

Vocational Qualifications (QCF, NVQ, NQF)

CPC (Certificate of Professional Competence)

Level 3 CPC (Certificate of Professional Competence) for Transport Managers (Road Haulage) - **05669**

Unit R2: Certificate of Professional Competence for Transport Managers (Road Haulage) - **05689**

OCR Report to Centres September 2019

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This report on the examination provides information on the performance of candidates which it is hoped will be useful to teachers in their preparation of candidates for future examinations. It is intended to be constructive and informative and to promote better understanding of the specification content, of the operation of the scheme of assessment and of the application of assessment criteria.

Reports should be read in conjunction with the published question papers and mark schemes for the examination.

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General Comments

This paper proved challenging for some candidates and this has been reflected in a lower pass mark, decided as part of the awarding process described at the end of this report.

It is important that candidates read the case study and the questions carefully before answering; that they answer exactly what is being asked; and follow the instructions given in the notes to each question. Many candidates failed to gain marks in this paper as a result of not following specific instructions. For example, not stating destinations for each driving stage in the schedule question, or not showing all workings to the nearest penny in the costing question. I highlight these and other issues in my comments on the individual questions, below.

In my reports to centres for the December 2018 and June 2019 sessions, I referred to the significant number of candidates who used loose sheets to provide answers rather than the additional pages provided. Some of these were provided by centres, who were reminded that this practice is discouraged. The risk of such sheets being separated from candidates' answers is very high. I am pleased to report a continued reduction in this practice. However, a minority of centres continue to provide pre-printed sheets and they are asked to stop doing so. In particular, the use of templates to be used for submitting answers to driver schedule questions is prohibited.

Question 1

Identify TWO Government bodies who must be notified when you are promoted to director of OCR Transport Ltd and, for each, state when they must be notified.

Most candidates correctly identified two Government bodies to be notified, with the most common answers being Traffic Commissioner (CLO was also accepted), Companies House and HMRC.

Many candidates ignored the requirement to state when the notification must be made.

Question 2

ABEC has advised that the Ryde delivery MUST begin before 13.00hrs. Using the information given in the case study, prepare a single-manned schedule for the combined deliveries to Southampton and Ryde. Your schedule must start when the driver begins work at Wolverhampton and end upon arrival at Ryde.

Notes:

You MUST show the destination for all driving periods.

Tachograph symbols are NOT acceptable.

Many candidates produced schedules that did not follow the route required to complete the two deliveries, using the information provided in the case study. Although the question itself stated that “*Your schedule must start when the driver begins work at Wolverhampton...*”, a significant number of answers began at Walsall and/or ignored the requirement to drive to Wolverhampton to collect the load. These answers suggest that candidates were rushing into producing their answers, rather than taking some time to plan the work. For example, a simple list of stages would help frame the schedule: Wolverhampton (checks) – Walsall (couple) – Wolverhampton (load) – Southampton (unload, then ferry, on the hour) – Ferry – Ryde (end on arrival).

The case study (OCR Transport Ltd’s scheduling policies) stated, “Drivers must be scheduled to take breaks when they are at loading or unloading sites and are not required to assist.” However, many candidates scheduled the loading time at Wolverhampton time as POA or even as other work.

The driver would require a break (to be taken as late as possible) at 10.15, after unloading at Southampton, to allow the drive to the port without exceeding six hours of work. The 10-minute break while the driver does not assist with loading is valid in terms of his activity, but does reach the 15 minute minimum requirement of the working time rules.

Examiners adjusted later lines for any errors within legal schedules with a loaded vehicle, thus penalising each mistake only once. Unnecessary activities resulted in no mark for the following line.

An example of a correct answer is given below.

04.10	04:35	Check tractor unit (other work)
04.35	04:50	Drive to Walsall (driving)
04.50	05:10	Couple trailer and check (other work)
05.10	05:25	Drive to Wolverhampton (driving)
05.25	05:35	Collect / Load (break)
05.35	05:45	Secure load & check paperwork (other work)
05.45	09:15	Drive to Southampton (driving)
09.15	10:15	Unload / deliver (other work)
10.15	10:30	Break (break)
10.30	11:00	Drive to port and check in and embark (driving)
11.00	12:00	Ferry (break)
12.00	12:40	Drive to Ryde (driving)

Question 3

David Smith has asked for some help with costing.

