



## *Certificate Of Professional Competence*

### Freight National & International Introduction

It is a legal requirement that all Goods / Passenger Vehicle Operators, or a member of their staff, must prove that they are 'of good repute' and professionally competent before an Operators Licence can be applied for.

To achieve this recognition, the operator, or a member of their staff, must successfully undertake the CPC Examinations and gain the Certificate of Professional Competence in Transport Management at the appropriate level (National/International)

The qualification includes a range of subjects related to the business of Road Haulage Transport Management. The areas specified in EU Directive 98/76/EC are assessed.

The CPC Certificate assesses skills at Level 3 of the National Framework of Qualifications. The examinations are designed to be comparable in demand to other qualifications at Level 3, eg NVQ Level 3, Advanced GNVQ or A Level equivalent. Candidates should therefore have a basic knowledge of the subject areas prior to course commencement.

**Please note we do not run courses in Passenger CPC**, although we can arrange exams. We do run highly successful Freight CPC Courses.

Examination :

The Oxford, Cambridge and RSA (OCR) Examination Board set and administer the examinations to assess the professional competence of those wishing to enter the Transport or Passenger Industry. These examinations are conducted four times a year, normally in the months of March, June, September and December.

The National CPC consists of 3 examinations. Unit 1 Exam consists of 30 multiple choice questions in 45 minutes. Unit 2 Exam is 40 multiple Choice questions in 60 minutes. Unit 4 exam is a 2 hour written exam. To assist candidates prepare for the Module 4 exam OCR will publish the exam scenario on its website 3 weeks prior to the exam on the OCR website at [www.ocr.org.uk](http://www.ocr.org.uk). It is in the candidates best interest they have a basic knowledge of the subject areas before commencement of the course.

**Candidates who achieved their National Certificate prior to October 1999 can no longer upgrade to an International Certificate simply by sitting Module 6 alone. This means that candidates who acquired their national CPC prior to October 1999 will also have to re-sit the full National Modules 1, 2 and 4**

There are also sample exam papers available on the OCR website to download.

## CPC NATIONAL FREIGHT MODULES

### MODULE 1

- 1 Introduction
- 2 Business & Company Law
- 3 Industrial Relations
- 4 Health & Safety Legislation
- 5 Financial Management
- 6 Commercial Conduct of Business
  
- 7 Marketing
- 8 Environmental Management
- 9 Business Taxation

### MODULE 2

- 10 Operator Licencing
- 11 Vehicle Taxation
- 12 Transport Ancillaries and Contracts of Carriage
- 13 Electronic Data
- 14 Weights & Dimensions of Vehicles
- 15 Safe Loading of Vehicles & Transit of Goods
- 16 Mechanical Conditions - Plating & Testing
- 17 Construction & Use Regulations
- 18 Lighting Regulations
- 19 Fleet Inspections/Roadside Checks
- 20 Drivers Hours & Records - Basic Requirements
- 21 Drivers Hours & Records - Record Keeping
- 22 Driver Licensing
- 23 Traffic Regulations & Speed Limits
- 24 Traffic Accident Procedure
- 25 Insurance
- 26 People Management
- 27 Organisation Charts, KPIs and Work Plans
- 28 Planned Preventative Maintenance
- 29 Vehicle Costing
- 30 Vehicle Selection

Module 1 Exam: 30 Multiple Choice Questions (45 minutes)

Module 2 Exam: 40 Multiple Choice Questions (60 minutes)

Module 4 Exam: Written Case Study Exam covering subjects from Modules 1 & 2 (2 hours)



## CPC PRICE LIST

<u>National</u>	<u>International</u>
<p><b><u>Course</u></b> Duration : 8 Days</p> <p>Syllabus : Covers both Module '1' &amp; '2' AND Case Study Module 4 Days : Monday – Friday, Mon - Wed Examination 9 days later</p> <p>Cost : £ 652.83 &amp; VAT Plus £81.60 exam fees (zero VAT) <b>TOTAL £865.00</b></p>	<p><b><u>Course</u></b> Duration : 4 Days</p> <p>Syllabus : Module '6'</p> <p>Days : Monday – Thursday Examination Following Day</p> <p>Cost : £ 369.34 &amp; VAT Plus £34.80 exam fees (zero rated) <b>TOTAL £478.00</b></p>
<p><b><u>National &amp; International Course</u></b></p> <p>You may wish to take both National &amp; International at the same time</p> <p style="padding-left: 100px;">Duration : 12 Days</p> <p style="padding-left: 100px;">National: Monday – Friday, Monday – Wednesday</p> <p style="padding-left: 100px;">International: Monday – Thursday</p> <p style="padding-left: 100px;">All Examinations held following Day</p> <p style="padding-left: 100px;">Cost : £ 883.00 &amp; VAT - PLUS £116.40 exam fees (zero rated)</p> <p style="padding-left: 100px;"><b>TOTAL £1176.40</b></p>	

