

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

Examination Date – 8th March 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 on 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 47.4% 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. 39% 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 3, the note stated - You **MUST** show all your workings. You **MUST** show the number of litres of fuel used and the cost of that fuel for each category of vehicle each week. You **MUST** show the total weekly cost of fuel for all the routes

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.

The following comments for individual questions will explain these issues more fully, and are designed to assist students and tutors when preparing for future examinations.

Question 1

Shailesh Patel is preparing for WD's operator licences to be reviewed by Traffic Commissioners.

- (a) Give the minimum number of operator licences that WD must hold and outline ONE reason for your answer.**
- (b) Give the category of operator licence that WD must hold, as a minimum requirement for its operations described in the case study.**
- (c) From time-to-time WD transfers vehicles between its operating centres. Outline THREE operator licence requirements that the company should consider with regard to these transfers.**
- (d) Calculate the minimum funds (in pounds) to which WD will have to prove it has access, for the company to satisfy the Financial Standing requirement.**
- (e) Give the minimum number of hours that this transport manager must work at the Newcastle operating centre every week and outline ONE reason for your answer.**

The basis of part (a) of this question was for candidates to correctly determine the number of operating centres in each traffic area where vehicles of more than 3,500kg were being operated. Part (b) was a straightforward question about the type of licence to be held and part (c) was a general question about the requirements placed upon any operator when moving vehicles between operating centres.

Parts (d) and (e) were not well answered, as the majority of candidates did not take into account the margin of 2 vehicles specified in the case study, thereby under-calculating both the financial standing requirement and the recommended number of hours to be committed by the transport manager.

Question 2

WD operates the collection and delivery routes detailed in the case study. Routes 5, 6, 7 and 8 cannot depart until letters and parcels from the vehicles travelling from Walvingham have arrived and been unloaded and the departing vehicles are loaded.

- (a) Prepare a driver schedule for Route 4, starting when the driver begins work at Walvingham and ending when the vehicle is ready to begin its return journey to Walvingham.
- (b) Prepare a driver schedule for Route 6, starting when the driver begins work at Sheffield and ending when the vehicle has been unloaded on its return to Sheffield.

Notes: You MUST show a start time and, finish time for each activity. You MUST give a clear description of each activity, shown separately. You MUST show the destination for all driving periods.

This question was very well answered, with many candidates being awarded all of the available 12 marks. There were only 2 common errors:

- (i) To schedule the loading and unloading times as other work, whereas the case study clearly stated that these activities were completed by warehouse staff and drivers were not required to assist, except in the case of unloading the vehicle when it returned to its home operating centre.
- (ii) To begin the schedule for Route 6 too early, before the vehicle had been loaded.

Correct schedules are given below.

(a)			
Start time	Finish time	Activity	Mode
14.00	14.15	Vehicle check	Other work
14.15	16.15	Drive Sheffield	Driving
16.15	16.30	Unload or Break	Break or POA or REST
16.30	16.45	Load or Break	Break or POA or REST
(b)			
Start time	Finish time	Activity	Mode
16.45	17.00	Vehicle check	Other work
17.00	20.00	Drive Newcastle	Driving
20.00	20.15	Unload or Break	Break or POA or REST
20.15	20.30	Load or Break	Break or POA or REST
20.30	22.00	Drive Sheffield	Driving
22.00	22.30	Break	Break
22.30	00.00	Drive Sheffield	Driving
00.00	00.15	Unload	Other work

Question 3.

Shailesh is considering changing WD's fuel card supplier. He has already calculated the company's current cost of fuel for its fleet of 3,500Kg GVW vans.

Use the information provided in the case study to calculate the total WEEKLY FUEL COST of operating the eight collection and delivery routes.

Note:

You **MUST** show all your workings. You **MUST** show the number of litres of fuel used and the cost of that fuel for each category of vehicle each week. You **MUST** show the total weekly cost of fuel for all the routes.

40,000Kg GVW lorries

18,000Kg GVW lorries

7,500Kg GVW lorries

Total cost (£)

This question proved challenging for most candidates and was answered in many different ways, most of which, however, did not satisfy the requirements detailed in the notes to the question. Many candidates calculated the total cost of the fuel for each category of vehicle for each week and were awarded one mark for each but did not show the number of litres of fuel used for each category of vehicle each week.

