

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

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

General Comments

This was the second case study for the CPC (Passenger Transport) to be offered by Skills and Education Group Awards with 49 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 30 and 28.57% of candidates achieved this level.

The P1 multiple choice paper was considered at the awarding meeting and examiners concluded that the pass mark for this paper should be set at 41 out of 60 meaning 50.8% 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 training for future examinations.

Question 1

You have agreed to operate the MOD service from Portland to Dundee as described in the case study, without having any stops for driver rest periods in either direction en route.

Prepare a driver schedule for one round trip journey on this service, beginning with the commencement of the first driver's duty and ending with the end of the last driver's duty.

Notes:

You must show the name(s) of the driver(s) on board for each part of the entire journey, but you are not required to show the times for intermediate stops on the Southampton-Dundee-Southampton stages, or to identify who is driving the vehicle.

You must give a start and finish time, and a description for every activity.

This was a typical double-manned schedule, but with the added complication of having to use a third driver to carry out the first and last parts of the journey, as the whole route could not be completed within the maximum double manned time.

Many candidates did not follow the instructions given in the notes to the question which stated clearly that it was not necessary to give times for the intermediate stops, or to specify which crew member was actually driving the vehicle at any given time. Marks were not lost where these times and driver names were given, but it would have cost candidates a considerable amount of unnecessary time to work them out.

Another instruction, which was often ignored by candidates, was to complete the schedule through to the end of the last driver's duty at the end of the round trip. A significant number of candidates did not schedule the return leg of the journey, thereby losing out on seven of the available 15 marks.

A small number of candidates attempted the schedule with just two drivers and became illegal before reaching Dundee. As with all schedules, examiners stop marking at the point where a schedule becomes illegal. Marking also stops if no passengers are loaded or if the departure time from the pick-up point is incorrect.

A correct schedule is given on page 3.

Drivers can be transposed for full marks, as long as the driver making the pick-up and then driving to Southampton does not continue on the journey to Dundee, but does the return from Southampton to Portland at the end.

Start time	Finish time	Activity	Driver(s)
0330	0345	Checks	Mike
0345	0545	Drive to Portland	Mike
0545	0600	Load passengers	Mike
0600	0800	Drive to Southampton	Mike
0800	0815	Checks/Refuel	Jan & Vlad
0815	0230	Drive to Dundee	Jan Vlad
0230	0245	Unload	Jan Vlad
0245	1145	Daily Rest	Jan Vlad
1145	1200	Checks	Jan Vlad
1200	1215	Load passengers	Jan Vlad
1215	0630	Drive to Southampton	Jan Vlad
0630	0645	Checks	Mike
0645	0845	Drive to Portland	Mike
0845	0900	Unload	Mike
0900	1100	Drive to Southampton	Mike

Question 2

Following your review of safety inspection reports where you found an unacceptable number of driver detectable defects being identified by the workshop mechanics, you've decided to prioritise the provision of facilities and resources to enable drivers to do more effective daily walkround checks. All Drivers have already attended a 7 hour periodic training module covering this. Give TEN additional facilities or resources that TC could provide for its drivers, to help them carry out walkround checks effectively.

60% of candidates gained at least half of the available ten marks for this question, the main and most common error being that candidates listed checks that the operator should carry out, rather than resources or facilities that they could provide.

For example, carrying out random spot checks on the drivers' checks does not help them to carry out an effective check. Examiners identified more than twenty possible answers to this question, some of which are given below.

- > Check sheet OR book OR nil defect forms
- > Vehicle handbook
- > Torch
- > Covered area
- > Well lit area OR adequate lighting
- > Access to workshop staff OR 2nd checker
- > Access to basic tools & spares
- > Brake application tool
- > Mirrors for checking brake lights

Question 3

As part of your reassessment of the way in which quotations are prepared, you have looked at the company's latest financial accounts, shown in Fig.4 in the case study.

You have determined that TC's costs for the year ended 31st August 2021 totalled £5,545,781 and are likely to be the same for the coming year. The directors of TC Ltd have told you that they wish to achieve a return of 15% on Capital Employed for the coming year.

Notes:

You MUST show all of your workings

You must give your answers to TWO decimal places, always rounded up.

