

Level 3 CPC (Certificate of Professional Competence) for Transport Managers (Passenger Transport) September 2022

Examination Date – 9th September 2022

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.

81 candidates sat the examination

As is always the case, the pass mark for this paper was set as part of the Awarding process

The pass mark was set 30 and 64% of candidates achieved this level.

The P1 (Multiple Choice) paper was also considered at the awarding meeting and examiners concluded that the pass mark for this paper should be set at 42.

58% of candidates achieved this mark.

We would continue to remind centres that candidates should not use loose sheets to answer questions unless all of the blank additional sheets in the answer booklet have been used. Where it is necessary to use loose sheets, they must be plain lined pages (not templates for any particular type of question) and they must be clearly marked with the centre name and number and the candidate's name and number.

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. I observed a few instances in this examination where candidates had rewritten an answer, but not crossed one out.

Examinations are set, marked and moderated in accordance with Ofqual requirements. This qualification is a Level 3 requirement and at this level, candidates are expected to follow detailed instructions within a question.

Comments on the following pages for individual questions are designed to assist students and tutors when preparing for future examinations.

Question 1

Gilbert and Alice are currently considering whether or not to convert the business from that of a partnership to a private limited company.

- a) **State THREE advantages to them of converting the business to a private limited company.**
- b) **In respect of the application to form a limited company, give THREE documents that MUST be sent to the Registrar of Companies.**
- c) **What document MUST you have received back from the Registrar of Companies before your new private limited company can start trading?**
- d) **Following a successful conversion to a limited company, you will be required to take certain actions in respect of operator licensing.**

Outline FIVE actions which you must take.

This question was well answered and 73% of candidates were awarded at least six of the available 12 marks.

All of the answers were available to candidates in the most common sets of training notes.

Part (d) specifically asked for actions and in line with such questions, marks are awarded where an action is given within the outline.

Examples of correct and appropriate 'actions' are given below.

APPLY to surrender
DESTROY existing discs
APPLY for new licence
SUBMIT proof of financial standing
PAY fee

Question 2

You are required to plan a driver schedule for the journey to Milan.

- (a) Use the information provided in the case study to complete the table below. Your schedule must begin when the drivers start work at TC's operating centre and end when the coach is ready to leave Milan for the return journey.

Notes:

You **MUST** show a start time, finish time, and a clear description of each activity for each time period.

You **MUST** show a destination for each driving period.

You are **NOT** required to give tachograph modes.

You are **NOT** required to identify the drivers, or to show any driver changeovers or to specify when any en-route breaks are taken

This question required candidates to compile a driver schedule for a European journey starting in the United Kingdom and ending in Milan in Italy. The only reference time given in the case study was the required arrival time in Milan. Candidates therefore had to work backward from this time to establish an appropriate channel crossing time and before that a departure time from the College in High Wycombe.

The case study required two breaks of maximum total combined duration to be taken en-route through France and Italy. This should have given candidates the clue that in order to be able to have the maximum length of break, the total journey must take the maximum possible time allowed for a multi manned operation ie. 21 hours. With this information candidates may establish a start time for the drivers of 21 hours before the 0900hrs Milan arrival time.

Many candidates did not follow instructions given in one of the notes and did specify break times during the journey from Coquelles to Milan. Although this would not have reduced any marks awarded, it did add an unnecessary complication to their schedule and thereby increase the time taken to complete it.

Standard marking convention on a driver schedule awards marks only for a correct start and final end time. Marks are not awarded for a driving period if no destination is stated and where a candidate does not change to local time on arrival in France, a mark is not awarded for that line.

A correct schedule is shown on the following page.

Start time	Finish time	Activity
1100	1130	Checks and paperwork
1130	1145	Drive to college
1145	1230	Load passengers and luggage
1230	1430	Drive to Cheriton
1430	1500	Check-in
1500	1510	Embark
1510	1550	Shuttle crossing
1550	1650	Time change
1650	1700	Disembark
1700	0900	Drive to Milan (including breaks)
0900	1800	Rest
1800	1830	Checks/Loading

Question 3

You are required to prepare a quotation for the College of Further Education in High Wycombe for their proposed trip to Milan.

Use the information given in the case study to prepare this quotation, basing your quotation on 3 days use of all relevant resources, giving the college a price per student, based on 35 students travelling.

