

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

Examination Date – 5th September 2025

Examination Report

1. 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 45.1% 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 41 and 43.5% 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. Once again, examiners found a few instances where candidates had rewritten an answer but not crossed out a previous one.

Candidates should also 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 be considered, even if correct. It is important that candidates should read and follow instructions given in the notes to each question. Comments below for individual questions will explain more fully the above comments and are designed to assist students and tutors when preparing for future examinations.

Centres need to make clear to candidates that they must read and follow the notes given in the questions. Candidates are still losing marks in the costing questions by not naming each individual cost.

In this paper candidates were told that time allowed for the walk round inspection was five minutes. A number of candidates stated that this was incorrect and went on to use 15 minutes losing a mark. There is no legal minimum time for a walk round inspection it is as long as it takes.

2. Question 1

The case study describes M&T Minibus' background and Tristan's recent activities. These activities include a number of offences and/or breaches of operator licence undertakings.

Describe EIGHT offences or breaches of operator licence undertakings that Tristan has already committed.

This question was generally well answered although some candidate included things that were going to happen when the question specifically asked for things already committed.

Please note that when driving a vehicle with nine or more passenger seats drivers must obtain and are required to carry a valid **Driver Qualification Card (DQC) NOT Driver CPC card.**

Acceptable answers included:

- Failed to inform Traffic Commissioner of father's retirement OR change of transport manager
- Operating without transport manager
- Failed to apply for grace period for transport manager
- Failed to submit TM1 OR add a new transport manager. Did not issue contract of employment to Teresa
- Did not operate PAYE for Teresa
- Did not issue pay slip to Teresa.

3. Question 2

The case study describes M&T Minibus' background and Tristan's planned activities for the coming week(s) beginning on Monday 8 September. These activities include a number of offences and/or breaches of operator licence undertakings.

Describe TEN offences or breaches of operator licence undertakings that Tristan will commit if the activities are completed as planned.

This question was also reasonably well answered but again many candidates confused what had already happened when the question asked for what would happen if the plans were carried out.

Please note Drivers require a **Driver Qualification Card (DQC)** and **NOT Driver CPC Card**.

Acceptable Answers included:

- Exceed 9 hours driving three times OR more than twice in a week
- Drive minibus for hire & reward with 101 restrictions
- Used a photocopied vehicle disc OR falsified an o-licence disc
- Operated a vehicle not authorised on his operator licence OR Operated a vehicle in excess of the number authorised
- Insufficient daily rest OR exceeded 15 hours working on 10 September / Insufficient daily rest OR reduced daily rest four times on 13th September.

4. Question 3

The case study describes M&T Minibus' background and Tristan's recent activities and those planned for the coming week(s) beginning on Monday 8 September. These activities include a number of offences and/or breaches of operator licence undertakings.

Outline EIGHT possible consequences for Tristan arising from the offences or breaches of operator licence undertakings that Tristan has committed or will commit if the activities are completed as planned.

Although most candidates correctly identified revocation and suspension as a consequence of Tristan's actions however some candidates went on to suggest that it was possible to curtail a single vehicle licence.

Other acceptable answers include fines, imprisonment, loss of business and reputation.

5. Question 4

Tristan plans to collect a group of passengers from Alnwick using the partnership's minibus. Use the information provided in the case study to complete the table below for the driver schedule for the round-trip journey. Your schedule must start when Tristan begins work at his operating centre and end when the passengers have disembarked in Walvingham.

Notes: You MUST show a start time, finish time and a clear description of each activity

You MUST show the destination for all driving periods.

This question was poorly answered with many candidates failing to take account of the first 20 minutes of driving and choosing to take break after four and a half hours driving from the Customer to Alnwick. Other candidates lost a mark for insisting that the walk round check must take fifteen minutes not the five specified in the case study. As stated above there is no legal minimum time specified for a walk round check in the Guide to Maintaining Road Worthiness or any other official document.

Answer:

Start Time	End Time	Activity
0630	0635	Vehicle check
0635	0655	Drive customer OR group leader OR pickup (20 mins)
0655	0725	Cleaning OR paperwork OR other work
0725	1135	Drive Alnwick (4 hours 10 mins)
1135	1220	Break
1220	1255	Drive Alnwick (35 mins)
1255	1310	Load passengers

1310	1705	Drive operating centre OR Walvingham (3 hours 55 mins)
1705	1750	Break
1750	1840	Drive operating centre OR Walvingham (50 mins)
1840	1845	Unload OR drop off passengers

6. Question 5

Tristan plans to collect a group of passengers from Alnwick using the partnership's minibus. Use the information provided in the case study to calculate the total cost to M&T Minibus of operating this route for the round trip, including the amount already agreed for Tristan's time as the driver.

Note: You MUST name each cost and show all your workings to the nearest 1p.

This question was reasonably well answered though candidates lost marks for failing to name each individual cost and a few miscounted the total distance which cost marks for fuel, tyres and maintenance.

Answer:

*Distance (20+380+380) **780km***

Category	Cost (£)
Depreciation	$(£45,000-15,000)/3/260$ £38.46
Driver	£200
Admin costs	$(£27,750/260)$ £106.73
Tyres	$(£2,000/40000=£0.05 \times 780)$ £39
Maintenance	$(£432 \times 12/260)$ £19.94
Fuel	$(£1.30/10= £0.13 \times 780\text{km OR } 780\text{km} / 10 = 78 \text{ litres} \times £1.3)$ £101.40

Tolls	(£4.80 x 2) £9.60
Transport manager	(£4,160/260) £16
Total	£531.13

7. Question 6

Tristan has contracted Brian to maintain his minibus, including all safety inspections. The DVSA Guide to Maintaining Roadworthiness states that a report must be completed for each vehicle safety inspection. The Guide states each report should show a list of all items to be inspected. Give ELEVEN additional details that the Guide states should be shown in each safety inspection report.

Note: Marks will not be awarded for listing the items to be inspected.

A significant number of candidates did not attempt this question and of those that did, some chose to list the items to be inspected and were awarded no marks. Many candidates however found the relevant section of the Guide to maintain Road Worthiness and gained a number of marks.

Acceptable answers included:

- Date and ISO week of inspection
- Organisation conducting the inspection
- Address / location of inspection
- Vehicle identity OR registration number
- Vehicle identity OR (registration number) VIN number
- Odometer (mileage recorder) reading (if appropriate)