

Level 3 CPC (Certificate of Professional Competence) for Transport Managers (Road Haulage) December 2023

Examination Date – 8th December 2023

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 28 and 35.2% 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 40. 39.1% of candidates achieved this mark.

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

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, for example, in question 1, where tachograph symbols were not accepted for the mode.

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

Aaron completed a delivery to Ireland in November 2023. He is to prepare a quotation for the same customer for Aaron to repeat the journey, this time using the box-bodied 18,000Kg GVW lorry.

Use the information provided in the case study to complete the following schedule for Aaron's journey, in the 18,000kg GVW lorry, ending when he returns to Ebbw Vale. You must use the same route as that taken in the van, using the same average speeds, embarkation and disembarkation times and duration of the ferry crossings.

Notes:

You MUST show a start time, finish time and a clear description of each activity, including break and rest periods and a destination for each driving period

This question required candidates to prepare a driver schedule, but differed from more typical driver schedule questions in that candidates had to use an existing schedule, modifying it to accommodate the requirements of using an 1800kg GVW vehicle. The question made clear that average speeds and ferry crossing duration times should be the same as those given in the case study for the journey which Aaron had completed using the van.

The first 5 lines of the schedule were given.

Common errors made by candidates were (a), to disregard the 5 minutes driving time taken to disembark the ferry and then drive for a further 4 hours and 30 minutes, meaning that the schedule became illegal if a break was not taken at 16.40. and (b) to use an incorrect embarkation and ferry departure time for the return ferry from Rosslare. The schedule given in the case study for the journey in the van used a ferry departure time of 18.10hrs and it was further stated in the case study that ferries departed every 3 hours. Therefore, only a ferry departure time of 21.10hrs or any time at 3-hourly intervals thereafter was accepted.

Within the company policies detailed in the case study, it stated that drivers should use the interrupted daily rest provision, when using ferry crossings, if doing so would reduce the overall journey time. In this case it did so and candidates lost marks if they did not use that provision. Furthermore, marks were not awarded where candidates described the activity during this period as break, rather than rest.

Marking convention, as always means that marking stops at any point where a schedule becomes illegal, where an incorrect ferry crossing time is used, where loading or unloading is missed or where the vehicle does not embark or disembark a ferry. A further convention is that where an unnecessary activity is inserted, for example, an unnecessary break, that activity is not credited a mark and neither is the line following.

A correctly completed schedule is given overleaf:

Start Time	Finish Time	Description of Activity
06.00	06.30	Checks and loading [given]
06.30	08.25	Drive to Fishguard [given]
08.25	08.30	Embark (driving time) [given]
08.30	12.00	Ferry crossing [given]
12.00	12.05	Disembark (driving time) [given]
12.05	15.00	Drive Ballymakeigh
15.00	15.10	Unload
15.10	16.40	Drive Rosslare
16.40	17.25	Break
17.25	18.50	Drive Rosslare
18.50	21.05	Rest
21.05	21.10	Embark
21.10	00.40	Ferry crossing REST ('Rest is required here)
00.40	00.45	Disembark
00.45	06.00	Rest
06.00	06.10	Checks
06.10	08.05	Drive Ebbw Vale

Question 2

The partners have agreed that it would be beneficial for the business to convert to limited company status and continue its operations. Aaron and Christine have volunteered to complete the necessary processes to form a company.

Outline ELEVEN actions that Aaron and/or Christine must take for the new company to be able to start trading by the end of January 2024.

This question gave candidates a lot of scope for many different answers and while demanding outlines of 11 actions, examiners had in fact identified over 30 possible correct answers. Unfortunately, many candidates failed to gain marks through not outlining ACTIONS, as was demanded by the question. For many of the answers, the wording of the action can be any one of a number of different words. For example, in respect of making an application, submit, send, upload or apply for, are all acceptable ways of outlining the action. Candidates should note however, that it is not sufficient to use the word – complete, as simply completing a form does not imply that it has been sent to the relevant authority.

The question tested not only candidates' knowledge of the application process for forming a limited company, but also the matter of 'legal entity', and the requirement for Aaron and Christine to surrender the operator licence held by the partnership and apply for a new one in the name of the new limited company.

