

# Level 3 CPC (Certificate of Professional Competence) for Transport Managers (Passenger Transport) March 2023

Examination Date – 10<sup>th</sup> March 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.

88 candidates sat 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 30 and 43.4% 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 39 and 40.4% of candidates achieved this mark.

Many of the general comments given below are unfortunately having to be repeated in successive reports. We are still finding that centres are encouraging candidates to use loose sheets of paper, rather than the additional blank pages at the end of the answer booklets. We would remind centres once again, 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. Once again, in this session, loose sheets were found and a consequence of this it the possibility they may not be matched to a candidate and not be marked.

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. I observed a few instances in this examination where candidates had rewritten an answer, but not crossed one out.

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 black ink. An increasing number of candidates are writing their

answers in pencil.

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.

### Question 1

**You are aware that the Traffic Commissioner is due to review the operator licence within the next few months and Denzil has asked you to prepare all of the information which may be requested by the Traffic Commissioner for his review.**

- a) Describe FOUR areas of compliance which the Traffic Commissioner may consider as part of the review and for each one, outline the criteria which TT must meet.**
- b) For each of the criteria listed in part (a), identify ONE document which may be requested as proof of compliance. (You MUST state which area each document relates to)**

58% of candidates were awarded at least 6 of the available 12 marks in this question.

Many candidates however failed to gain some of the available marks through not fully answering the question. It is important always, when answering any question, to look at your answer and ask yourself – “Have I answered every part of the question” ? In this case, many candidates described areas of compliance, but did not then outline how TT should meet the relevant criteria. 1 mark was awarded for each area of compliance and 1 mark for outlining the way in which the criterion should be met. In part (b) marks were awarded only if specific documents were identified. For example, writing proof of financial standing or permission from landlord did not gain marks, correct answers were - ‘bank statements’ or ‘letter from landlord giving permission to park’

### Question 2

**Cornwall County Council have recently published a number of tenders for school contracts and local services. You intend to submit responses to those detailed in the case study.**

**In order to prepare responses to the tenders for the local services you will first have to calculate the number of buses and drivers required on each.**

**Calculate the number of buses required on each of the 3 local services, TT50, TT90 and TT99 as described in the case study, without interworking any of them.**

**You MUST show all your workings**

**You MUST show calculations for each route separately.**

**Calculate the total number of drivers required to operate all 3 services without interworking and without taking account of holiday requirements**

**Calculate the number of bus drivers which TT will need to employ, including the Level 3 Certificate of Professional Competence for Transport Managers (Passenger Transport) Mar 2023**

**additional number to cover for holidays.**

This question was not well answered, with less than 20% of candidates gaining at least half of the available marks. It should be noted however, that 10% of candidates were able to achieve all 12 marks.

Most candidates correctly calculated the number of buses required to operate Route TT50, but few correctly calculated the numbers for TT90 and TT99. An incorrect total number of buses for the 3 routes, meant that it was not possible to achieve the 3 marks for part (b). For part (c) however, examiners awarded the 3 available marks for answers correctly calculated from either a correct or incorrect answer in part (b)

Correct answers, with workings are shown below.

(a)	TT50 Total round trip time – 52 minutes $52 \div 15\text{min headway} = 3.46 = 4$ buses  TT90 Total round trip time – 70 minutes $70 \div 15\text{min headway} = 4.6 = 5$ buses  TT99 Total round trip time – 85 minutes $85 \div 15\text{min headway} = 5.6 = 6$ buses
(b)	Total 15 buses x 12hrs each = 180hrs $180\text{hrs} \div 9\text{hr shifts} = 20$ duties $20 \text{ duties} \times 7 \text{ days} = 140 \text{ duties} \div 5\text{-day week} = 28$ drivers
(c)	$28 \text{ drivers} \times 4 \text{ weeks holiday} = 112 \text{ weeks to cover}$ $112 \div 48 \text{ working weeks per driver} = 2.3$ (3) additional $28 + 3 = 31$ drivers required in total

### Question 3

**TT will have to register the new local services if they are successful in winning the tender.**

- a) Describe TWO ways in which it is possible to register a local service**
- b) Outline FIVE items of information which must be included in the application for a new local service.**

Candidates who were familiar with their training notes were able to answer this question correctly and quickly, as all of the answers are found in all sets of training materials. This was evidenced by the fact that 80% of candidates gained at least half of the available marks

### Question 4

**Level 3 Certificate of Professional Competence for Transport Managers (Passenger Transport) Mar 2023**

**Cornwall County Council have asked for responses to the tenders for School Contract Routes T8 and T9, as described in the case study. They wish to be quoted a daily rate.**

