

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

Erasmus+ Project

Intellectual Output 5 Training Methodology and Transferability Guide



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1. Introduction

TOC Training Methodology and Transferability Guide is a pivotal tool for the creation of an innovative and specific training programme focused on transport professionals needs; the guide shows a modules division into learning units, training contents and skills reached that provides the trainer with a clear picture of how the trainings are to be implemented successfully among the transport managers. For each module the trainer's competence is explain as well as the learning outcomes in order to allow the user to focus on a specific topic and related skill rather than others. This process ensures the transport manager need of training to be completely met.

The training guide is one of the deliverables of the TOC project. The main purpose of this document is to describe the didactic approach, materials and tools to achieve the project objectives. This document should support trainers, stakeholders, training institutions and associations in implementing a training path based on driver needs and new training technologies.

2. Training Path

2.1 Civil Law

Module 1: Civil Law

Unit: 1.1 Transport contracts – Legal basis

Aim: The unit provides the basic knowledge and information necessary to carry out a legal transaction in the transport sector as an operator.

Content: Presentation on the legal foundations of transport contracts

Notional learning time: 40 minutes

Module 1: Civil Law

Unit: 1.2 CMR International transport convention

Aim: The unit illustrates the correct rules and obligations arising from the CMR Convention for International Carriage of goods, including parties, responsibilities and necessary documents.

Content: Presentation of CMR – International transport convention and its application in the transport sector

Notional learning time: 60

MODULE 1				
UNITS OF LEARNING OUTCOMES	LEARNING OUTCOMES	Time	Educational materials	Trainer competences
1.1 Transport contracts – legal basis	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.	40	TOC Crossmedia platform – Training material	-Knowledge of legislation, types of transport contracts, liabilities and obligations.
	The learner will abide to contractual liabilities examining claims in terms of timing damages and compensations in road haulage and passenger transport.			
1.2 CMR International transport convention	The learner will be able to apply the correct rules and follow the obligations arising from the CMR Convention for International Carriage of goods.	60	TOC Crossmedia platform – Training material	- knowledge of CMR – Convention for international carriage of goods and its application

2.2 Commercial Law

Module 2: Commercial Law

Unit 2.1 The Commercial Entrepreneur

Aim: Presentation of the regulations as the Commercial Entrepreneur in road haulage and passenger transport

Content: Presentation of the conditions and formalities for conducting business on the market (NIP, Regon, Bank account, accounting, licences etc.). Definition of natural and legal person. Types of company: micro-entrepreneur, Small entrepreneur, medium entrepreneur and large entrepreneur

Notional Learning Time: 20 min

Unit 2.2 Formal obligations of the employer

Aim: Familiarisation with the formal obligations of the employer in road haulage and passenger transport

Content: Definition of the employer, its rights and competences. The module also presents the specific duties of the employer, including the prevention of mobbing and discrimination.

Notional Learning Time: 20 min

Unit: 2.3 The individual entrepreneur

Aim: Presentation of the regulations as the individual entrepreneur in road haulage and passenger transport.

Content: Presentation of the principles of running business as individual entrepreneur. Present its advantages and disadvantages and the duties of the individual entrepreneur. The features of a civil partnership should also be presented.

Notional Learning Time: 20 min

Unit: 2.4 The commercial company

Aim: Presentation of the various forms of commercial companies and the principles of their establishment and operation

Content: Overview of commercial companies divided into partnerships and companies with share capital. Presentation of the different partnerships and companies under commercial law. Description of the characteristics of each of them, their advantages and disadvantages

Notional Learning Time: 30 min

Unit: 2.5 The company S.A.

Aim: Describing the principles of establishing and operating the company SA

Content: Description of the principles for the creation and operation of a public limited liability company, such as initial capital or status. The definition of shares and the rights attached to them. Presentation of the bodies of the company and their role in management. Discussing the pros and cons of a joint-stock company.

Notional Learning Time: 20 min

Unit 2.6 The limited liability company (S.L.)

Aim: Describing the terms and conditions of the constitution and operation of the limited liability company (S.L.)

Content: Describing the conditions for the formation of a company, such as initial capital or articles of incorporation. Outlining the bodies of the company and their responsibilities. Explaining the rules of bookkeeping and profit distribution. Pointing out the advantages and disadvantages of a limited liability company.