As is always the case with costing type questions, where the question demands that workings are shown, then marks are awarded for many of those workings.

In this question, candidates were not asked to calculate the amount of fuel used or the fuel cost for each separate route and marks were not awarded for these figures, although it was obviously necessary to determine them in order to calculate totals.

One typical answer layout is shown below.

	Distance	X 5 days x 2 (return)	÷ 100 x consumption = litres	X £1.25
40,000Kg				
Route 1	70	700	70	£ 87.50
Route 2	220	2,200	220	£275.00
Route 3	170	1,700	170	£212.50
Route 5	150	1,500	150	£187.50
Route 8	400	4,000	400	£500.00
Subtotals	1,010	10,100 km	1,010 litres	£1,262.50
18,000Kg				
Route 4	140	1,400 km	126 litres	£157.50
7,500Kg				
Route 6	210	2,100	168	£210.00
Route 7	175	1,750	140	£175.00
Subtotals	385	3,850 km	308 litres	£385.00
	Grand total			£1,805.00

Question 4

WD's transport manager at its London operating centre has suggested replacing most of its 3,500Kg GVW vans with 7,500Kg GVW lorries.

Outline EIGHT reasons why the company should continue to use 3,500Kg GVW vans rather than using 7,500Kg GVW lorries.

This question clearly demonstrates the importance of reading the question carefully and having answered it, checking to make sure that the written answer does in fact answer exactly what has been asked.

A large number of candidates failed to gain marks in this question by listing the disadvantages of using 7,500kg lorries and not the advantages of keeping 3,500kg vans, for example, by simply answering – 'Fuel costs will increase' or 'Drivers will have to upgrade their licences' or 'WD will have to apply for an increase in its vehicle authorisation'. These answers did not attract marks, as they did not explain why the company should continue to use 3,500kg vans.

Question 5

WD's current terms and conditions of carriage are summarised in the case study. If the company contracts with CourFrance for the two companies to carry each other's items, using WD's Folkstone operating centre to exchange loads, it will need to review these terms and conditions.

(a) State which terms and conditions of carriage will apply when WD's vehicles carry parcels and letters coming from, and destined for, Europe under the proposed arrangement with CourFrance:

(b) Give seven additional matters that WD should include in its terms and conditions of carriage, including any required because of the proposed arrangement with CourFrance

The majority of candidates mistakenly believed that CMR would apply to this operation, but that is not the case when goods are unloaded from a vehicle entering the country, to be reloaded onto a vehicle operated by a British operator for onward carriage.

Therefore, for part (a) WD's current terms and conditions, or RHA or Logistics UK or UK Carrier conditions would continue to apply.

For part (b), some correct additional matters to be included are given below.

Claims procedure
Warranties
Indemnities
Claims time limits
Claims forms
Right of Lien
Subcontracting
High value goods

Question 6

Shailesh Patel is to prepare for the Traffic Commissioner's upcoming review of WD's operator licences. He will look at drivers' hours records and vehicle maintenance files.

(a) State the minimum period of time that WD's records of drivers' hours must be kept, as required by Regulation 561/2006:

(b) State the minimum period of time that WD's records of drivers' working time must be kept, as required by The Road Transport (Working Time) Regulations 2005.

(c) State the minimum period of time that WD's vehicle maintenance records must be kept, as required by the undertakings for its operator licences.

(d) Identify SEVEN documents related to vehicle maintenance, that Shailesh Patel should expect to find in vehicle files.

Examiners were surprised to note that many candidates do not seem to be aware of the minimum periods for which records must be kept. Most examinations have one question, the answers to which can always be found in training notes. This was one such question.

Part (d) of the question was very well answered, with most candidates gaining all 7 marks.

Correct answers are -

(a) 12 months
(b) 24 months
(c) 15 months
(d) Safety inspection sheets MOT certificates Defect reports. Rectification work records Most recent daily inspection sheets Maintenance contract Prohibition notices LOLER safe examination certificates Tachograph calibration certificates Speed limiter calibration certificates. Emissions OR exhaust test certificates Service record. Brake test report. Wheel torque/retorque record Tyre change record VOR record First Use Inspection Record