

Level 3 CPC (Certificate of Professional Competence) for Transport Managers (Road Haulage) 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.

550 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 60.6% of candidates achieved this level.

The R1 (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. 39.7% 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

WH operates collections of milk from Fairweather Farm and cream from DPP, using one of the company's articulated tanker lorries.

Use the information provided in the case study to complete the driver schedule for one of these weekday journeys, using the table below. Your schedule must begin when the driver starts work at WH's Walvingham operating centre and end when the driver has arrived back at the operating centre.

Notes:

You **MUST** show each activity separately, including a start time, finish time, a clear description of the activity and the tachograph mode to be used for each time period.

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

This was a very straightforward driver schedule with no requirement for a break, other than at the tank wash, where it had been specifically stated in the case study that a break should be taken. 25% of candidates were awarded all 15 marks for the question and 77% were awarded at least 8 of the available 15. The only jeopardy in the question was to ensure that testing, loading and unloading of the various products were carried out in the correct order and at the correct places.

The only common errors were the use of incorrect tachograph modes, and/or failure to show a destination for each driving period.

Marking convention was, as always, to continue marking with adjusted times, after any incorrectly calculated line. Marking only stops at any point where the schedule becomes illegal or at any point where loading or unloading is missed. In this schedule, marking continued if testing was omitted. Any unnecessary activity, for example, an unnecessary break, results in no mark for that line or the line following. A correctly completed schedule is given below.

Start Time	Finish Time	Description of Activity	Tachograph Mode
0700	0715	Checks	Other work
0715	0745	Drive farm	Driving
0745	0800	Test milk	Other work
0800	0820	Load	Other work
0820	0905	Drive DPP	Driving
0905	0925	Test milk	Other work
0925	0955	Unload	Other work
0955	1005	Drive tank wash	Driving
1005	1035	Break	Break OR Rest
1035	1045	Drive DPP	Driving
1045	1105	Load	Other work
1105	1305	Drive Treblig	Driving
1305	1325	Test cream	Other work
1325	1355	Unload	Other work
1355	1430	Drive WH OR operating centre	Driving

Question 2

You are to prepare a plan for the delivery to Breda, as described in the case study.

- a) Use the information provided in the case study to calculate the earliest possible arrival in local time in Breda for each of the three route options.
- b) Use the information provided in the case study to calculate the cost of using each of the three route options on the outward journey to Breda.

Notes:

You **MUST** show all your workings.

Part (a) of this question did not require candidates to prepare a driver schedule, but simply to correctly calculate the total journey time from the Walvingham operating centre to Breda. The case study gave all the relevant details of timings for the journey, including road distances, ferry/shuttle crossing times and average speeds.

Candidates were able to use this information to calculate overall travelling times and therefore, any break requirement.

Many candidates compiled a schedule in order to answer this question, but very few correctly calculated the final arrival time. The most common errors were to either not allow for sufficient breaks or not to change to local time. The UK journey to Harwich took 4 hours and 40 minutes, thereby requiring a 45-minute break, whereas the journey to Hull only took 3 hours 45 minutes, thus not requiring a break. The journey to Cheriton for Le Shuttle took 5 hours and 30 minutes, again requiring a 45-minute break.

The only journey in Europe which required a break was from Coquelles to Breda, after crossing via Le Shuttle, as this crossing does not allow for a 45 minute break while on board. The time on board allows for only the first part of a split break (15 minutes) so a further break of 30 minutes was required en-route.

Marks were awarded in this question for correctly stated break times and correct arrival times. The table below, shows correct answers.

Part (b) of the question was very well answered, with most candidates correctly calculating the total running costs for each route and adding this figure to standing costs and ferry/shuttle fares. The table below, shows also, correct answers for this part.

ANSWER			
(a)			
	Hook	Hull	Shuttle
Breaks	45 mins	0	75 mins OR 45 mins and 30 mins
Arrive	13.45 hrs	12.35 hrs	12.15 hrs
(b)			
Standing costs	£300	£300	£300
Running costs	£164.50	£129.25	£279.65
Fare	£245	£400	£220
Total	£709.50	£829.25	£799.65

Question 3

Alan has proposed that he rents one articulated tanker vehicle from WH, based on its book value on 1 August 2023.

