



SPECIALIST TRANSPORT & LOGISTICS AWARDS



**EMPI Awards**  
Knowledge Innovation

# Training Accreditation Services (TAS)

## EMPI Awards & Specialist Transport & Logistics Awards

Thank you for choosing TAS.

This handbook explains the streamlined accreditation process for your in-house training programmes in transport, haulage, logistics, quarrying, construction, and related sectors.

We guide you every step of the way. Successful accreditation gives you the official STLA *"badge of quality"* to use on certificates and marketing materials.



**Drive Competence. Deliver Safety.**

# TAS Process

## What is TAS?

TAS is an independent audit and accreditation framework that evaluates:

- Part A: The Provider – Your management systems, policies, resources, trainer standards, and quality assurance.
- Part B: The Courses – Design, content, materials, delivery, assessment, certification, and evidence of lasting impact.

TAS does not dictate what you teach – it ensures your training is delivered professionally and effectively.

## The 4-Step Process

1. Book a Consultation – Speak with the STLA team to discuss your programmes and map the best route.
2. Submit Assessment Forms – Provide details and evidence for Part A and Part B (we guide you).
3. Undergo the Audit – One-day on-site or remote review covering provider and courses. Multiple courses can be audited together.
4. Receive Your Report & Certification – Detailed feedback, any recommendations, and (upon successful completion) your accreditation and badge usage rights.

Audits are typically annual thereafter.

## Who Can Apply?

- Haulage and logistics companies with in-house driver training
- Construction, quarrying, and ready-mix firms with internal competence programmes
- Independent training providers and operators seeking formal recognition

## Evidence Requirements Part A – Provider

- Organisational profile and structure
- Key policies (Quality Assurance, EDI, Health & Safety including risk assessments, Data Protection/GDPR, Safeguarding if applicable, Complaints & Appeals, Internal Quality Assurance, Trainer Recruitment/Induction/CPD)
- Trainer CVs, qualifications, and authorisations
- Resources inventory (vehicles, equipment, venues, e-learning platforms) with maintenance records
- Quality records (trainer observations, learner feedback & analysis, internal audits, management reviews)

# TAS Process

## Part B – Courses (per course or grouped programme)

- Course descriptor / scheme of work (aims, objectives, content outline, duration, target audience, delivery method)
- Training materials (slides, handouts, scripts, videos)
- Assessment tools and criteria (quizzes, observation checklists, sign-off sheets – even light assessment for short sessions)
- Sample delivery and assessment records (anonymised)
- Example certificates or completion records
- Evidence of impact (feedback, post-training evaluations)

Special Guidance for Short Sessions (e.g., Toolbox Talks) Short programmes can be accredited. Group similar topics into a “Toolbox Talk Programme” and provide standardised outlines/scripts, delivery logs, quick checks of understanding, and IQA sampling.

## Section 5: Portfolio Structure Recommendation Create digital folders:

- 01\_Provider\_PartA
- 02\_Courses\_PartB (one sub-folder per course or programme)
- 03\_Supporting\_Evidence

## Section 6: Audit Preparation

- What to expect: document review, possible observation of delivery (or review of recordings), discussions with staff.
- Remote audits available for e-learning or overseas providers.
- Prepare key staff and have evidence organised and accessible.

## Section 7: After Accreditation

- Use of the STLA badge (guidelines provided with your certificate)
- Benefits: enhanced credibility, learner appeal, contract wins, marketing advantage, continuous improvement.
- Annual re-audit to maintain accreditation.

## Section 8: Contact Us

email: [info@stlawards.org](mailto:info@stlawards.org)

## Appendix:

- Initial Application Form (see below)
- Part A Assessment Form
- Part B Assessment Form (one per course)

# TAS Initial Application Form

## 1. Applicant Details

Company Name:

Contact Name & Job Title:

Email:

Phone:

Address:

Sector: (e.g., Haulage / Logistics / Quarrying / Construction)

## 2. Training Overview

Approximate number of learners trained per year:

Brief description of your in-house training programmes:

Number of courses/programmes you wish to accredit:

Types of delivery:

- Classroom
- Practical
- E-learning
- Blended
- Toolbox Talks / Short Sessions
- Other

Do you deliver short sessions such as toolbox talks?

- Yes
- No If yes, approximate number of core topics:

## 3. Additional Information

Existing quality systems or policies in place? (Please list or attach overview)

Specific goals for seeking TAS accreditation:

Preferred dates/availability for initial consultation:

Declaration I confirm the information provided is accurate and consent to STLA/EMPI processing this application.

Signature:

Date:

## 3. Part A Assessment Form

### TAS Part A Assessment Form – The Provider

Applicant Company:

Date:

Please complete this form and attach supporting evidence. Reference file names where possible.

#### Section A1: Organisational Profile

- Company overview and training department structure (attach org chart):
- Number of trainers and approximate annual learner numbers:

#### Section A2: Policies & Procedures

Attach copies of the following (current, signed, dated, with review history):

- Quality Assurance / Continuous Improvement Policy
- Equality, Diversity & Inclusion Policy
- Health & Safety Policy (including vehicle and training site risk assessments)
- Data Protection / GDPR Policy
- Safeguarding Policy (if training under-18s or vulnerable adults)
- Complaints & Appeals Procedure
- Internal Quality Assurance (IQA) / Verification Policy
- Trainer Recruitment, Induction & CPD Policy

#### Section A3: Resources & Facilities

- Inventory of training resources (vehicles, simulators, classrooms, equipment, e-learning platforms):
- Maintenance and calibration records summary:
- Risk assessment process for training activities:

#### Section A4: Trainer Competence

- Summary of trainer qualifications, experience, and authorisations (attach CVs or summary table):
- Process for trainer induction and ongoing CPD:

#### Section A5: Quality Assurance & Continuous Improvement

- Records of trainer observations / IQA activities (attach samples):
- Learner feedback process and recent analysis/action plans (attach examples):
- Internal audit or management review records (attach samples):

**Additional Comments / Evidence References:**

## 4. Part B Assessment Form

### TAS Part B Assessment Form – Course Details

Applicant Company:

Course Title:

#### Course Information

- Target audience & entry requirements:
- Duration: Delivery method(s):
- Aims of the course:
- Learning objectives (what learners will be able to do):

#### Content & Materials

- Outline of main sessions/topics (attach scheme of work or detailed plan):
- List of training materials provided (slides, handouts, videos, scripts – attach samples or references):

#### Assessment

- Assessment methods and criteria (e.g., quiz, practical observation, sign-off sheet):
- Pass requirements:
- Attach sample assessment tools and marking guidance:

#### Delivery & Records

- How delivery is recorded (attendance, session logs):
- Attach sample delivery records (anonymised):

#### Certification & Impact

- Example certificate or completion record (attach template):
- How you measure lasting impact (e.g., post-training feedback, incident data):
- Attach sample evidence of impact:

#### Additional Comments / Evidence References:



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