Notes:

You MUST show all your workings

You MUST name each cost, giving a total for each to the nearest penny

A significant number of candidates achieved all 12 marks in this question. There were few common errors although a few candidates added the 10% markup to each individual cost and did not give, as was demanded in the notes, a total for each cost. Candidates should note that profit markup is not a constituent part of cost and should therefore only be added to the final total, in order to calculate the charge to be made.

A correct costing calculation is given on the following page.

Standing Costs 3 days @ £230	£690
Drivers 2 x 3 days @ £145	£870
Total mileage	2,559km
Fuel $2,559 \div 4\text{kpl} = 639.75 \text{ litres @ } £1.60$	£1,023.60
Tyres $£2,800 \div 70,000 = £0.04/\text{km} \times 2,559$	£102.36
Maintenance 2,559 @ £0.25	£639.75
Road Tolls	£420.00
Total Cost	£3745.71
+10% markup	£374.57
Total	£4120.28
Shuttle Fare	£620.00
Total to charge	£4740.28
Charge per passenger	£135.44

Question 4

The college have asked for a single flat rate price per trip to cover all their day trips. Using the information given in the case study, calculate the cost of operating EACH trip AND the flat rate price per coach per day that you need to quote them, to cover all of their proposed day trips.

Notes:

You MUST show all your workings

You MUST name each cost and give a cost for each destination to the nearest penny

You MUST state the flat rate price to be charged to the college.

In this question only 28% of candidates achieved half of the available marks and only 3% gained all 10 marks. There were a number of common errors, among them candidates using costing information for the wrong coach or candidates not following the instructions given in the notes to the question, and not giving a cost total for each destination.

Many candidates included the 10% markup in the cost figure. Once again, candidates should note that mark-up is not a cost.

Many candidates lost time when answering this question by separately working out everything for each of the five destinations rather than calculating a daily cost and a running cost per kilometre figure for the 53 seat coach, then using these figures for each of the five proposed day trip destinations. Whatever method of calculation was used however, marks were awarded for correct cost figures.

A typical correct calculation is shown.

Standing Costs for a 53 seater	£210.00
Wages	£145.00
Total daily Cost	£355.00
Fuel £1.60 ÷ 4kpl	£0.40/km
Maintenance	£0.25/km
Tyres £2,100 ÷ 70,000	£0.03/km
Total running Cost for a 53 seater	£0.68/km
Oxford £355 + (45 x £0.68)	£385.60
Bristol £355 + (320 x £0.68)	£572.60
Guildford £355 + (130 x £0.68)	£443.40
London £355 + (110 x £0.68)	£429.80
Cambridge £355 + (220 x £0.68)	£504.60
Total for all day trips	£,2336.00
÷ 5 trips =	£467.20
+ 10% markup	£46.72
Flat rate to charge per trip	£513.92

Question 5

Gilbert and Alice are considering whether or not to build a workshop on their land so that they can carry out maintenance in-house.

- Outline **THREE** advantages of carrying out maintenance in-house
- Outline **THREE** unrelated disadvantages of carrying out maintenance in-house
- State **TWO** appropriate sources of funds for financing the building of a workshop

75% of candidates were awarded at least 4 of the available 8 marks in this question. Every CPC examination paper will have at least 1 question which requires from candidates a combination of knowledge and the ability to apply common sense to a scenario, without necessarily having had hands-on experience in the industry. This was such a question.

Some correct answers for each part are given below:

(a)
Own decisions on which replacement parts
Own decisions on when to replace parts
More flexibility on timing
Better quality control
No time wasted in ferrying vehicle to contractor
Able to take on outside work
(b)
High capital cost of building
High cost of specialist equipment
Need to train staff on specific vehicles OR Employ trained staff
Expensive disposal of waste
Health and safety risks
(c)
Mortgage
Long term bank loan
Debenture
Revenue reserve
Issue shares

Question 6

When operating in Europe, for example, on the journey to and from Milan, the drivers will have to carry certain documents with them, relating to themselves, the vehicle and the operation.

Give SIX documents that MUST be carried when operating in Europe

Almost all of the answers to this question can be found in virtually all sets of training notes. 54% of candidates achieved at least three of the six marks for this question, with no common errors evident.

**Chief Examiner
15th October 2022**