

**Level 3 CPC (Certificate of Professional Competence) for Transport
Managers (Road Haulage)
March 2025**

**Examination Date – 7th March 2025
Examination Report**

1. Scope

The report below is intended to give tutors and candidates advice and guidance when preparing for future examinations. It sets out to explain where candidates in this examination were or were not awarded marks for their answers.

This report should be read in conjunction with the further guidance given within the Skills and Education Group Awards website.

2. Exam Results

As is always the case, the pass mark for both the R1 (Multiple Choice) paper and the R2 (Case Study) paper was set as part of the Awarding process.

P1 Paper

The P1 (Multiple Choice) paper pass mark was set at 37 and 42.9% of candidates achieved this mark. 621 candidates sat this examination.

P2 Paper

The P2 (Case Study) pass mark was set at 33 and 61.7% of candidates achieved this mark. 497 candidates sat this examination.

3. Important Notes

Even though there seems to have been an improvement, yet again many of the comments below are a repeat of previous reports. It would be appreciated if all centres concerned could take on board the following comments and implement them as best as possible please.

3.1 Answer writing

As clearly stated on the front of the answer booklet and also read out by invigilators to candidates at the beginning of the examination is that candidates **must** write their answers in ink with no exceptions. Unfortunately some answer booklets were received with answers written in pencil by the candidate which meant that they were **NOT** marked. Can all centres please check that all candidates only have pens at the exam with the aim to eliminate this practice in future.

3.2 Loose sheets of paper

This has improved from the December 2024 exam but unfortunately loose sheets are still being used even though the nominally 2 spare pages at the end of the answer booklet have not been used.

This practice **needs to stop** to alleviate the risk of the sheets becoming detached from the relevant answer booklet and the examiner either not receiving them or the answers being missed when marking occurs.

If loose sheets are required due to a candidate using all the spare pages at the back of the answer booklet, **and only given out at that point**, please ensure that your candidate puts their name and candidate number at the top of each sheet and the question number the answer or workings are for. Please then firmly attach these sheets to your candidates answer booklet.

3.3 Question Answering

It is important for all candidates to be aware that examiners will only mark the first requested number of answers that are given for each question, such as 'give **5** reasons'. However if the candidate clearly crosses out an answer to show that the candidate does not want the examiner to mark that answer then it won't be. If answers are put elsewhere away from the question then the candidate **MUST** provide clear annotation to show where the candidate has rewritten their answer.

If the answer for a question has not been crossed out and there is no annotation of where the alternate answer is the examiner will mark what is written at the question and **NOT** the alternate answer.

When answering questions that require a certain number of answers it would be best practice to do that as a numbered list (1, 2, 3, 4, etc) so that, first and foremost, the candidate gives the correct number of answers and to also allow the examiner to find all the answers given rather than writing a big paragraph with all the answers mixed in.

It is also very important that all candidates are made aware to follow all instructions given in the question and the corresponding notes to that question. Many marks are lost because these instructions are not followed!

We are sure that all centres do already instruct their candidates on the above but unfortunately it still happens and it could cost that candidate a pass result.

Worryingly there is still a significant number of candidates who are struggling to understand the differences between describe, outline, state, give, list, actions, etc. Again we are sure that the centres advise on this most stringently, however this misunderstanding on the candidates part is costing them, at times, a significant number of marks.

There are three 'levels' of depth required. The verbs used fall into three categories.

- a) Give / state / identify
- b) Describe / outline / detail
- c) Explain / analyse

We also utilise the word **action** (to do something). All of these are explained fully in the Examination Report for December 2024.

4. Question Answers / Guidelines

The following comments set out below are for individual questions providing further specific information and are designed to assist both the student and the tutor when preparing for future examinations.

Question 1

Joan Smith requires a budget for the income and costs for the proposed D&E contract. Use the information provided in the Case Study to calculate the annual amount to charge D&E for each of the two elements of the proposed contract.