- a) You are required to calculate the cost of training two drivers, to enable them to drive vehicles carrying regulated dangerous goods. David Smith insists that the cost of the drivers' wages while on the courses must be included and that the total cost must be expressed as a cost per journey, allocated over the life of the drivers' qualifications. Use the information given in the case study to calculate the cost of this training, per journey completed on ABEC work.

Note:

You MUST show all your workings, name each cost and give all answers to the nearest penny.

Part (a) was answered quite well. However, many candidates ignored the requirement to express answers **per journey** over the life of the qualifications and/or did not name the cost elements and/or did not give answers to the nearest penny. The following answer would earn full marks for this part and alternative calculation methods that gave a correct answer were fully credited.

Training: 2 drivers x £240.00 = £ 480.00
Drivers wages: 8 days x £190 = £1,520.00 (2 drivers, 4-day course)
Total cost: £2,000.00
Divided by 1,300 (OR divided by 260 days per annum x 5 years qualification)
= £1.54 per journey

- b) You are required to calculate the cost of each single-manned, round-trip journey making the proposed Southampton and Ryde deliveries. For costing purposes, David has told you to allow one day's standing costs.

Notes:

You MUST show all your workings, name each cost with a total for each and give all answers to the nearest penny.

This question part was not well answered by a significant number of candidates. The most common reasons for not gaining marks were:

- Calculating standing costs on the basis of more than one day, even though the question itself informed that one day was to be used.
- Miscalculating the distance of one round-trip journey. My comments about the planning for question 2 apply here, with many candidates omitting at least one of the journeys between Wolverhampton and Walsall.
- Candidates who did not name costs as required did not earn marks for those items
- There were many simple arithmetic errors, often expressing pence as pounds, or vice versa.
- Omitting depreciation costs entirely or deducting the cost of the initial tyres set, which the case study described as excluded.

Some candidates included the training costs calculated in part (a) of this question. This was a rational step and the mark was given for a correct total that included the training amount from part (a), while those who did not include training could also earn full marks.

Question 4

The results of the audit you completed in your first week included issues with OCR Transport Ltd's vehicle maintenance and driver walkround checks, as described in the case study.

- a) Explain the meaning of the 'S rating' on the prohibition notice (PG9) issued and outline why the defect noticed on your vehicle is an example of this.
- b) You have concluded that drivers might not be performing their walkround checks correctly. Using the information given in the case study, outline FOUR reasons you have for coming to that conclusion.
- c) Outline SIX actions you will take to improve these matters.

Part (a) required an **explanation** of the 'S rating'. The Syllabus, Student and Tutor Guide provides guidance on the answers required by such questions, as follows:

"...ask candidates to do more than just give a simple answer. A broad definition of each of them is, 'characterise, give the main features or various aspects of, summarise'. We expect candidates to give details or a description. A few words or a list, will not be enough. Candidates should ask themselves 'HOW?' and make sure that those details are covered in their answer."

Marks were awarded to candidates who described a **significant flaw in the safety regime**, using appropriate words, and for outlining the rusted exposed tyre cords **that should have been noticed and reported by drivers**. The first mark was not given to those who described the defect as serious or dangerous, without relating it to the company's vehicle maintenance arrangements.

Part (b) was generally well answered by candidates, with most picking up on the reasons described in the case study.

Part (c) required six **actions** to be outlined, being those that would improve driver checks. While this part was quite well answered, many candidates did not include any actions in their responses. Reading the question carefully is of obvious importance and can be helped by consulting a dictionary, so that candidates are sure what is being asked of them. In this case, answers were required to include **something to be done**.

Question 5

At a meeting with David Smith later this afternoon you intend to raise operator licensing issues.

- a) Identify TWO breaches of operator licensing rules that OCR Widget Company Ltd is currently committing and, for each breach, outline ONE action that you can take immediately, to allow operations to continue.

