

# Level 3 CPC (Certificate of Professional Competence) for Transport Managers (Road Haulage) June 2024

Examination Date – 7<sup>th</sup> June 2024

## Chief Examiner Report.

### General Comments

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.

As is always the case, the pass mark for this paper was set as part of the Awarding process. The pass mark was set at 30 and 38.9% of candidates achieved this level.

The R1 (Multiple Choice) paper was also considered at the awarding meeting and examiners concluded that the pass mark for this paper should be set at 38. 41.8 % of candidates achieved this mark.

Many of the general comments given below are unfortunately having to be repeated in successive reports.

Some centres are giving candidates loose sheets of paper on which to write answers, even though the spare pages at the back of the answer booklet have not been used. This practice should stop as it risks candidate answers being missed by examiners, where the loose sheet has become detached from the relevant answer booklet.

It is important for candidates to note that examiners will always mark the first answer given in the answer booklet, unless it has been clearly crossed out and annotated to show that the candidate has rewritten the answer on a different page.

Candidates should note that where a question demands a specific number of answers, only this number will be read by examiners and any further answers will not even be considered, even if correct.

It is important for candidates always to follow the instructions given in the notes to each question,

A further instruction, clearly stated on the front of the answer booklet and also read out to candidates by invigilators at the beginning of the examination is that candidates **must** write their answers in ink. An increasing number of candidates are writing their answers in pencil. In future, answers written in pencil will NOT be marked, as examiners cannot be sure that these answers were written by the candidate during the examination.

Comments below for individual questions will explain these issues more fully and are designed to assist students and tutors when preparing for future examinations.

## **Question 1**

**Toby Smith will review the operation of the Walvingham Brewery contract. He believes that it can be run more efficiently.**

**In relation to the Walvingham Brewery contract:**

- (a) Give the number of deliveries that are required in every 24-hour period.**
- (b) Calculate the minimum number of vehicles required in every 24-hour period.**

**Note: You MUST show all of your workings out.**

- (c) Toby intends to use as few drivers as possible on this contract.**
  - i. Give the minimum number of drivers required in every 24-hour period.**
  - ii. Outline TWO reasons that the number of drivers you have given above will be required in every 24-hour period.**

**Note: You MUST give the relevant number of hours and/or minutes for each reason.**

Almost every candidate correctly answered part (a) but parts (b) and (c) were less well answered. In part (b), many candidates incorrectly calculated the total driving time for each delivery and therefore arrived at an incorrect number of vehicles required.

Total driving time for the round trip is 60 minutes and loading and unloading account for a further 30 minutes, making the total round trip journey time 90 minutes.

A delivery is required every 60 minutes, so  $90\text{mins} \div 60\text{mins} = 1.5$  vehicles, which in practice, means 2 vehicles required.

Part (c) required candidates to use their knowledge of drivers' hours to determine that two drivers would be required on each of the two vehicles. There are a number of ways in which this can be explained as is required in part (c) ii.

Driver breaks can be taken between journeys, as there will always be 30 minutes between journeys and if each driver completes 6 deliveries in a 24 hour period,  $24 \div 6 = 4$  drivers.

Marks were awarded to candidates for any credible reasons for a correct number of drivers.

## Question 2

Toby Smith will review the operation of the Walvingham Brewery work. He believes that it can be run more efficiently.

In relation to the Walvingham Brewery work,

(a) Calculate the written down value of each of the articulated combinations as of 1 October 2024, to be used as the purchase price Toby will pay WJT.

(b) Calculate the total daily cost of fuel for operating this contract

This question emphasises the need for candidates to carefully read each question before answering and when finished, to re-read the question and double check that the answer is in fact answering exactly what was asked.

In part (a) a significant number of candidates gave the amount of depreciation on the vehicle, rather than the written down value as was demanded.

In part (b) answers given by candidates were sometimes the weekly cost, the monthly cost or even the annual cost, whereas the question demanded the daily cost.

There were no notes to the question demanding that workings be shown and full marks were awarded in each part for a correct final answer. In part (b) no instructions were given in respect of rounding answers up or down, so consequently, full marks were awarded for any one of several different correct answers, depending on how the workings were done.

A correct answer for part (a) is –

Purchase price (Oct 2022)	£90,000
Depreciation year 1 (90,000 x 15%)	£13,500
Value end year 1 (Oct 2023)	£76,500
Depreciation year 2	£11,475
Value end year 2 (Oct 2024)	<b>£65,025</b>

Some typical correct answers for part (b) are –

Distance: 30Km x 24 x 2 deliveries = 1440Km per day
Fuel litres: 1440 divided by 9 = 160 litres OR £1.30 divided by 9 = £0.144/km
Cost: 160litres x £1.30 = <b>£208</b> OR £0.144/km x 1440 = <b>£207.36</b> OR £0.14/km x 1440 = <b>£201.60</b>
OR 60km per trip ÷9kpl = 6.66 litres x 24 trips = 159.84 litres @ £1.30 = <b>£207.79</b>

### **Question 3.**

**Billy Jones intends to retire on 1 October 2024, when Toby Smith plans to take over WJT's two major haulage contracts.**

**The family's plans, described in the case study, will require some actions to be taken with regard to operator licensing.**

**(a) Describe TWO actions that Billy Jones/WJT must take related to operator licensing, to enable the family's plan to be completed.**

**(b) Describe TEN actions that Toby Smith must take related to operator licensing, to enable the family's plan to be completed.**

This question was designed to test candidates' knowledge of the procedures to be followed in the event of a change of business entity where an operator licence is concerned.