Notional Learning Time: 30 min

Unit 2.7 Cooperative society

Aim: Describing the principles of establishing and functioning of the Cooperative society

Content: An explanation of what a cooperative society is and how you can start one. Introducing cooperative authorities and their responsibilities and duties.

Notional Learning Time: 15 min

Unit 2.8 The declaration of competition

Aim: Describing the conditions, formalities and consequences of the declaration of competition

Content: Presentation of information regarding bankruptcy proceedings and declaration of competition. Explanation of declaration of competition in the context of protecting the employer's interests

Notional Learning Time: 15 min

MODULE 2				
UNITS OF LEARNING OUTCOMES	LEARNING OUTCOMES	Notional Learning Time	Educational materials	Trainer competences
2.1 The Commercial Entrepreneur	The learner will be able to apply the correct regulations as the Commercial Entrepreneur in road haulage and passenger transport.	20	TOC Crossmedia platform – Training material	-knowledge of business management - knowledge of regulations of the Commercial Entrepreneur - communication skills
2.2 Formal obligations of the employer	The learner will be able to apply the correct regulations of the employer in road haulage and passenger transport.	20	TOC Crossmedia platform – Training material	- Knowledge of the employer's regulations - communication skills
2.3 The individual entrepreneur	The learner will be able to apply the correct regulations as the individual entrepreneur in road haulage and passenger transport.	20	TOC Crossmedia platform – Training material	- knowledge of regulations of individual entrepreneur - communication skills
2.4 The commercial company	The learner will be able to apply the correct formal regulations for commercial company in road haulage and passenger transport.	30	TOC Crossmedia platform – Training material	- knowledge of regulations of the commercial company - communication skills
2.5 The company S.A.	The learner will be able to apply the correct formal regulations for company S.A. in road haulage and passenger transport.	20	TOC Crossmedia platform – Training material	- knowledge of regulations of The company S.A. - communication skills
2.6 The limited liability company (S.L.)	The learner will be able to apply the correct formal regulations for The limited Liability Company in road haulage and passenger transport.	30	TOC Crossmedia platform – Training material	knowledge of regulations of The limited liability company (S.L.) - communication skills
2.7 Cooperative society	The learner will be able to apply the correct formal regulations for Cooperative Society in road haulage and passenger transport.	15	TOC Crossmedia platform – Training material	- knowledge of regulations of Cooperative society - communication skills
2.8 The declaration of competition	The learner will be able to apply the correct rules arising from the declaration of competition	15	TOC Crossmedia platform – Training material	knowledge of regulations of The declaration of competition - communication skills

2.3 Social Law

Module 3: Social law

Unit 3.1 The Workers' representation

Aim: To present the different social institutions involved in road transport

Content: role and function of the various social institutions involved in road transport (trade unions, works councils, trade union delegates, works councils, union delegates, labor inspectors, etc.);

Notional Learning Time: 30 min

Unit 3.2 Employers' social security obligations

Aim: To familiarize the employee with the employer's Social Security and Social Security obligations.

Content: Basic notions about Social Security, general functioning of Social Security. Also, the duties and rights of employees and employers. Beneficiaries of Social Security, Special Regime for self-employed workers. Economically dependent worker

Notional Learning Time: 30 min

Unit:3.3 The Employment contracts, the collective agreement

Aim: To familiarize the employee with the rules governing employment contracts for the different categories of workers employed by road transport companies.

Content: Form of contracts, obligations of the parties, working conditions and schedules, paid vacations, remuneration, breach of contract, etc

Notional Learning Time:30 min

Unit: 3.4 The tachograph

Aim: That the student knows the tachograph regulations concerning driving and resting times.

Content: Basic notions about the tachograph. Tachograph equipment (types, classes) Obligations and exceptions of use. Approval and installation, operation. Analog tachograph, digital tachograph, types of cards. Driver's activities, driving, rest, other work and availability. Daily, weekly and biweekly driving times. Rest times, daily and weekly.

Notional Learning Time:30 min

Unit: 3.5 Initial qualification, qualification and continuous training of drivers

Aim: The driver is aware of the provisions of the mandatory initial and continuous training.

Content: Origin of continuous and mandatory training and its objectives. Application of mandatory training. Exceptions to training. Initial qualification and continuous training.