Notes to both parts (a) and (b):

You MUST show ALL of your workings.

You MUST name each cost and give your answers to the nearest penny.

- a) Calculate the annual amount to charge D&E for the UK collections and deliveries.
(6 marks)**
- b) Calculate the annual amount to charge D&E for the Paris deliveries.
(6 marks)**

This was a typical and straightforward costing question. The main requirement for the answer was that candidates showed all their workings, NAME each cost and give the answer to the nearest 1p.

The majority of candidates scored very well achieving between 8 and 12 marks with the peak mark being 10 out of 12.

Some candidates lost marks for the following:-

- By **not** putting the Km notification when showing the trip distance
- By **not** stating the cost name such as running costs, driver costs, total charge, etc
- By **not** giving the answer to the nearest 1p
- By **not** giving the markup value

It was decided by the examiners that even if the candidate had given the wrong sub-total but had correctly worked out the markup value for that incorrect sub-total then the mark was given for the markup, assuming that it had been named.

There were 2 ways of calculating the annual costs for both part A and B. Trip cost could be calculated and then multiplied by the number of trips (52) or by working everything out using annual costs.

Typical correct answers were:-

Part A – UK

Per trip distance = 698km / Annual distance = 36296km
 Markup per trip = £89.85 / Annual markup = £4672.20
 Annual cost = £35820.20

Part B – Paris

Per trip distance = 1046km / Annual distance = 27196km
 Markup per trip = £166.83 / Annual markup = £4337.58
 Annual cost = £33254.78

Question 2

Joan Smith has already prepared a collection and delivery plan for the vehicle based in Walvingham to collect from D&E's suppliers, delivering to D&E in Redbury, as set out in the Case Study.

**Complete the table below to prepare a driver schedule for ONE of these return journeys. Your schedule must start when the driver begins work and end when he arrives back at the Walvingham operating centre.
 (15 marks)**

Note: You MUST show the destination for each driving period.
This question required candidates to draft a simple single-manned driver schedule which the majority of candidates achieved and gained full marks or very close to full marks.

Some common errors were:

- Not calculating driving time correctly.
- Not following the route to be used as set out in the case study.
- Not scheduling the breaks at either a depot or customer site.
- Not reading/following instructions correctly to state the destination for each driving period.
- Not putting load or unload or for getting them the wrong way around

A correct schedule is shown below:-

Start	Finish	Activity
0700	0715	Walkaround Checks
0715	0815	Drive to Stannock
0815	0845	Load / Loading
0845	0913	Drive to Chigley
0913	0943	Load / Loading
0943	1143	Drive to Wokenwell
1143	1228	Break (whilst loading)
1228	1348	Drive to Dunport
1348	1418	Load / Loading
1418	1508	Drive to Portsford
1508	1538	Load / Loading
1538	1558	Drive to Redbury
1558	1618	Deliver / Unload / Unloading
1618	1703	Break
1703	2103	Drive to Walvingham

Question 3

Joan Smith has asked you for guidance about how Working Time regulations affect WT's drivers.

Describe SEVEN provisions of the Road Transport (Working Time) Regulations 2005 that relate to breaks or to maximum working hours. Do NOT include any provisions that Joan has mentioned in the Case Study.
(7 marks)

This question was designed to test a candidates' knowledge of working time regulations with all the answers noted in relevant course notes or a DfT document titled GV262 – EU rules on driver's hours and working time – Simplified Guidance.

The question asked for descriptions of 7 working time regulations that were not already noted in the case study. It seems that the majority of people answered the question correctly by using a description with the peak mark of 5 out of 7.

Some common errors were:

- Writing a list
- Making statements with no justification
- Listing/describing driver's hours regulations
- Stating rules already noted in the case study.

