

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

**Examination Date – 8<sup>th</sup> December 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.

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 28 and 51.3 % 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 42. 50.0% 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 even be considered, even if correct.

It is important that candidates should read and follow instructions given in the notes to each question. For example, in the costing question, the importance of showing all workings, naming each cost and giving a total for each to the nearest penny or in the schedule, always showing a destination for each driving period and not using symbols or abbreviations for the tachograph mode

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**

Treblig has been advised by his accountant that he should change the nature of his business from sole trader to limited company. He has asked for your advice on the benefits of and the process for this change.

**(a) Outline THREE advantages to Treblig of doing this.**

**(b) Identify the THREE documents which Treblig must submit to Companies House when applying to form a limited company**

This question was very well answered, with candidates being able to find all answers in their training notes. Most candidates gained all 6 marks.

## **Question 2**

Treblig is aware that the conversion to a limited company might have implications in respect of operator licensing and has again asked for your advice.

**(a) Outline FIVE actions relating to operator licensing which Treblig will have to complete, if he is to continue operating after converting his business to a limited company.**

**(b) Give THREE documents which Treblig may be required to submit in support of the actions outlined in part (a)**

As with question 1, most candidates did well with this question, again being able to find the answers in their training notes. Many failed to gain all of the marks in part (a) however, because they did not outline ACTIONS. In part (b), some candidates missed out on some marks because they did not name specific DOCUMENTS, eg, rather than writing 'bank statements', some candidates wrote 'proof of financial standing'.

Some correct answers are given below –

Part (a) Apply for new operator licence  
Surrender old operator licence  
Return or destroy old discs  
Submit proof of financial standing  
Submit proof of TM qualification  
Submit TM1 Form with application to add TM

Part (b) Bank statements OR Letter confirming overdraft  
Plan of site  
Photos of site  
CPC certificate  
Maintenance contract

### Question 3

Jet 20 holidays have asked for pick-up times at each of the hotels for the trial service on March 2nd.

Treblig has asked you to complete the schedule below, showing journey times between the hotels and the loading time at each one.

This question required candidates to use the passenger drop-off and pick-up numbers at each hotel, in order to determine which direction the route should take and then, using the distance and speed figures, work out travelling times between the hotels, before finally working the times backward from the specified arrival time at Stansted.

Many candidates unfortunately decided to go from the Talbot hotel (given at the beginning of the schedule) to the Anstey hotel, where the number of passengers to be dropped off and the number to be picked up, meant that the coach would be overloaded. Marking stopped at this point, as it would have been illegal to continue.

A correct schedule required the coach to go from the Talbot hotel to the Regal and continue the route in an anticlockwise direction,

The correct schedule is –

Start time	Finish time	Activity
1544	1550	Drive Stansted coach station to Talbot hotel
1550	1600	Unload/load at Talbot hotel
1600	1610	Drive to Regal hotel
1610	1620	Load at Regal hotel
1620	1632	Drive to Grange hotel
1632	1642	Load at Grange hotel
1642	1650	Drive to Anstey hotel
1650	1700	Load at Anstey hotel
1700	1714	Drive to Talbot hotel
1714	1724	Load at Talbot hotel
1724	1730	Drive to coach station

#### **Question 4**

**One of the issues noted in the report compiled by the Traffic Examiner, following his recent visit, was the lack of a satisfactory tyre management system. Treblig has asked you to advise on this, following the guidance given in the DVSA Guide to Maintaining Roadworthiness.**

**Outline SIX features of a compliant tyre management policy.**

Those candidates who had taken the current DVSA Guide to Maintaining Roadworthiness into the examination with them were able to very easily give the required 6 answers. It was disappointing for examiners to note however, that many candidates were taking answers from an older, outdated guide. It is important for candidates to ensure when sitting an examination or indeed when working as a transport manager, that they always refer to the latest, current publications.

Correct answers to this question will be found in the current DVSA Guide.