- a) Using the figures detailed in Fig.4 in the case study, calculate TC's Current Ratio as at 31st August 2021**
- b) Using the figures detailed in Fig.4 in the case study, calculate TC's Acid Test Ratio as at 31st August 2021**
- c) Using the figures detailed in Fig.4 in the case study, calculate TC's Return on Capital Employed for the year ended 31st August 2021**
- d) Using the figures in Fig.4 in the case study and those detailed above, calculate the profit mark-up to be added to costs, in order to achieve the director's desired return on Capital Employed**

This four-part question examined candidates' knowledge of and ability to calculate financial indicators, essential tools in the management of every business. The ratios in parts (a) and (b) were generally well calculated, with the only common error being that many candidates did not express their answers as ratios, but just gave figures. 65% of candidates gained full marks on these two parts.

Part (d) was not attempted by the majority of candidates, an indication perhaps, that this calculation is not taught by many trainers.

Correct answers for all parts are shown below.

3(a)	Current Assets £932,000
	÷ Current Liabilities £491,500
	= 1.896:1 = 1.90:1

3(b)	Current Assets £932,000 – Stock £37,000 = £895,000
	÷ Current Liabilities £491,500
	= 1.82:1

3(c)	Net Profit £709,860
	÷ Capital Employed £5,915,500 x100
	= 12%

3(d)	Capital Employed £5,915,500 x15% = £887,235 profit required
	£887,235 ÷ £5,545,781 costs = 16% markup

Question 4

Due to your concerns over drivers' adherence to Working Time Regulations you have decided to produce a briefing sheet outlining these regulations which can be given not only to drivers, but also to the traffic office scheduling staff.

Outline TEN provisions of The Road Transport (Working Time) Regulations 2005 that relate to breaks or to maximum working hours

Those candidates who read this question carefully were able to gain all ten of the available marks by reference to their training notes. Many however, did not read the question carefully and answered by outlining provisions of Regulation EC561/2006, the drivers' hours regulations, and not The Road Transport (Working Time) Regulations. 26% of candidates did just this, thereby gaining no marks at all on the question.

A common error for candidates who did outline Working Time Regulations was to state that the average working week is 48 hours and not that the average must not exceed 48 hours.

Question 5

The new service to Dundee will require the parking of the coach there every night and James has already negotiated a deal with a Dundee based operator for the use of some space in which to park coaches on a permanent basis. This will have implications in respect of operator licensing.

Outline FOUR actions that you will have to take in respect of operator licensing, before you are able to commence the service and use the Dundee operator's premises.

Almost half of candidates (49%) answering this question gained at least two of the available four marks. Knowledge of operator licensing is obviously an essential requirement for a transport manager and there has to be a question in every examination covering this subject area.

The scenario in this paper was that of an operator wishing to park coaches in a different Traffic Area to that in which they held their existing operator licence. This necessitated them applying for a new licence in that new Traffic Area and not, as many candidates outlined – applying for a new operating centre.

Candidates are reminded also, to note that when a question demands ACTIONS, each answer must include an action and not just a list of documents or forms.

Question 6

All of the MOD work which TC undertakes is currently charged out at set time and mileage rates. James has asked you to review and update your vehicle running cost data, so that these rates can be re-negotiated if necessary. TC allocate all costs to their vehicles proportionately on the basis of seating capacity.

Using the information in the case study in Fig.1 and in Fig.2, calculate the maintenance cost per kilometre to be allocated to the 25, 35 and 49 seat coaches

Many candidates did not attempt this question. Whether they ran out of time or not, cannot be determined, but it does make the point that time management in an examination of this kind is essential, as by not attempting it, nine marks are immediately forfeited.

Only 16% of candidates achieved four or more of the available nine marks, the most common error being that candidates did not read the question carefully and did not, as was demanded, calculate the cost per kilometre.

One way of reaching correct answers is given below.

Employment costs	£165,000
Administration & Premises	£60,000
Equipment	£10,000
Consumables	£12,000
Parts and tyres used	£32,360
Total Annual workshop costs	£279,360
Total fleet seating capacity	1455 seats
$£279,360 \div 1455 =$	£192.00 per seat
49 seater 49 x £192 $£9,408.00 \div 62,720\text{km}$	£9,408.00 per coach £0.15 per km
35 seater 35 x 192 $£6,720 \div 67,200\text{km}$	£6,720.00 per coach £0.10 per km
25 seater 25 x 192 $£4,800 \div 40,000\text{km}$	£4,800.00 per coach £0.12 per km

Chief Examiner
20th October 2021