Some of the many possible correct answers are given overleaf:

Submit IN01
Submit Articles of Association
Submit Memorandum of Association
Pay fee
Apply for operator licence
Apply for interim direction OR interim licence
Place advert OR submit Schedule 4 application
Submit financial information
Submit maintenance contract
Submit example safety inspection form
Appoint transport manager
Submit TM1

Question 3.

Aaron completed a delivery to Ireland in November 2023. He is to prepare a quotation for the same customer for Aaron to repeat the journey, this time using the box-bodied 18,000Kg GVW lorry.

Use the information provided in the case study to calculate the cost of the second journey that will begin and end at AtoD's Ebbw Vale operating centre.

Note:

You MUST show all your workings. You MUST name each cost and give a total for each

This was a typical and straightforward costing question, with no anomalies.

The only common error was to cost depreciation and other standing costs for only one day, rather than the two days taken for the journey.

A correct calculation is below. (Alternative answers are shown in brackets for where candidates had deducted the tyre cost before calculating depreciation)

Distance: 105+154+154+105	= 518km		
Purchase price	£85,000	(£81,500)	
Depreciation at 12%	£10,200	(£9780)	
Divide by 240 days x 2	£ 85	(£81.50)	
Standing costs: £200 x 2	£ 400		
Fuel (518/10=51.80 x 1.25)	£ 64.75		
Tyres (£3,500/50,000km x 518)	£ 36.26		
Maintenance (£0.22 x 518km)	£ 113.96		
Ferry	£ 914		
Total	£ 1,613.97	(£1610.47)	

Question 4

The case study describes the way that the AtoD partnership is operated and outlines a number of recent events.

The business has already committed a number of offences.

Use the information set out in the case study to describe FIFTEEN offences that the partnership has already committed.

Note: You MUST clearly describe each offence, identifying which partner was responsible for each offence.

The case study described the partnership's background, the partners' qualifications and licences and a number of recent events. Candidates needed to read the case study carefully in order to identify where offences had been committed and then describe each offence, as well as indicate which partner was responsible.

Examiners accepted that within a partnership, each partner is individually and jointly liable for offences committed by the business, other than where it is an individual who, for example is driving without the correct entitlement. Candidates were therefore awarded marks accordingly.

Many candidates however, did not describe the offences committed, as was demanded by the question, but described instead, what the partners should have done.

Candidates are reminded that it is always good practice in an examination to read through their answers and ask themselves – "Have I answered exactly what is being asked in the question?"

Question 5

AtoD already holds legally required insurance policies and property insurance, including cover for fire and flood risks. Christine has arranged a meeting with an insurance broker to discuss the business's insurance needs.

Give SIX new insurance policies that would be suitable for AtoD to purchase.

A straightforward question, which simply required candidates to consider the business' operations and determine what insurance policies would be appropriate for them. Some candidates failed to gain marks by listing policies which are already held, as detailed in the stem of the question.

Correct new policies include the following –

Public liability
Goods in transit
CMR
Fidelity Guarantee
Motor comprehensive
Professional Indemnity insurance
Marine or IMDG insurance
Breakdown insurance
Consequential loss OR business interruption insurance
Damage to highways insurance
Crew member insurance OR Medical insurance

Question 6

Aaron has signed a contract to transport waste packaging from a local retailer's premises, once every week, starting in January 2024. He has already applied for a waste carrier registration.

Outline SIX actions that AtoD's drivers or office staff will have to take relating to the carriage of controlled waste in the business's vehicles.

This question was well answered, with candidates able to find correct answers in their training notes. Again however, some candidates failed to gain all of the available marks through not giving ACTIONS.

Typical correct answers are shown below.

<u>Carry</u> copy of waste carrier registration in vehicles
<u>Keep</u> copy of waste carrier registration in office
<u>Carry</u> waste transfer note
<u>Dispose</u> of waste to approved organisation
<u>Keep</u> records for two years
<u>Produce</u> records within seven days
<u>Ensure</u> waste loaded/secured/packaged securely

Chief Examiner
18th January 2024.