

## **Vocational Qualifications (QCF, NVQ, NQF)**

### **CPC (Certificate of Professional Competence)**

Level 3 CPC (Certificate of Professional Competence) for Transport Managers (International Passenger Transport) - **05678**

## **OCR Report to Centres June 2015**

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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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# **Level 3 CPC (Certificate of Professional Competence) for Transport Managers (International Passenger Transport) - 05678**

## **General Comments**

As in previous series I would stress that it is important that candidates read the question carefully and respond accordingly, ensuring they contextualise their response if the question asks them to. In this paper, as in previous series, candidates failed to gain valuable marks through not answering the question as asked in relation to the case study scenario and/or by not answering as required by the command verb at the beginning of the question. For example, question 5a required candidates to **OUTLINE** actions required and question 6b required candidates to **DESCRIBE** features of the service. The student and tutor guide details, with examples, exactly what is required of an answer where these command verbs are used in the question.

A further common cause of candidates failing to gain marks is not reading the notes applicable to each question. Many of these are common in every examination session but candidates still fail to adhere to specific instructions. For example, in question 1a, the driver schedule, one of the notes stated 'When scheduling driving, you **MUST** include the destination'. Many candidates ignored this instruction, thereby foregoing seven of the available twelve marks.

The comments and advice given for individual questions below, explains a number of the above errors in greater detail.

The nominal pass mark for this examination is 30 but after every examination, a group of senior examiners and industry sector representatives reviews each paper and sets the actual pass mark in order to reflect the paper's level of difficulty. In this case, the **PASS MARK** was set at 31.

The **PASS RATE** for this examination was: 47%

The pass mark for the multiple choice paper (P1) in this session was 42 and the pass rate was 64.8%

The comments below are intended to help centres and candidates in future examination preparation and while examples of answers which would attract full marks are given, there are, for some questions, other ways of answering which would also gain full marks.

## **Question 1**

**As part of the tendering process for the Ski contract the holiday company has asked you for certain information. Using the information in the case study,**

- a) produce a driver schedule from the start of duty at Charnock Richard Motorway Services to the end of duty at St Sorlin. DO NOT include any passenger comfort breaks in your schedule.**
- b) state the minimum rest period the drivers MUST have before starting the return journey.**

- c) **calculate the maximum duration of a passenger comfort break, which could be taken between Calais and St Sorlin.**

Part a) of the question required candidates to produce a straightforward driver schedule for a double manned operation. The question clearly instructed candidates to begin the schedule from the start of duty at Charnock Richard Services. Many however, cost themselves time, (but not marks), by working out the schedule from the depot and in many cases, candidates ignored the information given in the case study about the drivers taking a daily rest at the service area before beginning vehicle checks and passenger loading. A further common mistake, (by almost 20% of candidates) was to neglect to load their passengers. These candidates were awarded only one mark, (for the vehicle checks) no further marks being awarded for candidates who completed a schedule with no passengers. As already outlined above, the error which cost many candidates 7 marks, was ignoring the instruction to include the destination for each driving period.

An example of a schedule which would have attracted full marks is given below.

a)

Start time	Finish time	Activity Driver 1	Activity Driver 2
03:20	03:35	Daily checks/other work	Daily checks/other work
03:35	04:05	Loading/other work	Loading/other work
04:05	08:35	Drive to Folkestone	POA/break
08:35	09:50	Break/POA	Driving to Folkestone
09:50	10:20	Check in other work	Check in other work
10:20	10:30	POA/break	Drive on to shuttle
10:30	12:05	Break or other work Or POA	Break or other work Or POA
12:05	12:15	POA/break	Drive off shuttle
12:15	15:10	POA/break	Drive to St Sorlin
15:10	19:40	Drive to St Sorlin	POA/break
19:40	23:30	POA/break	Finish driving to St Sorlin
23:30	24:00	Unloading	Unloading

## Question 2

**The tendering authority requires financial information for the operation of the School Contract S1A. For the 67-seat School bus to be used on this contract, calculate the daily costs for the following, with totals for each.**

- **standing costs**
- **running costs**
- **the sum of standing and running costs**
- **management charge.**

Over 90% of candidates gained at least 5 of the available 10 marks for this question, but only 22% gained the maximum 10. The errors which led to the loss of half of the marks for over three quarters of candidates were many and varied. There was no one common error. Typical mistakes were incorrectly calculating the daily mileage, incorrectly calculating a daily depreciation figure and ignoring the instruction to allocate only 50% of standing costs to the contract.

Shown below, is an example of an answer which would have attracted full marks.