**Calculate the cost of operating Route T8, giving the daily cost to operate the route and the daily rate to be charged to Cornwall CC.**

**You MUST show all your workings.**

**You MUST name each cost and give a total for each to the nearest penny.**

This was a typically standard costing question, such as has been asked many times before. Unfortunately, many candidates are making the same mistakes as those who have taken the examination in previous years. The errors which continue to result in lost marks are –

- In the depreciation calculation, deducting the cost of the tyres, when the case study specifically states that the purchase price excludes the cost of the tyres.
- Combining all running costs into one cost per kilometre to give a total running cost, meaning that the instruction to name each cost and give a total for each, is not followed, thereby potentially losing 5 marks.
- Incorrectly calculating the total distance for the route, again, potentially losing 5 marks.
- Adding the 10% mark-up to each cost individually, thereby not calculating the daily cost to operate the route. (The question asked for the daily cost to operate the route and the daily rate to be charged). The mark-up should always be added to the total cost, not to individual cost items.
- Not showing all workings.

A correct calculation is shown below. Figures in brackets take account of rounding (Either answer is credited with the mark)

Marks were also awarded where candidates had correctly calculated 60% of the individual daily costs, rather than just 60% of the total daily cost.

T8 Distance – 12+48+8+8+52+12 = 140km	
Depreciation £145,000 - £35,000 = £110,000 ÷10 =	£11,000.00 per annum
£11,000 ÷250 days =	£44.00 per day
Other standing £21,000 ÷250 =	£84.00 per day
Driver cost	£150.00 per day
Total daily cost £278.00 x 60% =	£166.80 per day
Fuel 140km ÷7kpl = 20 litres x £1.20/l =	£24.00 per day
OR £1.20 / 7kpl = £0.17 x 140km	£23.80 (£23.94)
Tyres 6 x £350 = £2,100 ÷70,000 = £0.03 x140 =	£4.20 per day
Maintenance 140km x £0.25 =	£35.00 per day
Total cost to operate	£230.00 per day
OR	£229.80 (£229.94)

Total to charge per day £230.00 + 10%	=	£253.00 per day
OR		£252.78 (£252.93)

### Question 5

**This driver's schedule question was very unusual and proved particularly challenging for candidates, as no break was required for the driver until the penultimate line of the schedule. Company policies in the case study stated clearly that waiting time must always be scheduled as a POA, unless a break was legally required. In this schedule, no breaks were legally required at any of the waiting points. Many candidates lost 4 marks through not following this instruction. Most candidates correctly calculated driving times for each stage of the journey. One of the few recurring errors was to take the daily rest too early. The client's requirement was to extend the days to the maximum possible duration, meaning that it was possible to reach Exeter, before a daily rest should be taken.**

See correct schedule below.

Start Time	Finish Time	Description of Activity	Tachograph Mode
0727	0742	Checks	OW
0742	0754	Drive to RCH	Drive
0754	0848	Drive to Bodmin	Drive
0848	1118	Free	POA
1118	1224	Drive to Plymouth	Drive
1224	1454	Free	POA
1454	1600	Drive to Torbay	Drive
1600	1830	Free	POA
1830	1918	Drive to Exeter	Drive
1918	0618	Driver Rest	Rest
0618	0633	Checks	OW
0633	0757	Drive to North Devon	Drive
0757	1027	Free	POA
1027	1327	Drive to RCH	Drive
1327	1412	Break	Break/Rest
1412	1424	Drive to operating centre	Drive

### Question 6

**You have decided to introduce the use of a smartphone app for the drivers to use to record and submit their daily walkaround check report. The app you have chosen to use is fully programmable and you now need to specify to the app developers what items of information must be included on it.**

**Give FIVE pieces of information (apart from the items to be checked) which the DVSA Guide recommends should be included on it, to be completed by the driver responsible for recording defects.**

This question once again, proved the importance of reading every question carefully and then answering exactly what is being asked.

This question stated clearly that the items of information required in the answer should not include the items to be checked in the daily walkaround check. Many candidates however, ignored this and listed items such as lights, mirrors, wheels, tyres and wipers. I know that many training centres suggest to their candidates that it is often useful to have the DVSA Guide to Maintaining Roadworthiness in the exam. This publication would certainly have been useful for this question, as it describes the requirements of the walkaround check.

Some correct answers are shown below.

Driver name
Vehicle registration or Fleet No. or Vehicle ID.
Odometer reading
Date of check
Details of defect or symptom of defect OR Nil Defect declaration
Driver signature or ID
Defect reported to

**Chief Examiner  
22<sup>nd</sup> April 2023**