Use the information provided in the case study to calculate the book value of the vehicle on that date.

Note:

You **MUST** show all your workings.

This question was generally well answered, with 64% of candidates gaining full marks, most candidates correctly calculating the annual depreciation in years 1, 2 and 3, thereby working out the resultant written down values.

The only common error was to calculate the annual depreciation in year 1 and then multiply this by 3, before subtracting that figure from the original purchase price. This does not correctly calculate the residual value when using the reducing balance method.

Notes to the question demanded that all workings must be shown. Marks were awarded for whichever method of working was demonstrated. (See below)

ANSWER	
Purchase price 1/8/20	96,000
Depreciation to 31/7/21	14,400 or $\times 0.85$ or $-15\% =$
Value 31/7/21	81,600
Depreciation to 31/7/22	12,240 or $\times 0.85$ or $-15\% =$
Value 31/7/22	69,360
Depreciation to 31/7/23	10,404 or $\times 0.85$ or $-15\% =$
Value 1/8/23	58,956

Question 4

One of WH's vehicles has been involved in a road traffic accident, as described in the case study. Its driver (Adrian) requires instructions from you.

Outline **EIGHT** actions that Adrian must now take.

This question required candidates to outline actions which the driver **MUST** take following the accident as described in the case study. Many candidates outlined a number of actions which the driver could have carried out, rather than those which **MUST** be carried out.. These answers were not credited with marks. Hence only 37% of candidates gained at least half of the available 8 marks.

The fact that the incident involved a bridge strike obviously led most candidates to correctly outline the fact that the bridge authority must be notified immediately. Other correct answers are given below

ANSWER
Stop OR stay there
Call police OR report to police within 24 hours
Call bridges authority OR telephone number on bridge
Set tachograph to 'other work'
Provide name
Provide vehicle registration number
Provide insurance details
Provide address
Give vehicle owner's details

Question 5

The case study describes Alan's plans to take over WH's work with Fairweather Farm. You are to provide him with advice about compliance.

Outline TEN actions that Alan must take to ensure that his proposed operations comply with operator licensing rules.

Note:

You are NOT required to provide form numbers in your answer.

This question required outlines of only 10 actions, although the examiners' marking scheme listed a possible 23.

Previous chief examiner reports have stressed the importance of candidates outlining **actions** in their answers whenever the question demands such. Outlines which did not include an action did not attract marks. This resulted in many candidates not being credited with marks.

The fact that many candidates did not include an action in their answer, meant that only 43% of candidates gained at least half of the available marks

Some typically correct answers are given below. Note that each one contains an action (a verb):

Apply for an operator licence
Place advert in local newspaper
Appoint a transport manager
Submit transport manager details OR certificate
Submit a copy of the advert
Submit plan or sketch of site
Obtain a maintenance contract
Submit maintenance contract
Submit financial information OR bank/building society statements OR factoring agreement
Apply for interim direction OR licence
Pay fee
Submit Landlord (OR WH) permission letter
Submit copy safety inspection form
Apply to add transport manager
Ensure that the laws relating to the driving and operation of vehicles are observed.
Ensure that the rules on drivers hours and Tachographs are observed, and proper records are kept
Ensure that all vehicles operator within speed limits
Ensure any defects are promptly reported

Question 6

You are required to submit an organisation chart for WH's transport operation.

Use the information provided in the case study to draw an organisation chart that shows only yourself and those staff who report directly or indirectly to you.

Notes:

You MUST show all reporting lines.

Where more than one member of staff is in a role, you MUST give the number of people in that role. Employee names are not required.

63% of candidates gained at least half of the available marks in this question. Many candidates however, did not lay out their answer as an organisation chart, thereby not following the instruction in the question to show all reporting lines.

An even greater number of candidates did not follow the instruction to show **ONLY** you (the transport manager) and those staff reporting directly to you.

Chief Examiner

10th July 2023