Notional Learning Time:30 min

MODULE 3				
UNITS OF LEARNING OUTCOMES	LEARNING OUTCOMES	Notional Learning Time	Educational materials	Trainer competences
3.1 The Workers' representation	The applicant will be familiar with the role and function of the various social institutions which are concerned with road transport (trade unions, works councils, shop stewards, labour inspectors)	30	TOC Crossmedia platform – Training material	Knowledge of labor law communication skills

	,etc.);			
3.2 Employers' social security obligations	The applicant will be familiar with the employer's social security obligations;	30	TOC Crossmedia platform – Training material	Knowledge of labor law communication skills
3.3 The Employment contracts, the collective agreement	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.);	30	TOC Crossmedia platform – Training material	Knowledge of labor law communication skills
3.4 The tachograph	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 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;	45	TOC Crossmedia platform – Training material	Knowledge of driving and resting time regulations and tachographs. communication skills
3.5 Initial qualification, qualification and continuous training of drivers	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	45	TOC Crossmedia platform – Training material	Knowledge of regulations on matters related to the initial and continuous training of drivers communication skills

	2003 On the initial qualification and periodic training of drivers of certain road Vehicles for the carriage of Goods or passengers.			
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2.4 Fiscal Law

Module 4: Fiscal Law

Unit 4.1 VAT on transport

Aim: Presentation of VAT rates applicable in road haulage and passenger transport

Content: Definition of VAT tax. Presentation of different VAT rates applicable to road haulage and passenger transport. Describing of the possibility to tax transport with 0% VAT. Clarification of issues related to the moment of tax obligation and the place of taxation. Explaining what is international transport and inter-community transport, Examples.

Notional Learning Time: 20 min

Unit 4.2 Personal Income Tax

Aim: The unit provides the basic knowledge and information within Personal Income Tax

Content: Explaining the terms: income, revenue, deductible costs. Presentation of different forms of personal income tax, advantages and disadvantages of their use

Notional Learning Time: 20 min

Unit 4.3 Corporate Tax

Aim: The unit provides the basic knowledge and information within Corporate Tax

Content: Presentation of the corporate income tax and the rules of accounting for it.

Notional Learning Time: 30 min

Unit 4.4 Basic fiscal notions, other taxes

Aim: The unit provides the basic knowledge and information within basic fiscal notions and other taxes relating to transport

Content: Presentation the concept of tax on means of transport, explaining its scope. Describing other taxes related to transport, like myto or toll and toll collection system.

Notional Learning Time: 20 min

MODULE 4				
UNITS OF LEARNING OUTCOMES	LEARNING OUTCOMES	Notional Learning Time	Educational materials	Trainer competences
4.1 VAT on transport	The learner will be able to apply the correct VAT rates	20	TOC Crossmedia platform – Training material	- Knowledge of VAT in transport - communication skills
4.2 Personal Income Tax	The learner will be able to apply the correct Personal Income Taxes	20	TOC Crossmedia platform – Training material	- knowledge of regulations relating to Personal Income Taxes - communication skills
4.3 Corporate Tax	The learner will be able to apply correctly Corporate Taxes	30	TOC Crossmedia platform – Training material	- knowledge of regulations relating to Corporate Taxes - communication

				skills
4.4 Basic fiscal notions, other taxes	The learner will be able to use basic fiscal notions and implements knowledge of other taxes	20	TOC Crossmedia platform – Training material	knowledge of Basic fiscal notions - communication skills

2.5 Business and financial management of the undertaking

Module 5 : The cost of business, means of payment

Unit: 5.1 Payment options

Objective: The module provides the transport manager with an up-to-date overview of current payment options

Content: Application of payment options

Notional Learning Time: 10

Module: Financing options

Unit: 5.2 Financing options, difference between credit and leasing

Objective: Fleet managers should be able to recognize the differences between buying on credit or buying on lease. Participants should be able to identify when it is economically better for the company to purchase on credit or lease.

Contents: Distinguishing between the financing options of purchasing and leasing.

Notional Learning Time: 20

Module: Basic accounting, balance sheet, P&L, preparation and analysis of ratios.