### Specific Courses

Module '1' only 2 Days    £ 150.00 plus VAT	<u>Plus</u> exam fees £14.60 (zero rated)
Module '2' only 3 Days - £ 220.00 plus VAT	<u>Plus</u> exam fees £24.50 (zero rated)
Module '4' only 3 days - £ 220.00 plus VAT	Plus exam fees £42.50 (zero rated)

**The above prices are subject to VAT at the current rate**

External Candidates: A fee of £100.00 plus Exam Fees is payable by external candidates wishing to sit exams only

For Your Information:

- Course 9am - 4pm Daily
- The CPC 6 form must be completed and returned with your booking form and full payment.
- Please bring with you a notebook, pen, highlighter pens and a calculator.
- Examination results will be forwarded to you approximately 8 weeks later.
- In the event of a failure of any examination taken, all further tuition will be free of charge. Your only outlay will be the examination fee, plus a £20 Administration charge.

**CERTIFICATES OF PROFESSIONAL COMPETENCE IN ROAD TRANSPORT  
CANDIDATE IDENTIFICATION FORM**

PART I (to be completed by the candidate)

Mr/Mrs/Miss/Ms Surname: \_\_\_\_\_  
 First Name(s): \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Affix photo here  
 by pin, staple or  
 paperclip. Do not  
 use glue.

NB: The **reverse** of the photograph **must** be signed by the person signing the declaration in Part III.

PART II (declaration by the candidate)

I confirm that the photograph affixed above is a true likeness of myself and that I am the person referred to in this document.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

PART III

***Either*** a declaration by a member of the Centre staff who ***must*** see the candidate's passport and write in its number below.

***Or*** a declaration by a JP, Police Officer, Minister of the Church, Family Doctor, Senior Public Servant or Professional Person who ***must*** state the number of years he/she has known the candidate.

I declare that the photograph signed by me and affixed above is a true likeness of the person described in Part I.

Complete: **Either** Passport Number/Armed Forces/Police Force ID  
 Card Number \_\_\_\_\_

**OR** Number of years I have known the candidate \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: (in block letters) \_\_\_\_\_

Status: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

- (a) Members of the Armed Forces/Police Force need not produce a photograph or candidate address details if they produce their ID card, but still must complete this form.
- (b) Candidates of HM Prisons are exempt.
- (c) Northern Ireland Driving Licences will be accepted as an alternative to passports.

**DO NOT RETURN THIS FORM TO OCR**



**FREIGHT CPC Booking Form (2008)**

Company Name : .....

Address : .....

..... Post Code : .....

Telephone No. : ..... Fax No. : .....

Students Name : .....

(Including ALL Middle Names)

Date Of Birth : .....OCR Candidate No.....

Course Details

Freight :                      National                          International

TICK TO BOOK	EXAM DATE	CLOSING DATE	NATIONAL	INTERNATIONAL
	03.12.10	10.11.10	15 <sup>th</sup> Nov – 24 <sup>th</sup> Nov	29 <sup>th</sup> Nov – 2 <sup>nd</sup> Dec
	04.03.11	09.02.11	14 <sup>th</sup> Feb – 23 <sup>rd</sup> Feb	28 <sup>th</sup> Feb – 3 <sup>rd</sup> Mar
	03.06.11	11.05.11	16 <sup>th</sup> May – 25 <sup>th</sup> May	N/A
<b>TBC</b>	09.09.11	17.08.11	22 <sup>nd</sup> Aug – 31 <sup>st</sup> Aug	5 <sup>th</sup> Aug – 8 <sup>th</sup> Aug

***AT THE MOMENT OCR HAVE STILL NOT CONFIRMED THE SEPTEMBER EXAM DATE  
BUT THIS IS MORE THAN LIKELY TO BE THE DATES.  
PLEASE DO NOT BOOK THIS COURSE UNTIL CONFIRMED.***

There is now only one closing date for exam entries. No late entries will be allowed after the above dates.

PLEASE DO NOT BOOK YOUR COURSE ANY MORE THAN 3 MONTHS IN ADVANCE

PLEASE ATTACH COMPLETED CPC 6 FORM

Courses will not be booked until full payment has been received. Payment must be received before the closing dates above or within the late entry period. Names cannot be taken after that date.

14 Days notice of cancellation is required or all course fees will be forfeited.

Fee Enclosed : £.....	Date : .....
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