

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

Examination Date – 9th June 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.

62 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 31 and 29.0% 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 40. 41.4% of candidates achieved this mark.

Many of the general comments given below are unfortunately having to be repeated in successive reports. It is disappointing to note that some centres are still allowing 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, with no indication of the candidate's name or number and therefore the candidate concerned could not be credited with the relevant marks.

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 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.

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.

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

Major Ahmed has asked you to give him some timings for the proposed trip to Bordeaux. He has stressed the importance of adhering to the requirements as set out in the case study.

In order to give him timings, you must prepare the driver schedule below for the outward journey to Bordeaux commencing when the driver begins duty at Tidworth and ending after unloading in Bordeaux.

Notes:

Local times MUST be given throughout.

Start and finish times and a clear description of the driver's activity MUST be given for every line

The destination MUST be given for each driving period

Symbols are NOT acceptable for tachograph mode.

When attempting to complete a driver schedule, the first thing that a candidate should do is to look for clues in the case study as to how to approach it. For example, in this case study, candidates were told that the coach to be used would have a driver's bunk, that it would be single-manned and that a cabin would be provided for the driver on the ferry. Further information given, was that the driver would not be required during a 90-minute breakfast stop in Caen town centre, a 10-minute drive from the ferry terminal. All of these clues should have led candidates to the conclusion that the schedule should be completed by utilizing the concession of an interrupted daily rest. Those candidates who deduced this, would have been able to complete the schedule relatively quickly.

Common errors were much as have been seen in many previous examinations i.e. Not changing to local time on entering France, not stating the destination for every driving period, using an incorrect tachograph mode or not following the timing instructions given in the case study.

A correctly completed schedule is given below.

Start time	Finish time	Driver's activity	Mode
1745	1800	Checks	Other work
1800	1815	Load passengers	Other work
1815	1945	Drive to Portsmouth	Drive
1945	2000	Check in	Other work
2000	2130	Rest	Rest
2130	2200	Embark ferry	Drive
2200	0600	Rest (Ferry crossing)	Rest
0600	0700	Time change	
0700	0720	Disembark	Drive
0720	0730	Drive to Caen town centre	Drive
0730	0900	Rest	Rest
0900	0915	Checks	Other work
0915	1345	Drive to Bordeaux	Drive
1345	1430	Break	Rest/Break
1430	1630	Drive to Bordeaux	Drive
1630	1700	Unload	Other work

Question 2

One of your concerns regarding compliance, is the lack of proper vehicle maintenance planning and in particular, the existing wall-chart planner which details nothing more than the scheduled safety inspections for the next 4 months.

Outline EIGHT changes and/or additions which you need to make to the planner, in order to make it compliant with the guidance given in The DVSA Guide to Maintaining Roadworthiness.

Questions very similar to this have been set in previous examinations and candidates who took The DVSA Guide to Maintaining Roadworthiness into the examination room with them, would have found this question easy to answer. The DVSA Guide is on the recommended list of reading materials given in the Student and Tutor Guide.

Typical, correct answers are given below

Increase planner to 6 months ahead
Add tachograph calibration date
Add MOT date
Add MOT preparation date
Add speed limiter calibration date
Add routine service date
Add VOR dates
Add refurbishment dates
Add VED renewal date
Add Roller Brake Test dates

Question 3

Outline FIVE offences relating to operator licensing, which TCS have already committed.

The case study described the background to Treblig Coaches and how it had started out being operated and licensed as a partnership, before the owners decided to convert the business into a limited company. The question specifically asked candidates to outline offences related to operator licensing which had already been committed. A number of candidates outlined offences which had no relevance to operator licensing.

A further common error was to describe what TCS needed to do, rather than, as was demanded by the question to outline offences which had already been committed.

Correctly worded answers are given below.

Failed to apply for licence in Western TA
Failed to apply for licence in name of Ltd Co.
Failed to surrender licence in name of partnership
Failed to add TM
Operated more vehicles than authorised
Used an unauthorised operating centre

Question 4

You have decided to prepare more detailed costing figures for the coaches, so that you will be able to issue more accurate quotations. You will apportion the company's indirect costs to the coaches on a per day basis. For the purposes of this exercise, you have assumed that indirect costs will not rise for the next year.