Unit: 5.3 Presentation of P&L and balance sheet, and preparation of ratios

Objective: The objective is to explain to the transport manager the basic concepts of a P&L, balance sheet **and ratios (creating and analyzing)**.

Contents: Presentation of company figures in the P&L as well as balance sheet and analysis based on key figures.

Notional Learning Time: 30

Module: Business planning and budgeting

Unit: 5.4 The importance of planning for the company

Objective: The transport manager will be able to assess the profitability and financial situation of the company, especially on the basis of financial ratios, as well as prepare a financial plan.

Contents: Prepare a detailed plan and perform a continuous target/actual comparison.

Notional Learning Time: 30

Module: Marketing and Organization

Unit: 5.5 The importance of organizational forms and marketing for the company.

Objective: The transportation manager will be able to recognize the different types of organizational forms for his company and the importance of marketing as a component of company management.

Content: To create an organizational form suitable for the company, as well as to create a marketing concept, as a component of company management.

Notional Learning Time: 30

Module: Insurances In the transport sector

Unit: 5.6 The differences between the main insurances in the transport sector

Objective: The transport manager knows the different types of insurance in road transport and the resulting guarantees and obligations;

Content: The main insurances in the transport sector explained.

Notional Learning Time: 15

Module: Invoicing in freight transport

Unit: 5.7 Accounting and Incoterms

Content: The Transportation Manager knows the requirement and accounting regulations as well as the importance of the Incoterms.

Notional Learning Time: 30

Module: Secondary activities in the transport sector

Unit: 5.8 Secondary activities in a transport company

Objective: The transport manager knows secondary activities as well as additional services in a transport company.

Content: To name and explain secondary activities as well as additional services.

Notional Learning Time: 15

MODULE 5				
UNITS OF LEARNING OUTCOMES	LEARNING OUTCOMES	Time	Educational materials	Trainer competences
5.1 Payment options	The learner will be able to know the laws and practices related to the use of different means or methods of payment.	10	TOC Crossmediaplatform's educational materials	Commercial know-how about payment methods in a transport company.
5.2 Leasing and credit	The learner will be able to know the different forms of credit (bank credit, leasing, etc.) and the associated costs and obligations.	20	TOC Crossmediaplatform's educational materials	Commercial know-how
5.3 Basic accounting, the balance sheet , Profit and loss accounts, Analysis using ratios	The learner will be able to know what a balance sheet is, how it is structured and how to interpret it and will be able to read and interpret a profit and loss statement and create key figures.	30	TOC Crossmediaplatform's educational materials	Basic commercial knowledge
5.4 Business planning, Budgeting	The learner will be able to know to evaluate the profitability and the financial situation of the company, especially on the basis of financial ratios, he/she is able to prepare a budget and to know the cost elements of the company (fixed costs, variable costs, working capital, depreciation, etc.) and to calculate the costs per vehicle, per kilometre, per trip or per ton.	30	TOC Crossmediaplatform's educational materials	Commercial know-how
5.5 The department Marketing and Organisation	The learner will be able to draw up an organization chart referring to the company's entire staff and will be able to identify the principles of marketing, advertising and public relations, including transport services, sales promotion and the creation of customer files, etc.	30	TOC Crossmediaplatform's educational materials	Organizational and sales know-how

MODULE 5				
UNITS OF LEARNING OUTCOMES	LEARNING OUTCOMES	Time	Educational materials	Trainer competences
5.6 The insurance contract; Liability insurance, domestic transport insurance	The learner will be able to 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.	15	TOC Crossmedia platform's educational materials	Commercial know-how
5.7 Invoicing in freight transport	The learner will be able to apply the rules governing the invoicing of road haulage services and know the meaning and implications of Incoterms.	30	TOC Crossmedia platform's educational materials	Commercial know-how
5.8 Secondary and Support Activities	The Learner will be able to know secondary activities as well as additional services in a transport company.	15	TOC Crossmediaplatform's educational materials	Knowledge of transportation

2.6 Access to the Market

Module 6: Access to the Market

Unit:6.1 Occupational regulations

Aim: The unit aims at analysing all elements necessary to access the market on behalf of a transport operator. It illustrates the rules of the internal and foreign market for the transport sector.

