

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

Examination Date – 5th December 2025

Senior Examiners 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 always, the pass mark for both the R1 (Multiple Choice) paper and the R2 (Case Study) paper were set as part of the Awarding process completed by examiners and SEG quality.

R1 Paper

The R1 (Multiple Choice) paper pass mark was set at 40 with 218 (34.9%) candidates achieving this mark.

625 candidates sat this examination.

R2 paper

The R2 (Case Study) paper pass mark was set at 32 with 302 (55%) candidates achieving this mark.

558 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. If any answer booklets were received with answers written in pencil by the candidate they will **NOT** be 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 significantly 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. Thank you to all centres who have stopped the use of loose sheets unless absolutely necessary.

Please keep up the good work and for those centres/candidates still using loose sheets 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 Reading

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

3.4 Question Answering

a) Requested number of answers

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 which could potentially mean answers being missed.

b) Verbs

As always there are 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 all centres advise on this most stringently, however this misunderstanding on the candidates part is costing them, at times, a significant number of marks and ultimately a pass.

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

- Give / state / identify
- Describe / outline / detail
- Explain / analyse

The word **action** (to do something) is also used within a question which is also seemingly misunderstood. Please see the Examination Report for December 2024, for a full explanation.

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.

Multiple Choice Paper

The number of candidates passing this was quite low at just over a third. It has been fairly low for quite a while now. A significant amount of questions were answered incorrectly

either because the candidates just didn't know the answer or misunderstood the question. Perhaps more practice is required?

Case Study

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

On the questions below all the bold text highlights the important parts of the question that the candidate should have taken on board when providing their answer.

The marks available for each question are written in brackets and bold text after the question.

Question 1

The case study details the 21 operating centres authorised by operator licence(s) held by companies within the Ansledown Holdings plc group

Complete the following table to identify the operator licence(s) that the companies in the Ansledown Holdings plc group hold.

Notes: Only your first 15 responses will be marked, read from the top.
(15 marks)

This was a fairly straightforward question related to the company's operator licences which should have provided the candidate a fairly easy 15 marks.

This question was reasonably well answered with the majority of candidates scoring between 7 and 11 marks with the peak mark being 15 out of 15. 117 candidates scored full marks of 15.

Some common mistakes were:-

1. NOT reading the question properly.
2. Giving more than 15 answers – as stated the first answer was the first one written and then the count to 15 started.
3. Putting all or most of the operating centres in each answer box.
4. Putting the addresses of the operating centres when the question asked for the companies.

Some typically correct answers being:-

- Ansledown Holdings PLC or similar variations of
- AHP2
- AHP3
- AHP4
- AHP5

Question 2

The case study describes two vehicle transfers and one sale scheduled for Monday 8 December 2025.

Describe the actions related to operator licensing, if any, that the companies involved must take in relation to the following movements.

Note: If no action is needed, then you are required to state this.
(7 marks for all 3 parts)

This was a typical and straightforward operator licence question which should have provided the candidate a fairly easy 7 marks. It did require the candidate to describe the actions which wasn't always done.

Overall this question was fairly well answered across all 3 sections. Candidates mainly scored between 2 and 4 marks with the peak mark being 4 out of 7. Only 19 candidates got the full 7 marks!!

Some common mistakes were:-

1. NOT reading the question properly.
2. Missing out basic information.
3. Thinking that a new Operator Licence or Operating Centre is required
4. Thinking that a major change is required to increase authorisation

Some typically correct answers were for parts A & C:-

- Notify the Traffic Commissioner OR VOL OR operator licence of vehicle being removed
- Return OR destroy the vehicle disc
- Notify the Traffic Commissioner OR VOL OR operator licence of vehicle being added
- Place disc in vehicle

Part B – no action required

Question 3

The case study describes the sale of one tractor unit currently based at Craft Walk.

Use the information provided in the case study to calculate the profit or loss on the sale, that AHP2 Ltd must record in their accounts.

Note: You **MUST** name each line item and show all your workings to the nearest 1p
(9 marks)

This was a typical and straightforward costing question based on depreciation which should have provided the candidate an easy 9 marks.

Again this question wasn't that well answered with the majority of candidates scoring between 4 and 6 marks with the peak mark being 6 out of 9. Worryingly 87 candidates only scored 2 marks and only 61 candidates got the full 9 marks!

Some common mistakes were:-

1. NOT knowing how to do reducing balance depreciation.
2. Not understanding the word excluding and then taking off the cost of the tyres from the purchase cost before doing the depreciation.
3. Not going to year 3 with their depreciation as the vehicle was owned for 3 years be they full or partial years as stated in the case study.
4. Incorrect maths.

A suitable answer is (marks were given for each of the answers in bold):-

Purchase price	£85,000	
Depreciation 2023	$£85,000 - 22\% =$	£18,700
Value at end of 2023	$£85,000 - £18,700 =$	£66,300
Depreciation 2024	$£66,300 - 22\% =$	£14,586
Value at end of 2024	$£66,300 - £14,586 =$	£51,714
Depreciation 2025	$£51,714 - 22\% =$	£11,377.08
Value at end of 2025	$£51,714 - £11,377.08 =$	£40,336.92
Sale proceeds	£40,000	
Loss	$£40,336.92 - £40,000 =$	£336.92

Question 4

AHP3 Ltd is to schedule a driver to deliver the 18,000kg GVW vehicle to Walvingham B; the articulated combination to Craft Walk and the tractor unit to the dealer who will buy it.