Using the information in the case study, calculate the indirect costs per annum and per day to be allocated to each of the 25, 49 and 53 seat coaches. You will allocate costs to coaches proportionately according to their seating capacity.

Notes:

You MUST show all workings.

You MUST give a cost per year and a cost per day for a single coach of each size, always rounded up to the nearest penny

Candidates attempted this question in a variety of different ways, many of which did not achieve the answers as demanded within the question, that is, to give a cost per year and a cost per day for a single coach of each size.

As a result of this, only 16% of candidates achieved at least 4 of the available 9 marks.

The most common error was to ignore the 4 x 42-seat buses when calculating the total seating capacity of the fleet, which, although the question did not require a cost for them, are nevertheless part of the fleet and do need to be included within the total seating capacity.

One way of calculating the costs as demanded by the question is shown below.

Total Indirect Costs £323,750 per annum
Total Seats
4 x 25-seaters = 100 seats
10 x 53-seaters = 530 seats
5 x 49-seaters = 245 seats
4 x 42-seaters = 168 seats
FLEET TOTAL SEATS = 1043
$£323,750 \div 1043 \text{ seats} = £310.40 \text{ per seat}$
$53 \text{ seat} \times £310.40 = £16,451.20 \text{ pa.} \div 240 \text{ days} = £68.55 \text{ per coach per day}$
$49 \text{ seat} \times £310.40 = £15,209.60 \text{ pa} \div 240 \text{ days} = £63.38 \text{ per coach per day}$
$25 \text{ seat} \times £310.40 = £7,760.00 \text{ pa} \div 240 \text{ days} = £32.34 \text{ per coach per day}$

Question 5

The directors of TCS began preparing some financial accounts and you now wish to complete them.

- Using only the information in the case study, complete the following Trading and Profit and Loss accounts.
- Calculate the gross profit for TCS as a percentage of sales. Your answer must be rounded up to two decimal places.
- Calculate the net profit for TCS as a percentage of sales. Your answer must be rounded up to two decimal places.

Note: You MUST show all your workings

This question was answered much better and 50% of candidates were awarded at least half of the available marks. Indeed, 10% of candidates achieved full marks.

Examiners were interested to note however, that a few candidates achieved a gross profit figure which was greater than the company's turnover!

Answers to parts b) and c), which were correctly calculated from candidates' incorrect answers in part a) were nevertheless credited with marks.

Correct calculations for parts a, b and c are given below.

(a)		
Drivers wages	23 x £300	= £690,000
Fuel	23 x 78,000km = 1,794,000km ÷ 4kpl = 448,500 litres @ £1.20 =	£ 538,200
Maintenance	1,794,000km @ £0.28	= £502,320
Tyres	1,794,000km @ £0.04	= £ 71,760
Insurance and VED	23 x £5,250	= £120,750
Other direct costs	23 x £4,900	= £112,700
Total direct costs.		£2,035,730
Gross Profit	£2,872,876 - £2,035,730	£ 837,146
Total Indirect Costs		£ 323,750
Net Profit	£837,146 - £323,750	£ 513,396
(b)	£837,146 ÷ £2,872,876	= 29.14%
(c)	£513,396 ÷ £2,372,876	= 17.87%

Question 6

With effect from August 2020 a number of changes were made to the Retained Regulation EC 561/2006 and Retained Regulation 165/2014. These changes mean that all drivers, even those who only drive occasionally, subject to the regulations must keep a full set of records of their activities.

- a) Outline the period for which drivers must be able to produce these records if required to do so.**
- b) Outline SIX activities that must be recorded by the driver.**
- c) Describe THREE ways in which manual records may be made by the driver**

The Traffic Commissioners are now taking action against operators and drivers who do not comply with the amended regulations in respect of record keeping. A number of recent Public Inquiries have resulted from failures to observe the requirements. For this reason, the question was asked in this examination and examiners were pleased to note that most candidates appear to understand the requirements and more importantly, how to comply with them. 56% of candidates achieved at least half of the available marks. Correct answers are below.

(a)
The current day and previous 28 calendar days
(b)
Driving
Other work
Periods of Availability
Breaks
Rest
Annual Leave
Sick Leave
(c)
Manual entry on a digital tachograph
Written on digital tachograph print roll
Written on a record sheet (analogue chart)