Content: Presentation on occupational regulations

Notional Duration: 60 minutes

Module: Access to the Market

Unit:6.2 National and international transport services - Documents

Aim: The unit provides the transport operator with an overview of the correct documents to be prepared and used for transport services at national and international level.

Content: Presentation on National and international transport services - documents

Notional learning time: 60 minutes

MODULE 6				
UNITS OF LEARNING OUTCOMES	LEARNING OUTCOMES	Time	Educational materials	Trainer competences
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	60	TOC Crossmedia platform – Training material	-knowledge of occupational regulations also within foreign markets.
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 formalities in the road haulage and passenger transport areas.	60	TOC Crossmedia platform – Training material	- knowledge of documents needed for transport services at national and international level.

2.7 Technical standards and technical aspects of operation

Module 7: Technical standards and technical aspects of operation

Unit 1: Weights and dimensions

Aim: The aim of the unit is to present the principal weight and dimension limits applying to EU member states and the procedures to be followed in the case of abnormal loads

Content: Presentation on dimensions of the different types of vehicles as well as the maximum permitted weights.

Notional Duration: 10 min

Module: Technical standards and technical aspects of operation

Unit 2: Classes of vehicles

Aim: The aim of the unit is to describe the vehicle classification and operational requirements in order to choose appropriate vehicles and vehicle components

Content: Presentation on vehicle classification and factors to consider when selecting vehicle and its components

Notional learning time: 10 min

Module: Technical standards and technical aspects of operation

Unit 3: Approval and registration

Aim: The aim of the unit is to explain procedures and documents involved in acquiring new vehicles, testing them and ensuring they are kept in a roadworthy condition

Content: Presentation on documents and procedures of type approval, registration and technical inspection of vehicles.

Notional learning time: 10 min

Module: Technical standards and technical aspects of operation

Unit 4: Environmental aspects

Aim: This unit provides an overview of the environmental effects of transport and communicate the existing emission standards and limit values for noise. The unit highlights that operators play important role in reducing the environmental impact from transportation.

Content: Presentation on EURO standards, limit values for noise and operator's responsibilities in reducing the environmental impact

Notional learning time: 10 min

Module: Technical standards and technical aspects of operation

Unit 5: Vehicle maintenance

Aim: This unit aims to explain main factors involved in constructing maintenance plan and the decision of in-house or third-party planned and preventative maintenance provision.

Content: Presentation on the requirements for and content of driver walkaround checks and vehicle inspections, preventative maintenance plan and operator's responsibility for vehicle maintenance.

Notional learning time: 10 min

Module: Technical standards and technical aspects of operation

Unit 6: Physical protection of goods

Aim: The aim of this unit is to illustrate the different types of cargo-handling and loading devices and clarify the procedures relating to the safe loading and unloading of vehicles

Content: Presentation on main cargo handling equipment and general principals for protection of goods. Additional video resource on load securing methods.

Notional learning time: 30 min

Module: Technical standards and technical aspects of operation

Unit 7: Intermodal transportation

Aim: The aim of the unit is to present some of the main techniques to combine different mode of transportation in order to use the advantage of each type of transport

Content: Presentation on multimodal, intermodal and combined transportation systems with additional videos on the different handling systems for combined transport used in Europe.

Notional learning time: 20 min

Module: Technical standards and technical aspects of operation

Unit 8: Transport of dangerous goods - ADR

Aim: The aim of this unit is to provide basic knowledge and information necessary to apply the legislative requirements in respect of the carriage of dangerous goods and waste

Content: Presentation on the consignments subject to the ADR regulation, vehicle marking and equipment requirements, required documentation and operator's responsibilities arising from the regulation.

Notional learning time: 60 min

Module: Technical standards and technical aspects of operation

Unit 9: Transport of perishables - ATP

Aim: The unit gives an overview of the rules on the carriage of perishable foodstuffs.