Depreciation	
$\frac{£68,500 - £25,000}{5 \text{ years}} = £8,700$	$= £8700/\text{annum}$
$£8,700 \div 190 \text{ days}$	$= £45.78 \text{ or } £45.79/\text{day}$
Other standing costs $£10,000 \div 190$	$= £52.63/\text{day}$
Driver	$= £100/\text{day}$
Total standing cost	$= £198.42 \text{ or } £198.41$
50% allocation	$= £99.21 \text{ or } £99.20$
Running costs	
Fuel $£1.20 \div 4$	$= £0.30/\text{km}$
Tyres	$= £0.035/\text{km}$
Maintenance	$= £0.10/\text{km}$
Sub total	$= £0.435/\text{km}$
Total running cost $105 \times 0.435$	$= £45.67 \text{ or } £45.68$
Total Cost	$= £144.87 \text{ or } £144.88 \text{ or } £144.89$
Management charge $\times 8\%$	$= £11.58 \text{ or } £11.59$

Note, the alternative figures indicate acceptable answers taking account of rounding up or down when making calculations. Either one of the alternative figures was awarded the relevant mark.

### Question 3

**Matthew wishes to obtain his Category D driving entitlement as soon as possible after his 18<sup>th</sup> birthday on 9<sup>th</sup> February 2016. He already holds a Category B entitlement. You intend to allow Matthew to use one of your vehicles for his training and driving test.**

- Give the earliest acceptable date that Matthew can apply for his provisional entitlement for Category D.**
- Give SIX of the DVSA minimum test vehicle requirements that would have to be met by the bus to be used for the practical driving test.**
- Give FOUR other tests that Matthew will have to pass before he can drive a Public Service Vehicle from your fleet.**
- Give the earliest date you could supervise Matthew during his driver training on the public highway.**

This question demonstrated the need to read the question carefully and give answers appropriate to what was asked. For example, when the question asks for a date, it is not acceptable to give a timescale. The case study gave dates for Matthew's birthday and for 'your' licence acquisition, making it possible for candidates to determine the dates demanded in the parts a) and d) of the question.

For example, in part a), many candidates gave only the answer ‘three months before his birthday’

#### Question 4

**You are planning to meet with the family members to decide whether to convert your business from that of sole trader to a private limited company.**

- a) **State THREE advantages of converting the business to a private limited company.** (3 marks)
- b) **In respect of the conversion, state TWO items that MUST be sent to the Registrar of Companies.** (2 marks)
- c) **What document MUST you have received back from the Registrar of Companies before your new private limited company can start trading?**

Unsurprisingly, almost 70% of candidates gained at least 5 of the available 6 marks for this question, with the only common error being that in part a), candidates gave the advantages of converting to a private limited company, rather than public. The case study however, made it clear that the conversion would be from a partnership to a private limited company, and hence the advantages being sought in the answer would be those of operating as a limited company rather than a partnership.

#### Question 5

**Your future plans include the Ski contract that you hope to win and the possible conversion of the business to a private limited company.**

- a) **With regard to operator licensing complete the tables below to outline the action required and for each action;**
  - **give the number of the form to be submitted;**
  - **give the minimum amount of time which should be allowed.**

Once again, many candidates either did not read the question carefully, or did not comply with the command verb in part a) which asked for an OUTLINE of the ACTIONS required.

In part a) of the question, many candidates detailed the processes for beginning the operation of a shuttle service and for forming a limited company, ignoring the question instruction, which clearly stated ‘With regard to operator licensing, outline the action required’. Others simply listed form numbers and did not OUTLINE any ACTIONS.

Part b) was generally well answered, as candidates recognised that ‘legal undertakings’ are generally listed in most training notes or for the well prepared candidates who had a copy of PSV421 that they are detailed in that document on the declaration page.

#### Question 6

**You hope to win the Ski Contract described in the case study.**

- a) **state how the proposed service to and from St Sorlin would be classified under EU Regulations.**
- b) **describe SIX features of this service that would determine its classification.**

Question six required candidates to understand the various classifications for international services and determine how the ski contract would fit into one of them.

A significant minority of candidates identified a classification other than Occasional Service or Shuttle Service, but went on in part b) to describe the features of an Occasional Service or Shuttle Service. Marks were awarded for correct features, even if they were linked to an incorrect classification.

Many candidates here again, did not DESCRIBE the relevant features, but stated for example 'outward journey loaded'. This does not describe which outward journey is loaded, is it the first, the last, every one? A description which would have attracted the mark would have been – 'The first journey is loaded outward and empty on return'. Another correct description was – 'Passengers are moved from a single departure point to a single destination'. Simply stating 'Single departure point' would not have gained a mark.

Once again, as will be seen in the comments above, candidates often failed to gain marks through not carefully reading and answering the question, and always relating their answer to the case study situation.

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