#### **Question 5**

**Treblig has asked for your help and advice concerning the short notice enquiry received this afternoon.**

**Complete the table below, with a driver schedule, starting when Peter begins duty at Treblig's operating centre and ending on his arrival back at Stansted coach station, at the earliest possible time.**

**You MUST show a start and finish time and a clear description for each activity.**

**You MUST show a destination for each driving period.**

**Tachograph symbols or abbreviations are NOT acceptable for tachograph mode. Local times MUST be used throughout.**

This question required candidates to prepare a straightforward single-manned driver schedule for the round trip journey from Treblig's operating centre to Paris and back to Stansted. Total driving and duty times necessitated the driver taking a rest period after arriving in Paris and before loading passengers for the inbound journey. A specific shuttle departure time was given for the outbound journey, meaning that candidates had to work backward from this time to establish a departure time from Treblig's operating centre. Drivers' hours breaks were required on both outward and inward journeys and candidates had to follow company policies to schedule these breaks as late as possible and for the shortest possible times. Common errors were to take breaks either too early or too late. When taken too late, marking stopped, as the schedule became illegal. One further common error was to forget the time changes on both outward and return journeys. A few candidates lost marks by not following the instruction in the notes to the question which stated that symbols or abbreviations would not be accepted for the tachograph mode

A correctly completed schedule is given overleaf.

Start time	Finish time	Activity	Tachograph mode
1540	1600	Walkround checks	Other work
1600	1830	Drive to Cheriton/Shuttle terminal	Drive
1830	1905	Le Shuttle Crossing / Break	Break
1905	2005	Time change	
2005	2035	Disembark	Drive
2035	2205	Drive to Paris	Drive
2205	2235	Break	Break
2235	0105	Drive to Paris	Drive
0105	1005	Rest	Rest
1005	1020	Walkround checks	Other work
1020	1050	Load passengers	Other work
1050	1450	Drive to Coquelles/Shuttle terminal	Drive
1450	1525	Le Shuttle crossing / Break	Break
1525	1425	Time change	
1425	1455	Disembark	Drive
1455	1525	Break	Break
1525	1755	Drive to Stansted coach station	Drive

### **Question 6**

**Treblig has also asked for your help in preparing the quotation for Jet 20.**

**Calculate the total cost to Treblig and the amount to be charged to Jet 20 for collecting their passengers from Paris and returning them to Stansted, assuming 2-days use of all resources.**

**You MUST show all your workings.**

**You MUST name each cost, showing a total for each to the nearest penny.**

The requirement in this question was to calculate the total cost to Treblig of operating the service for Jet 20 and then using the markup figure given in the case study, to calculate the amount to be charged.

The only common error was to use an incorrect total mileage figure, thereby calculating incorrect running costs, total cost, markup and amount to charge.

A significant number of candidates also wrongly convert Euros to Sterling by dividing instead of multiplying by the conversion rate.

A correct calculation is given overleaf.

The figures in brackets were awarded marks where candidates had deducted the tyre cost from the purchase price of the coach.

Depreciation £260,000 - £160,000 = £100,000

£100,000 ÷ 5yrs ÷ 250 days = £80.00 x 2 = £160.00 (£154.00)  
(£77.00)

Standing costs £24,750 ÷ 250 days = £99 x 2 = £198.00

Driver wages £150.00 x 2 days = £ 300.00

Driver overnight £ 60.00

Mileage 902km

Fuel 902km ÷ 4kpl = 225.5 litres  
225.5 litres @ £1.40 = £ 315.70

Tyres £375.00 x 10 = £3750.00  
£3750.00 ÷ 125,000 = £0.03 per km  
902km x £0.03 = £ 27.06

Maintenance 902 x £0.22 per km = £ 198.44

Road tolls €120.00 x 0.87 = £ 104.40

Total Cost = £ 1,363.60 (£1357.60)  
20% markup = £ 272.72 (£ 271.52)

Total to charge = £1,636.32 ( £1629.12)

**Chief Examiner**  
**18<sup>th</sup> January 2024**