Content: Presentation on the types of perishable foodstuffs covered by the ATP agreement; journeys subject to the agreement; requirements for temperature control and record keeping; vehicles and equipment testing, certification and marking

Notional learning time: 10 min

Module: Technical standards and technical aspects of operation

Unit 10: Transport of live animals

Aim: The unit gives an overview of rules and best practices to prevent injury or unnecessary suffering to animals during transportation

Content: Presentation on the actors involved in the transport of live animals, general obligations of the operator, rules for route planning, feeding and watering requirements. Educational videos for best transport practices on cattle, pigs, horses, sheep, poultry

Notional learning time: 20 min

MODULE 7				
UNITS OF LEARNING OUTCOMES	LEARNING OUTCOMES	Time	Educational materials	Trainer competences
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;	10 min	TOC Crossmedia platform – Training material	Knowledge of Directive (EU) 2015/719
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;	10 min	TOC Crossmedia platform – Training material	General knowledge of vehicles and their components
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;	10 min	TOC Crossmedia platform – Training material	Knowledge of the CE certificate and other documents for vehicle registration, Directive 2014/45/EU, Directive 2014/47/EU and Directive 2014/46/EU
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;	10 min	TOC Crossmedia platform – Training material	Knowledge of EURO standards and different measures to reduce 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.	10 min	TOC Crossmedia platform – Training material	Understanding of the technical maintenance of the 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.);	30 min	TOC Crossmedia platform – Training material	Knowledge of the “European Best Practice Guidelines on cargo securing for road transport” and “International Guidelines on Safe Load Securing for Road Transport”, IRU
7.7 Intermodal transport	TSTA7.7 be familiar with the various techniques of ‘piggy-back’ and roll-on roll off combined transport;	20 min	TOC Crossmedia platform – Training material	Knowledge of intermodal, multimodal and combined transportation
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;	60 min	TOC Crossmedia platform – Training material	Knowledge of Directive 2008/68/EC and Regulation (EC) No 1013/2006
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);	10 min	TOC Crossmedia platform – Training material	Knowledge of the ATP convention
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.	20 min	TOC Crossmedia platform – Training material	Knowledge of Regulation (EC) No 1/2005

2.8 Road safety and Contingency Planning

Module 8: Road safety and Contingency Planning

Unit: 8.1 The driving licence

Aim: The module provides the employer with key information on what things she should know about her employees' driving licenses and what she should remember to check as an employer.

Content: Presentation about legislation concerning driving licenses

Notional learning time: 20 min

Module: Road safety and Contingency Planning

Unit: 8.2 Road traffic regulations

Aim: The module covers the key issues of road traffic legislation and its significance for the company's brand and reputation. The module also deals with e.g. content related to the professional qualifications of professional drivers.

Content: Presentation about road safety and planning of contingency (plan where transport operator must take in account different possibilities of market changes etc what can affect into business income)

Notional learning time: 15 min

Module: Road safety and Contingency Planning

Unit: 8.3 Defensive driving

Aim: The importance of defensive driving for the company, the equipment and the drivers. Key points also justify the

importance of defensive driving.

Content: Presentation about the bright sides of defensive driving

Notional learning time: 20 min

Module: Road safety and Contingency Planning

Unit: 8.4 First aid

Aim: The topic is e.g. action at the scene of an accident and the importance of training in adequate first aid capabilities. In addition to basic assistance, there is also a proposal for suitable first aid exercises for drivers and for the company's own training opportunities.

Content: Presentation of first aid and how to operate when arriving to accident scene

Notional learning time: 20 min

MODULE 8				
UNITS OF LEARNING OUTCOMES	LEARNING OUTCOMES	Time	Educational materials	Trainer competences
8.1 The driving licence	The learner will know what qualifications are required for drivers (driving licence, medical certificates, certificates of fitness, etc.);	20	TOC Crossmedia platform's educational materials	-knowledge of legislation concerning driving licence and drivers professional qualifications
8.2 Road traffic regulations	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;	15	TOC Crossmedia platform's educational materials	- knowledge of road traffic regulations and safety requirements
8.3 Defensive driving	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.	20	TOC Crossmedia platform's educational materials	- knowledge of principles of defensive driving - driving instructor qualification (optional)
8.4 First Aid	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	20	TOC Crossmedia platform's educational materials	- knowledge of first aid - nurse's qualification (optional)

2.9 Environmental Aspects

Module 9: Environmental Aspects

Unit:9.1. Transportation planning and optimization

Aim: give an overview to promote environmental awareness and foster eco-sustainability within the freight sector. Also basics knowledge of ITS.

Content: Slides and pics about transport planning and optimization of vehicle usage. End quizzes.