Part (a) concerned the actions to be taken by the owner of the original (previous) entity, whereas part (b) concerned those to be taken by the owner of the new business entity.

Many candidates listed actions in part (a) which were in fact those which would have to be taken by the owner of the new business, eg. Applying for a new operator licence.

Many candidates believed that the only actions required were to notify the Traffic Commissioner of changes, for example, notify change of directors. The requirement is, and correct answers were, to surrender the existing licence and apply for a new licence in the name of the new business entity, in this case, Toby Smith as a sole trader. The actions to be outlined in part (b) were therefore all those actions required in the process of applying for a new operator licence.

Some candidates gave the answers 'Apply for Schedule 4 application'. This was awarded a mark if the candidate had not already been given a mark for 'Place advert in local paper'.

### **Question 4**

**Brian Davies has invited Toby to submit a proposal to operate regular Saturday deliveries for Cardboard Cartons.**

**Use the information provided in the case study to prepare a draft driver schedule for one of these journeys. Your schedule must start when the driver begins work at the Walvingham operating centre and end when it arrives back at that centre.**

**Notes: You MUST show a start time and finish time for each activity.**

**You MUST give a clear description of each activity and the applicable tachograph mode to be selected.**

**You MUST show the destination for all driving periods.**

This question required candidates to draft a simple single-manned driver schedule. The majority of candidates did this and gained most of the available 12 marks. A common error was to miscalculate the journey time from the operating centre to the loading point at Cardboard Cartons. This resulted in those candidates giving an incorrect start time. Candidates should note that a distance of 6.5 km at a speed of 65kph (  $6.5 \div 65 = 0.1$  hrs ) gives a time of 6 minutes, not 10 minutes.

The distance and speed for the journey from Bayminster to Sirton produced a time which did not calculate out to a whole number of minutes and a mark was given whether candidates used a time of 1hr 41minutes or 1hr 42minutes. The notes to the question stated that candidates must

give a clear description of each activity and the applicable tachograph mode. Marks were not awarded to those candidates who gave their own abbreviations or symbols for the mode.

A few candidates inserted an additional line into the schedule for 10 minutes returning the signed delivery notes at Cardboard Cartons. This was not a delivery and that 10 minutes was not required. No marks were however deducted from candidates who did this.

A correct schedule is shown below –

Start time	Finish time	Activity	Mode
0844	0854	Checks	Other work
0854	0900	Drive to Cardboard Cartons	Driving
0900	0915	Load	Other work
0915	1115	Drive to Brighton	Driving
1115	1125	Unload	Other work
1125	1225	Drive to Bayminster	Driving
1225	1235	Unload	Other work
1235	1359	Drive to Sirton	Driving
1359	1444	Break	Break
1444	1501	Drive to Sirton	Driving
1501	1511	Unload	Other work
1511	1611	Drive to Cardboard Cartons	Driving
1611	1617	Drive to Walvingham	Driving

## Question 5

**Alison Smith is the Dangerous Goods Safety Adviser (DGSA) for WJT and intends to fill the same role for Toby after 1 October 2024.**

### **Outline TEN tasks that she would have to complete as a DGSA**

Answers to this question could be found in most sets of training notes, but once again, many candidates fell into the trap of simply copying answers from notes and not rewording them so that they actually answered the question being asked. Copied answers did not, in most cases outline tasks. Answers which included a prefix word such as 'Monitor' or 'Advise on' did attract marks. Those answers which referred to actions which the operator would have to carry out did not gain marks, for example, the DGSA is not responsible for carrying out training of staff but is responsible for monitoring or advising on it.

Typical correct answers include -

Monitor ADR procedures

Advise on ADR procedures

Advise on identification of dangerous goods

Monitor purchase of transport means

Monitor employee training OR qualifications

Monitor emergency procedures

Investigate accidents/incidents

Advise on implementation of emergency procedures

Advise on the use of subcontractors

Produce Annual Report

## **Question 6**

**WJT is to make the Transport Supervisor and the Transport Clerk redundant on 1 October 2024.**

**Use the information provided in the case study to calculate the minimum redundancy payment to which each of these employees would be entitled on that date.**

This question required candidates to know the number of weeks of entitlement to redundancy pay for employees at different ages and that a cap on weekly pay applies where an employee earns more than a certain amount per week.

The supervisor was entitled to 1.5 weeks' pay per year for all 4 years of employment but capped at £700 per week. Marks were also awarded to those candidates who used the cap of £643 per week, as the increase to £700 only came into effect in April 2024 and as is standard practice in all CPC examinations, answers which relate to changes to legislation made within the previous 6 months are credited with marks for either figure.

The transport clerk, with 5 years' service was entitled to 3 years at 0.5 weeks' pay per year and 2 years at 1 weeks' pay per year. Their weekly wage was below the cap, so the cap figure did not apply.

**Chief Examiner  
4<sup>th</sup> July 2024.**