

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

**Examination Date: 10th September 2021
Chief Examiner Report**

General Comments

This was the second case study for the CPC (Road Haulage) to be offered to candidates by Skills and Education Group Awards with 661 candidates sitting 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 at 29 and 51.89% 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 out of 60 meaning 36% of candidates achieved a pass.

Centres are reminded 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.

We would remind candidates that this examination is not a test of handwriting, spelling, grammar or punctuation, but it is important that examiners are able to read and understand the answers being given. The crucial factor, as with all examinations, is that candidates must read each question carefully. This includes the notes attached to each question, as marks are so often lost by candidates because they did not follow all instructions given. Examiners will always give candidates very clear instructions in each question and it is therefore critical that candidates follow every instruction and answer exactly what is being asked of them.

Comments below for individual questions are designed to assist students and tutors when preparing for future examinations.

Question 1

Alpha Haulage Ltd.

Tim Brown has provided you with information about a detailed driver schedule that he requires you to complete.

Use the information provided in the case study to complete a driver schedule for the planned delivery and collection. Your schedule must begin when the driver starts work at the latest possible time at Alpha's operating centre and end when the collected goods have been unloaded, also at Alpha's operating centre.

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.

This was a straightforward single-manned schedule and presented candidates with very few problems. 66% of candidates gained at least half of the available 12 marks.

Errors which occurred in a lot of candidate scripts however, were:

- Not taking a working time break at 13.00hrs when the driver had completed six hours work
- Taking too long a break at this point (The company policy was that all breaks should be taken at the latest possible time and for the shortest possible period)
- Many candidates scheduled a break at 13.00hrs, but for 45 minutes, rather than the 15 minutes required.

A correct schedule is given on page 3.

Start time	Finish time	Activity description
07.00	07.15	Checks
07.15	08.15	Load
08.15	10.15	Drive delivery site
10.15	11.15	Unload
11.15	13.00	Drive collection site
13.00	13.15	Break
13.15	14.00	Drive collection site
14.00	14.30	Break
14.30	15.30	Drive collection site
15.30	16.00	Load
16.00	18.15	Drive operating centre (or base)
18.15	18.45	Unload

When marking a driver schedule, marking stops if loading is not carried out, or where a schedule becomes illegal. In this case, some candidates were awarded only five marks because they did not schedule the break at 13.00hrs.

Marks were also lost by a number of candidates, through not following the instruction in the note to show a destination for every driving period.

Question 2

Bravo Transport Ltd.

Ann White has provided you with information about a proposed customer delivery. She has asked you to calculate how much the company should charge its customer.

Use the information provided in the case study to calculate the total cost to Bravo of completing the journey and the amount to be charged to the customer.

Notes:

You MUST name each cost item and give a total for each, rounded up to the nearest 1p.

You MUST show all your workings.

This question was also well answered, with 70% of candidates being awarded at least half of the available marks. Marks were only lost, in most cases because candidates did not show all their workings, as was instructed in the notes to the question.

Candidates who calculated an incorrect total cost, but then used this figure to correctly

calculate the mark-up were awarded marks for the final cost figure

Correct calculations are shown below.

Depreciation	$\text{£ } 90,000 \times 12\% (10,800) \div 240 \text{ days} \times 2$	£90
Standing costs	$\text{£}125 \times 2 \text{ days}$	£250
Driver wages	$\text{£}140 \times 2 \text{ days}$	£280
Tyres	$\text{£}2,000 \div 50,000\text{km} (\text{£}0.04) \times 795\text{km}$	£31.80
Fuel	$\text{£}1.08 \div 9\text{kpl} = \text{£}0.12\text{per km} \times 795 \text{ km}$ OR $795\text{km} \div 9\text{kpl} = 88.333 \text{ litres} \times \text{£}1.08$	£95.40
Maintenance	$\text{£}0.1 \times 795\text{km}$	£79.50
Total cost		£826.70
Mark-up OR Profit	$826.70 \times 20\%$	£165.34
Charge OR price		£992.04

Question 3

Charlie's partners have provided you with information about their business. You are required to provide the partners with an analysis of Charlie's balance sheet and give advice about insurance policies.

Use the information provided in the balance sheet prepared by Charlie's accountant, showing values on 31 August 2021, to calculate the following.

Note:

You **MUST** show all your workings and give your answers to two decimal places or the nearest 1p, as applicable.

a)

- I. Calculate Charlie's Working Capital on 31 August 2021
- II. Calculate Charlie's Working Capital Ratio (Current Ratio) on 31 August 2021
- III. Calculate Charlie's Quick Ratio (Acid Test) on 31 August 2021
- IV. Calculate Charlie's Capital Employed on 31 August 2021

b) Give TWO insurance policies that Charlie is required to take out

c) Using the information provided in the case study, give TWO additional insurance policies that you should advise Charlie to take out

The balance sheet questions in part (a) were generally well answered, with the only common error being candidates not expressing the answers to parts ii and iii as ratios.

In parts (b) and (c) many candidates confused mandatory insurances with non-mandatory ones by either giving public liability insurance as a mandatory one or employers' liability insurance as a non-mandatory one.

