

Level 2 NVQ Diploma in Passenger Carrying Vehicle Driving (Bus and Coach) Information Sheet & Application Form

This qualification gives you credit for what you do at work. It will help you to gain recognition for the skills you have, and in some instances help you to improve your skills. You must be employed in providing a bus or coach service in order to be able to achieve this qualification. This is based on current best practice needed to be a modern bus and coach driver and is suitable if your responsibilities include:

- ✓ Driving passenger carrying vehicles safely and efficiently
- ✓ Preparing for passenger carrying journeys
- ✓ Helping passengers who have special needs
- ✓ Dealing effectively with difficult passengers
- ✓ Dealing with emergencies and incidents
- ✓ Maintaining effective working relationships with colleagues

In order to successfully complete the Passenger Carrying Vehicle Driving (Bus & Coach) NVQ Level 2 Diploma you must complete 9 units from the list. Completion of the NVQ also contributes 14 hours of training towards the Certificate of Professional Competence (CPC).

You will be observed carrying out your normal duties by a friendly and helpful tutor. The tutor will be experienced in your field of work and will be able to give you tips and advice to improve your skills if you need to. They will help you to complete any written work and support you in achieving this qualification. Don't worry about your written skills - there are people to help you all the way. We can even help you to gain a qualification in literacy or numeracy if you wish.

Government funding may be available to pay for your training if you are eligible. Use the checklist to find out. If you tick any of the shaded boxes then you will not be eligible for Government Funding at this time.

Please speak to us to find out if there is any other help available to fund your training.

My age is	
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Please tick the relevant boxes		Y	N
	I have a permanent National Insurance Number		
I am:	employed and have a contract of employment or		
	a volunteer and receive no payment for the work or		
	self employed and registered with HM Revenue & Customs		
	I am normally and lawfully resident in the UK and have been for the last 3 years or fulfil the LSC's residency criteria		
	Are you currently on any other government funded training?		
	Do you have an NVQ Level 2 or more than 5 GCSEs already?		

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Tick the **Always** box if you carry out these duties regularly, **Sometimes** if you do them less than once a week, and **Never** if you don't carry them out at all. **Remember you need to complete 8 mandatory units and 1 option unit from the list below to complete the qualification.**

Unit Number	Unit Title	Always ✓	Sometimes ✓	Never ✓
1 Mandatory	Maintain Effective Working Relationships with Colleagues in the Bus and Coach Industries			
2 Mandatory	Contribute to Health and Safety in the Bus and Coach Work Environment			
3 Mandatory	Provide professional customer care in the Bus and Coach industry			
4 Mandatory	Prepare for Passenger Carrying Journeys in a Bus or Coach			
5 Mandatory	Provide Professional Customer Service to Passengers with Additional Needs on a Bus or Coach			
7 Mandatory	Deal Effectively with Challenging Situations and Passengers on a Bus or Coach			
8 Mandatory	Drive Passengers Carrying Vehicles Safely and Efficiently			
10 Mandatory	Deal with Emergencies and Incidents During a Bus or Coach Journey			
6 Optional	Share Information on the Operation of the Bus or Coach Service			
9 Optional	Operate the Passenger Systems and Bus or Coach Service			
11 Optional	Operate a School Service by Bus or Coach			
12 Optional	Process Fares and Receive and Match Fare Payments to Tickets			

Please list below all of the qualifications you have already achieved.

Subject	Qualification	Level

First Name		Surname		Date of Birth	
Address				Post Code	
Telephone		National Insurance Number			
Employer Name		Employer Address			
Employer Number		No. of hours worked per week			
Signature				Date	