Use the information provided in the case study to complete the table below for the driver schedule for these journeys. Your schedule must start when the driver begins work at Craft Walk and end when the driver has returned to Craft Walk in a car driven by an employee of the dealer.

Notes: You **MUST** show a start time, finish time, a clear description and the appropriate tachograph mode for each activity. This includes any manual entries to be made by the driver.

Tachograph symbols are **NOT** accepted

You **MUST** show the destination for all periods in a lorry, van or car

(11 marks)

This was a fairly straightforward scheduling question albeit with the complication of some out of scope work/driving.

Marks gained were quite spread out with most candidates scoring between 4 to 9 with the peak mark of 7. Only 63 candidates got the full 11 marks!

Some common mistakes were:-

1. NOT reading/following instructions correctly especially to state the destination for all driving periods. For some candidates that cost the 5 marks!
2. Not calculating driving time correctly.
3. Not putting load or unload or for getting them the wrong way around.
4. Putting walkaround only (walkaround what) and not checks or vehicle checks.
5. Not recording all 4 vehicle checks.
6. Including out of scope driving when calculating driving time.
7. Putting a tachograph symbol rather than the actual name or just putting manual entry but not stating what the manual entry is.
8. By putting rest instead of break. Please note breaks are due to driving or working hours and rests are predominately between two shifts.

A correct schedule is shown below:-

Start	Finish	Activity Description	Tachograph Mode
0700	0715	Vehicle Check (NOT walkaround)	Other work
0715	1015	Drive to Walvingham OR Walvingham B	Drive
1015	1030	Vehicle check	Other work
1030	1036	Drive to Walvingham A	Other work

1036	1051	Vehicle check	Other work
1051	1221	Drive towards Craft Walk	Drive
1221	1306	Break	Break
1306	1436	Drive to Craft Walk	Drive
1436	1451	Vehicle check	Other work
1451	1621	Drive to Dealer	Drive
1621	1736	Return to Craft Walk	Other work

Question 5

Ansledown Holdings plc's drivers are aware that their vehicles and trailers must be fitted with operational running lamps, stop lamps, dipped and full beam headlamps (where appropriate), marker lamps, rear fog lamp, indicators and reflectors. They are aware that these items must be confirmed to be working as part of their vehicle checks.

Outline **NINE further actions** that Ansledown Holdings plc's drivers should be required to complete as part of their daily Walkround checks in respect of these lights, reflectors and any associated equipment.

(9 marks)

This was a slightly different take on a vehicle check question being as it was purely in relation to vehicle lights and reflectors as there were currently issues as noted in the case study. The question required the candidate to think past a normal vehicle check sheet taking on board what had been detailed in the case study and provide a further 9 outlined actions that could be completed. These 9 checks were in addition to the normal checks hence the word 'further' used in the question.

This question wasn't well answered with most candidates scoring between 1 and 5 with 217 candidates achieving a mark being 0 and 69 achieving the peak mark of 4. Only 5 candidates managed to get the full 9 marks!

Some common mistakes were:-

1. Listing all the normal vehicles check items – main incorrect answer
2. Not providing the answer as an action
3. Not providing the answer as an outline
4. Just writing a list
5. Not reading the case study properly to ascertain extra item/s provided

Some typically correct answers out of the potential 16 available answers were:-

- Check lenses OR covers for damage
- Check all lights for correct colour

- Check no white light showing to rear (except reversing lights)
- Check hazard warning switch operates independent of ignition
- Check in-cab fog lamp warning lights work
- Check all reflectors are in place
- Check spare bulb kits
- Check height of dipped beam
- Check lamps are secure
- Check in-cab dash indicator repeater lights work

Question 6

AHP3 Ltd is to send an owned rigid lorry to make deliveries in France, Germany, Hungary and Serbia, as described in the case study.

Give **NINE** items that should be carried in or on the vehicle during this journey, **that would not be required to be carried on a journey within the UK.**

Note: Your answer may include documents, cards, stickers, plates or toll payment units **(9 marks)**

This question was designed to challenge the candidates knowledge of what should be carried on an international journey.

The question required the candidates to **give** (essentially a list) nine items which was in effect a virtual copy/paste list from the training notes but, however, some candidates gave a full explanation to each answer costing themselves time. Lack of understanding between the verbs used.

Marks gained for this question were quite spread out from 3 to 8 marks with the peak mark being 6 out of 11. Only 27 candidates gained the full 9 marks.

Some common mistakes were:-

1. NOT reading the question and the note properly.
2. Not being specific in their answers.
3. Listing items that are required to be carried on a journey in the UK
4. Breaking a single answer down to 2 or 3 sections or the same answer.
5. Writing Driver CPC or Driver Qualification Card instead of International Driver Qualification Card

There were 37 options of answers for this question with some being:-

- ECMT permit
- Motor insurance certificate
- UK sticker
- Vehicle security checklist
- Toll Collect OR German toll unit OR toll tag OR transponder
- Umwelt zone sticker
- International driving permit
- Serbia Customs declaration form
- Vehicle registration document / V5C
- Certificate of origin
- Angles Morts stickers
- Health insurance OR GHIC (not EHIC)
- Driver to have 56 days of tachograph records
- Headlamp aim adjuster stickers