Some typical correct answers are:

- Weekly working time must not exceed an average of 48 hours per week.
- If working hours total between 6 and 9 hours, working time should be interrupted by a break or breaks totalling at least 30 minutes.
- Holiday days count for 8 hours OR 48 hours per week

Question 4

WT will have to take a number of actions to ensure that the new vehicle combination, to be based at Redbury, is covered by an appropriate Operator Licence. These actions include submitting certain forms and other documents to the Office of the Traffic Commissioner (Licensing) in Leeds.

With regard to Operator Licensing:

- a) **Describe SIX actions that WT would have to take IMMEDIATELY.**
Note: You are NOT required to provide form numbers.
(6 marks)
- b) **Describe TWO further actions that WT would have to take no later than 21 days after the initial submission to the Office of the Traffic Commissioner (Licensing).**
(4 marks)
- c) **Describe TWO further actions related to operator licensing that WT would have to take, after the appropriate operator licence has been granted for the new articulated combination to be based in Redbury and before the vehicle departs for Paris.**
(2 marks)

This question was designed to test the candidates knowledge of operator licensing. Candidates needed to understand that a new operating centre was needed in the same traffic area to the existing operator licence and realise that an increase in the margin would be required.

Again this was a typical and fairly straightforward operator licence question which wasn't that well answered with the majority of marks between 2 and 6 with the peak number of marks at 5 out of 12.

Common mistakes were:

- Not following the requirements for each section – describing actions
- Answering with 'Send certificate'. Certificate for what? Need to add in Transport Manager
- Writing a list with no action such as provide, submit, pay, send, place, etc.
- Not calculating how many vehicles that needed to be added to the Operator Licence correctly
- Not giving full details within the answer

A sample of typical correct answers are:

Part A – Immediate actions

- Apply to add Redbury as an operating centre
- Apply to add one vehicle
- Submit landlord OR landowner OR wholesaler letter of permission to park

Part B – Within 21 days

- Place advert in a local newspaper
- Send copy of whole page to CLO OR Traffic Commissioner

Part C – Before first journey

- Add new vehicle to the Operator Licence
- Place green OR International discs in vehicle

Question 5

WT will enter into a contract with a local garage for the maintenance of its proposed new articulated combination. You will have to choose a suitable garage to carry out this work.

- a) **Give EIGHT safety inspection facilities that an appropriate garage should have in place, as recommended by the DVSA Guide to Maintaining Roadworthiness.
(7 marks)**
- b) **Give TWO factors that WT should consider when setting the safety inspection intervals for the new articulated combination, as recommended by the DVSA Guide to Maintaining Roadworthiness.
(2 marks)**

This 2 part question was a simple and straightforward question concerning maintenance facilities/requirements and data used to work out safety inspection intervals.

The answers to both parts could be found in relevant course notes and the DVSA Guide to Maintaining Roadworthiness document.

The vast majority of candidates achieved marks between 8 to 10 with the peak mark being 10 out of 10.

There were 13 options of answers for part A and 10 options of answers for part B.

This question only required a list that the vast number of candidates did but some wrote a description which was wasting their time.

A sample of typical correct answers are:

Part A

- Appropriate tools and equipment
- Access to on-board diagnostic equipment
- Access to brake temperature sensing device

Part B

- Age of vehicle operated
- Type & range of operations

Question 6

Joan Smith has asked for your guidance about how the CMR Agreement will affect WT's proposed operations between Redbury and Paris, France.

Describe TWO actions relating to CMR that WT should take before the first journey to Paris begins and, for each, explain why that action should be taken. (4 marks)

This question was designed to test candidates knowledge of CMR documentation and requirements which was quite badly answered with the peak mark being 2 out of 4.

A large number of candidates detailed a requirement but didn't achieve the reason why.

A sample of typical correct answers are:

- Obtain / complete CMR consignment notes – 1 mark
Because they must be carried on CMR journeys – 1 mark
- Check the load before the journey commences – 1 mark
Because any damage needs to be noted as a reservation – 1 mark