Notional learning time: 25 min

Module: Environmental Aspects

Unit:9.2. Vehicle acquisition and emissions

Aim: give an knowledge and proposal of which kind of vehicles (size, type and fuel) transport operator should have in different kind of transport. Additional information about emission controls and how the whole fleet will affect to the emissions and environment.

Content: Slides, pics and sheets about vehicle acquisition and emission control. End quizzes.

Notional learning time: 25 min

Module: Environmental Aspects

Unit: **9.3. Fuel selection and consumption**

Aim: give to learner the basic facts for fuel selection and fuel consumption in different fuel types. With this module, the transport operator can evaluate her/his options when choosing vehicles into fleet. More information will be given about how to reduce fuel consumption when using different types of fuel.

Content: Slides, pics and video about fuel selection and consumption

Notional learning time: 25 min

MODULE 9				
UNITS OF LEARNING OUTCOMES	LEARNING OUTCOMES	Time	Educational materials	Trainer competences
9.1. Transportation planning and optimization	The learner will know the interface of ITS (Intelligent Transport Systems) to promote environmental awareness and foster eco-sustainability within the freight sector.	25	TOC Crossmedia platform's educational materials	-knowledge of planning and business (entrepreneur skills)
9.2. Vehicle acquisition and emissions	The learner will implement these technologies to congestion relief, foster greener mobility, and reduce energy consumption.	25	TOC Crossmedia platform's educational materials	- knowledge of road traffic and green values
9.3. Fuel selection and consumption	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.	25	TOC Crossmedia platform's educational materials	- knowledge of reducing carbon emissions and safety driving - knowledge of defensive driving (to avoid emissions)

2.10 Digital technology

Module 10: Digital technology

Unit:10.1 Digital applications in vehicle fleet and business processes

Aim: The module gives the transport manager an up-to-date overview of the current technical possibilities in the vehicle fleet
Content: Presentation about legislation concerning driving licenses

Content: Presentation of concrete technical digital applications in the truck fleet

Notional learning time: 20

Module: Digital technology

Unit:10.2 Digitization in transport mode as a management task

Aim: The aim is for fleet managers to realise digitalisation in the fleet as a management task. The participants should be able to develop digitisation strategies as well as get to know concrete examples of digitisation in fleet management.

Content: Presentation on management aspects of digitalisation in vehicle fleets

Notional learning time:30

Module: Digital technology

Unit:10.3 Change Management as a basis for digitization in the transport business

Aim: The aim is to show the transport manager the importance of change management when introducing digitalisation projects in the fleet.

Content: Presentation of digitalisation from the perspective of change management

Notional learning time: 30

MODULE 10				
UNITS OF LEARNING OUTCOMES	LEARNING OUTCOMES	Time	Educational materials	Trainer competences
10.1 Digital applications in vehicle fleet and business processes	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 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.	20	TOC Crossmedia platform’s educational materials	Technical know how about digital systems in the truck fleet
10.2 Digitization in transport mode as a management task	The learner will be able to know the possibility of digitalization not only in the vehicle fleet but also in business processes.	30	TOC Crossmedia platform’s educational materials	- Knowledge of general management function
10.3 Change Management as a basis for digitization in the transport business	The learner will be able to know the importance of Change Management for digitization in the transport business.	30	TOC Crossmedia platform’s educational materials	- knowledge of principles of change management

3. Conclusions

The result of Output 5 helps trainers to implement the use of learning digital methods within their teaching sessions. The use of digital learning methods represents a milestone to be reached in the context of adult education and adult vocational training. IO5 supports this digital transition process making a step forward to the definition of innovative training model consisting of a digital and web-based training programme for the transport operators.

The IO5 represents a useful opportunity for all the trainers involved in adult education and training. This guide can be used and further implemented among several beneficiaries and categories of profession because of its easily adaptable structure. It can be modified to better meet specific learning needs of some categories and to implement target group-oriented specific training.

In general IO5 supports trainers, stakeholders, training institutions and associations in implementing a training path based on driver needs and on the use of new digital training technologies. In addition, IO5 provides all the trainers an important opportunity to use this guide for further implementation of specific training courses

addressed to several categories of professionals. IO5 represents a useful transferability guide that can be shared among all the people involved in adult education and VET and that provides the basis for a new digital approach to traditional training paths for transport operators' training.