribution, stacking, stowing, blocking and chocking, etc.);	Catalogue the different containers, pallets and lashing systems with cables, chains or slings, distributing the load by weight or volume.	Apply the norms of manipulation of load and stowage, adapting the load in the position of security in the mooring and of stability. Knows the Euro pallets and isopallets.	Apply a loading and stowage plan by choosing the appropriate elements.
	7.7 Intermodal transport	TSTA7.7 be familiar with the various techniques of 'piggy-back' and roll-on roll-off combined transport;	Identify other forms of transport such as "piggy-back" and "roll-on roll-off" modes	Comply with the techniques of multimodal transport in terms of the different modes of transport and obligations.	Choose the most appropriate multimodal transport system for the entity.

	7.8 Transport of dangerous goods - ADR	TSTA 7.8. The learner will be able to implement procedures to comply with the rules on the carriage of dangerous goods and waste, notably those arising from Directive 2008/68/EC and Regulation (EC) No 1013/2006;	Identify dangerous goods, their classes, labels and especially the prohibitions of joint loading.	Apply the rules of transport of dangerous goods in terms of classes, labels, packaging, documentation.	Comply with the requirements of the regulations of transport of dangerous goods ADR.
	7.9 Transport of perishables -ATP	TSTA7.9. The learner will be able to implement procedures to comply with the rules on the carriage of perishable foodstuffs, notably those arising from the Agreement on the International Carriage of Perishable Foodstuffs and on the Special Equipment to be used for such Carriage (ATP);	Discern the different perishable food products, the vehicles to use and their characteristics.	Apply the rules of control according to the different products and vehicles to be used, in the transport of perishable food products	Use temperature controlled vehicles for food products according to ATP.
	7.10 Transport of live animals	TSTA7.10. The learner will be able to implement procedures to comply with the rules on the transport of live animals.	Describe the conditions of animal transport, types of vehicles, the separations by species of animals and their welfare.	Prepares the transport plan for the different species of animals in terms of routes and rest of the animals.	Formalise a plan for monitoring vehicles for the transport of animals and the welfare of these animals.

Module 8 - Road safety and Contingency Planning	8.1 The driving licence	RSCP8.1.1. The learner will know what qualifications are required for drivers (driving licence, medical certificates, certificates of fitness, etc.);	Define the legislation governing the company's industry, as well as the required qualifications and their validity periods. Take into account the driver's qualifications and skills in relation to the customer's requirements and needs.	Verify the qualifications required of drivers and the documents required to verify them.	Perform the driving and transport tasks required by his driving license class without harming the environment and equipment.
	8.2 Road traffic regulations	RSCP8.2.1. The learner will take the necessary steps to ensure that drivers comply with the traffic rules, prohibitions, safety requirements and restrictions in force in different Member States ;	Define the legislation governing the company's industry, as well as the required qualifications and their validity periods. Take into account the driver's qualifications and skills in relation to the customer's requirements and needs.	Monitors compliance with road traffic regulations and arranges additional instructions and training if necessary	Plan and carry out a transport task in accordance with laws and regulations, while taking safety considerations into account.
	8.3 Defensive driving	RSCP8.3.1. The learner will implement procedures to properly secure goods and be familiar with the corresponding techniques. In relation to road passenger transport, the applicant will have elementary knowledge of the layout of the road network in the Member States.	Adopt the principles and effects of safe, economical and proactive driving to avoid accidents and minimize consumption.	Draw up the principles of safe and economical driving and also use them when planning transport. Can also use the data collected at work (eg emissions, consumption, accident statistics, violations and violations) in the planning of drivers' work.	Work in the manner required to avoid danger and damage and also utilizes e.g. accident statistics and damage reports. Actively addresses the security aspects it perceives.

	8.4 First Aid	RSCP8.4.1. The learner will lay down procedures to be followed in the event of an accident and to implement appropriate procedures to prevent the recurrence of accidents or serious traffic offences	Master the first aid skills required of professional drivers, various training programs and related exercises, and those who provide first aid training.	Ensure that in the event of an accident, know how to act correctly and provide the necessary first aid.	Maintain his first aid skills and acts immediately, and does not hesitate to use his skills in situations where they are needed.
Module 9 – Environmental Aspects	9.1. Transportation planning and optimization	EA9.1.1. The learner will know the interface of ITS (Intelligent Transport Systems) to promote environmental awareness and foster eco-sustainability within the freight sector.	Employ the available traffic systems (e.g. congestion application, avoiding altitude differences, optimizing the route according to stops, avoiding light control, etc.).	Use various mobile applications in his / her work, which can be used to optimize the driving route so as to avoid congestion, low-speed streets and stops in general.	Work in such a way that the routes driven have the least possible impact on the environment.
	9.2. Vehicle acquisition and emissions	EA9.2.1 The learner will implement these technologies to congestion relief, foster greener mobility, and reduce energy consumption.	Identify the characteristics of the vehicle in relation to its intended use. Identify the characteristics of the vehicle in terms of consumption and emission control and is familiar with the related gauges and techniques.	Acquire a vehicle according to its intended use in accordance with the company's environmental policy (or strategy). Can also apply company driving guidelines to minimize emissions and consumption.	Employ all the features of the vehicle that contribute to the achievement of the company's environmental goals.

	9.3. Fuel selection and consumption	EA9.3.1. The learner will know common practices to explore ways to reduce energy and carbon emissions, in that they will know ways to measure carbon emissions depending from the vehicle used.	Recognise the importance of fuel selection in relation to vehicle consumption and emissions	Use and interpret the vehicle's own emission control and fuel consumption monitoring indicators and techniques.	Monitor and use the data generated from monitoring also in planning to better take environmental considerations into account.
Module 10 – Digital Technologies	10.1 Digital applications in vehicle fleet and business processes	DT10.1.1 In relation to road haulage the learner will be able to know the potential of digital technologies for improving road safety of Driver Assistance Systems such as Electronic Stability Control (ESC), Adaptive Cruise Control (ACC), Lateral Support (lane departure warning and lane change assistant), Collision Warning and Emergency Braking Systems and other applications such as eCall (emergency call), driver hypo-vigilance systems, “speed alert” and “alcohol-lock”. Moreover, learner will be able to recognize the full potential of technological systems to improve transport efficiency	Recall the most important terms used in the digitalization of logistics (for example Bid Data, Blockchain, VR, AR, 3d pressure sensor technology, Digital possibilities in the truck fleet)	Name the possibilities of the Big Data application in transport operation.	Analyse and use Big Data evaluation

		such as Vehicle-to-vehicle (V2V), infrastructure-to-infrastructure (I2I) to foster communication, positioning and exchange information and also remote diagnostics system to prioritize repairs.			
	10.2 Digitization in transport mode as a management task	DT10.2.1 The learner will be able to know the possibility of digitalization not only in the vehicle fleet but also in business processes.	Identify the elements of a digitization strategy in transport operations.	Explain the term block chain and give concrete examples of its use.	Apply key change management tools 1
	10.3 Change Management as a basis for digitization in the transport business	DT10.3.1 The learner will be able to know the importance of Change Management for digitization in the transport business.	Recognise the importance of digitization in the business processes of the transport company and recognizes the importance of change management in digitization processes in the transport business	Identify potential savings from digitization measures in the transport business and can use various methods in his/her work to create a digital strategy	Create a digitization strategy for a transportation company