Correct answers to part (a) are given below.

(a)	
i. CA 110,000 – CL100,000	10,000
ii. CA 110,000 ÷ CL 100,000	1.1:1
iii. (CA110,000- Stock 23,000) ÷CL 100,000	0.87:1
iv. Total assets 1,110,000 – CL 100,000 OR 1,000,000+110,000-100,000	1,010,000

Question 4

The case study describes Delta's plan to transfer one of its two vehicles from its Walvingham shop to its shop in Bremwich.

Describe FOUR actions related to operator licensing that Delta must take, to allow them to transfer the vehicle on 1 November 2021

The section of the case study detailing Delta company's activities states clearly that the company's two shops are both in the West Midlands Traffic Area. They would not therefore have been required to apply for a new operator licence. Many candidates stated that they would apply for a new licence and then described the actions necessary when applying for a new licence. Fortunately for them, a number of the actions are the same and hence they were awarded marks, albeit for the wrong reason.

Eg. Place an advert in the local paper, submit a copy of the advert to CLO and submit a plan of the proposed operating centre.

Answers which did not relate to operator licensing did not attract any marks, as neither did any answers which did not contain an ACTION.

Correct answers are below:

- Apply for new operating centre
- Place advert in local newspaper
- Submit whole page of newspaper to CLO
- Apply interim direction OR Submit INT1
- Submit plan OR sketch of site
- Pay fee

Question 5

Echo Couriers Ltd.

Chris Collins has provided you with information about the planned delivery of 810 boxes. Use the information provided in the case study to calculate the following:

Note:

You **MUST** show all your workings.

- Calculate the maximum number of journeys that can be completed in one day by the only vehicle combination and driver that Echo can provide
- Calculate the minimum number of days required to be worked, to deliver all 810 boxes
- Calculate the maximum possible daily rest period available to a driver who works on these deliveries on two consecutive days
- Calculate the minimum number of drivers required to deliver the 810 boxes and outline **ONE** reason why that number will be needed

This question was not well answered, with 63% of candidates either not attempting it at all or attempting it and scoring no marks. Only 7% of candidates achieved at least half of the available marks. A small number of candidates did however achieve all 12 marks, indicating that the question was accessible and could be answered correctly using the information given.

A correct answer is shown below.

<p>a) Each round trip is 1 hour driving 2 hours each for return drive to factory (maximum 10hrs -2hrs= 8hrs), therefore 8 journeys (8hrs divided by 1 hour per journey)</p>
<p>b) 8 journeys x 18 boxes = 144 boxes per day. 810 boxes ÷ 144 per day = 5.625 = 6 days</p>
<p>c) Vehicle Checks per day: 15 mins OR 0.25hrs Driving per day: 10hrs + Breaks per day 90 mins (2 x 45 mins) O/W per day: 1'20" OR 80 mins (5 mins + 5 mins = 10 mins x 8) Total shift: 13'5" OR 13¼hrs OR 13hrs 5mins OR 785mins 24hrs – 13'5" = 10 hours 55 mins OR 10.92 hours</p>
<p>d) 10 hours (OR more than 9 hours) driving only allowed twice a week, therefore two drivers for 2 days each + one driver for fifth/sixth days. So total = THREE drivers</p>

Question 6

The case study provides information about your activities as transport consultant and transport manager for five clients.

Use the information provided in the case study to identify and describe TEN offences, breaches of regulations or breaches of operator licence undertakings that have been committed or will be committed if the plans outlined are actioned.

Note:

You **MUST** give a clear description each offence or breach and you **MUST** identify the company or individual who has committed it.

The majority of candidates (63%) achieved at least half of the available marks on this question and many more marks could have been awarded if candidates had followed the instructions given in the notes to the question. ie. to give a clear description of each breach and to identify the individual or company who had committed it.

Many answers were too vague to identify the offence committed, eg. Simply writing "drivers hours offences" or "tachograph offences" did not get any marks. Similarly, just writing "driver" or "company" in the second column did not attract any marks.

OFFENCE	COMMITTED BY
External Transport Manager is responsible for too many vehicles (51)	'Me' OR 'Consultant' OR 'Transport Manager'
Exceeding authorised trailers	Alpha
Delivering to Spain with a National operator licence	Alpha
Exceeding authorised vehicles in Western TA	Alpha
Exceeding 90-hour fortnightly driving limit	Bravo OR Alan
Taking reduced rest four times in a week	Bravo OR Alan
Exceeding 9 hours driving more than twice in a week	Bravo OR Alan
Not notifying Traffic Commissioner of new director	Bravo
Using unauthorised operating centre	Charlie
Carrying waste without waste carrier registration	Charlie
Insufficient funds for financial standing	Charlie
Driving without a card <u>more than 15 days</u>	Brenda OR Charlie
Not providing OR carrying <u>certified</u> copy of UK licence for the Community	Charlie
Not providing OR carrying <u>Instructions in Writing</u>	Charlie
Transporting sheep without standard operator licence	Delta
Not cleaning vehicle <u>before</u> loading sheep	Delta
No operator licence (for van & trailer combination)	Echo

**Chief Examiner
20th October 2021**