Candidates generally did not demonstrate knowledge of the operator licensing rules that apply to groups of companies. The question asked for breaches **currently committed by the parent company**. OCR Widget Company Ltd is not currently operating any vehicles, let alone for hire and reward, and answers relating to a need for a Standard operator licence did not earn marks.

Some candidates correctly identified that the company is not meeting financial standing requirements for its operator licence but fewer went on to outline an action that could be taken immediately to remedy the breach. Only a minority identified that OCR Widget Company Ltd has failed to add its subsidiary company to its operator licence (that it caused or permitted its subsidiary to operate without a licence was also accepted).

- b) **You have been asked to advise on actions required with regard to the operators licence, to allow OCR Transport to take on the new work offered and expand as the directors wish. David has asked you to keep costs to a minimum. He has also said that application(s) must be for the minimum that is required, whilst achieving the objectives.**
Describe SIX desired outcomes from the application that you are making.

Many candidates did not provide any **desired outcomes** in their answers, suggesting that they had not read the question carefully, or that they did not understand the words. A dictionary definition of “outcome” is “something that results” and centres and candidates are reminded that a dictionary is specifically mentioned as an item allowed to be taken into the exam.

To take on the new work offered and expand, keeping costs to a minimum, the minimum applications should be designed to produce the following outcomes:

- Standard operator licence obtained
- Operator licence authorises OCR Transport Ltd
- Operator licence authorises 5 vehicles
- Operator licence authorises 2 trailers
- ABEC’s premises authorised as an operating centre
- OCR’s operating centre approved under Schedule 4
- Transport manager named on the operator licence
- Interim authority (or licence) granted

- c) **Calculate the minimum financial standing required for the number of vehicles currently authorised.**

Note:
You MUST show all workings.

The final part of the question was answered rather better than parts (a) and (b), although some candidates did not show workings, and some used out of date £ amounts. Those who gave correct answers in Euros earned marks, as did those who applied the requirements for a Restricted operator licence.

The number of vehicles for this calculation is five, being the number **currently authorised**.

Question 6

David Smith has asked you to advise him about driving licence check procedures. Currently, the drivers bring in a printout of their own DVLA licence checks and you take copies of their licences.

- a) **Outline TWO actions to be taken by the drivers and/or the company to complete these checks correctly, without using an agent and without the drivers being required to be present at the time of the check.**

Note:
For each action that you outline, you must state who is to take that action.

The drivers should **obtain** an access code through the DVLA online facility and **provide** the code to the company.

The company should **use** the access code and the last eight digits of the driver number to **check** the details online, using the DVLA facility. The company should also **record** the check (or **print/take copy** of the details).

Some candidates seem to consider that taking a photocopy of a drivers' licence is an adequate check. Others suggested that it is acceptable to access the DVLA system using driver information already held by the company but without the DVLA access code. No marks were earned for such answers.

Candidates who suggested the use of agencies (licence check companies) or checking in the presence of the driver had not met the requirements set out in the question stem.

- b) Identify THREE items of information that can be obtained using the above method, in addition to driving categories held, category expiry dates and driving licence expiry date.**

This question part was clear that driving categories and expiry dates were not required as answers. Those who had not read the question carefully enough therefore could not earn full marks. Acceptable answers included:

- Restriction codes
- DQC / Driver CPC validity or expiry date (not driver CPC/Periodic Training hours completed)
- Serial number of digital tachograph card
- Endorsements / penalty points / offences
- Provisional entitlements

OVERALL PERFORMANCE

The average total marks achieved by the cohort at this session was below that in all recent R2 case study papers. The average was particularly affected by lower marks achieved on questions 3 and 5, which required application of knowledge to the circumstances in the case study.

In setting the pass mark, examiners considered the relative difficulty of this paper, compared to previous sessions, finding that the notional pass mark of 30 was too high for this session. As described in the Syllabus, Student and Tutor Guide, the Awarding process forms part of the system that seeks to ensure that all candidates are treated fairly, regardless of which session they sit the case study paper.

The pass mark was set at 27 and 38.2% of candidates achieved this level.

The pass mark for the September 2019 2018 R1 (Multiple Choice) paper was set at 42 and 41.75% of candidates achieved this level.

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