

No: 527/21

6<sup>th</sup> December 2021

**For the Immediate Attention of All:**

Postal Branches  
Divisional Representatives  
Parcelforce Regional Organisers  
Area Distribution Representatives  
LGV Representatives

Dear Colleagues

**JOINT STATEMENT BETWEEN ROYAL MAIL AND THE CWU ON THE CREATION OF A DRIVER ACADEMY APPROACH TO PROFESSIONAL DRIVER TRAINING**

**DRIVER CAREER PATH -ALLOCATION OF TRAINING PLACES AND APPLICATION PROCESS**

LTB 491/21 circulated on the 22<sup>nd</sup> November 2021 (attached) announced the launch of the Driver Academy approach to Professional Driver Training. The Driver Academy approach and in particular the Driver Career Path program will provide real opportunities for members across Royal Mail Group to access business funded Driver Training to both MG V (C1) and LGV (C&E) licence standard and progress to Professional Driver Roles.

Further discussions have now taken place with the business with regards to the allocation of training places and the application process. As previously described the Career Path process adheres to the selection principles and processes contained in the 2017 *Joint Statement on Driver Career Path Next Steps and Training Selection Principles*.

The application process for training places will open on **Monday, 6<sup>th</sup> December 2021** and will close on **Monday, 3<sup>rd</sup> January 2022**. Career Path will continue to provide successful applicants with the training to attain the vocational, MG V and LGV C+E licence enabling them to apply for temporary/seasonal or long term Professional Driver vacancies. However, all substantive vacancies that are identified will be filled on an open resourcing basis in line with the principles contained in the Professional Drivers Agreement (PDA).

Training places have been allocated to ensure National coverage while addressing current and anticipated resourcing needs. The training places have been split to ensure that sufficient opportunity is available for progression to both MG V and LGV Licence based on the Career Path experience that individuals pass their relevant tests and subsequently drive more safely if they have gained experience of larger vehicles on a progressive basis. As such the initial selection process will seek to allocate training on the basis of either novice to MG V or MG V to LGV.

While it has been confirmed that there will be no interview process in relation to applications, applicants will need to complete a questionnaire as part of the application process where they will be asked whether they would be willing to progress from novice to LGV directly and training places may be allocated on this basis should there be insufficient applicants for progression from MGCV to LGV.

## Numbers and Locations

In line with the above principles training places will be allocated on the following geographical basis.

	Novice to MGCV	MGCV to LGV
ADM Central East	30	30
ADM Central West	80	80
ADM North England	40	40
ADM Scotland & NI	20	20
ADM South East	55	55
ADM South West	25	25
Grand Total	250	250

In light of the previous difficulties in relation to the Success Factors platform it has been agreed that the application process will not use that system on this occasion. Applications can be made using the link or QR code below. In addition to this communication Royal Mail will advertise the links through their Workplace platform and the Royal Mail App and a final reminder will be included in the December Pay slips.

For the avoidance of doubt, Royal Mail have confirmed that the application links and QR codes will become active from the opening-date of 6<sup>th</sup> December 2021.

## DCP Application Link

<https://forms.office.com/r/rcjf5sTLGN>



Royal Mail have also created a dedicated Email address to deal with detailed enquiries in relation to the application process.

[DriverAcademy@royalmail.com](mailto:DriverAcademy@royalmail.com)

## Selection Criteria

The selection criteria will be consistent with the agreed standards in the Career Path agreement:

## Selection Process Criteria:

- No current record on an individual's licence of dangerous driving or drink or drug related driving offences.
- Less than 6 points on driving licence.
- Good conduct in accordance with Royal Mail Group policy. (Serious Conduct and above will require review before selection is made).
- Tie Break. Where two or more individuals are considered suitable for a lesser number of vacancies we will revert to Resourcing Area (see below) and Length of Service in line with the Way Forward Agreement.

## Resourcing Area:

1. A reasonable travel distance of the resourcing unit; reasonable is normally considered to be within one hour.
2. Outside the resourcing area other National people from anywhere in RMG.
3. Requests for transfer by individuals with special circumstances will be considered jointly and prioritised on a case by case basis.

## Training Agreement

At the point candidates are selected for training, they will be required to sign a Training Agreement and will be signing up to the terms in Section 9 of the PDA, including Appendix 4 (Contract for Acceptance of Driver Training). Contractual arrangements include:

- Business funding will be provided for one attempt at the relevant licence.
- Failure at the first attempt will result in the candidate being offered a second attempt which Royal Mail will half fund (one further period of training and test) with the driver funding the remaining sum.
- Where a driver successfully passes at the second attempt the money will be reimbursed in full.
- No business funding will be made available for a third attempt.
- Where a candidate still wishes to have a third attempt they will be allowed to do so if they fund it themselves.
- Exceptionally at the sole discretion of Royal Mail, where a further independent assessment indicates that only a minimal amount of further training would result in a pass at third attempt, Royal Mail may agree to fund this.
- Individuals will be required to accept when they pass the first role offered to them at a location within a reasonable distance of their home, irrespective of the working hours.

If the individual leaves the business (by their own choice) within two years of passing a test that was funded by the business they will be required to repay the cost of their training on the following sliding scale:

- 0 to 6 months 100 per cent of cost
- 7 to 12 months 75 per cent of cost
- 13 to 18 months 50 per cent of cost
- 19 to 24 months 25 per cent of cost

These Career Path opportunities which represent the largest internal Driver Training Program in Royal Mail are open to applications from across Royal Mail Group, including Parcelforce and RMSS.

- **The opening date for applications is 6<sup>th</sup> December 2021.**
- **The closing date for applications is 3<sup>rd</sup> January 2022.**

**Branches and representatives are requested to ensure that this LTB and the attached information are shared with our members as a matter of urgency.**

Any enquiries in relation to this LTB should be addressed to Davie Robertson, Assistant Secretary, email: [dw Wyatt@cwu.org](mailto:dw Wyatt@cwu.org) quoting reference: 216.01.

Yours sincerely

**Davie Robertson**  
Assistant Secretary