

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

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

Level 3 CPC (Certificate of Professional Competence) for Transport Managers (Passenger Transport) – **05670**

Unit P2: Certificate of Professional Competence Passenger Transport - **05678**

## **OCR Report to Centres December 2018**

OCR (Oxford Cambridge and RSA) is a leading UK awarding body, providing a wide range of qualifications to meet the needs of candidates of all ages and abilities. OCR qualifications include AS/A Levels, Diplomas, GCSEs, Cambridge Nationals, Cambridge Technicals, Functional Skills, Key Skills, Entry Level qualifications, NVQs and vocational qualifications in areas such as IT, business, languages, teaching/training, administration and secretarial skills.

It is also responsible for developing new specifications to meet national requirements and the needs of students and teachers. OCR is a not-for-profit organisation; any surplus made is invested back into the establishment to help towards the development of qualifications and support, which keep pace with the changing needs of today's society.

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 (Passenger Transport) – 05670

## General Comments

OCR provides an “Access to Scripts” service, allowing candidates to review their marked scripts. To help centres and candidates to interpret these effectively, I set out below the meaning of examiners’ markings.

- A number, in the right-hand column where space allows, indicates the number of marks awarded for each answer
- A tick indicates an answer that, whilst correct, may not attract a mark
- “x” indicates an incorrect answer
- The total mark for each whole question will be circled at the end of that question
- The answers relevant to the marks given (or not given) may be underlined or circled for clarity
- Examiners will often add brief notes, explaining why a mark has (or has not) been awarded
- Examiners mark scripts using red ink. Some scripts are sampled by a second examiner and in those cases, marks are made using green ink. These scripts will be noted “S1” on the cover and it is the marks in green that will be used. It is important that candidates give answers in blue or black ink only.

A significant number of candidates are using loose sheets to provide answers rather than the additional pages provided within the answer booklet. Some of these loose sheets were pre-printed and provided by centres, who are reminded that this practice is discouraged. The risk of such sheets being separated from candidates’ answers is very high.

The last Principal Examiner’s report referred to the importance of reading the case study and the questions carefully, before answering and ensuring that as a candidate, you answer exactly what is being asked and just as importantly, 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.

More detail is given below in the comments on individual questions, but in general terms, candidates should beware of copying directly from training notes, as this can often result in the answer not being directly relevant to the question as it was asked.

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 33

The PASS RATE for this examination was 50.2%

The PASS MARK for the paper based multiple choice paper (P1) in this session was 42 and the PASS RATE was 56.1%

The following Comments are designed to help centres and candidates in future examination preparation, and while examples of answers which would attract correct marks are given, there are, for some questions, other ways of answering which would also be awarded full marks.

### **Question 1**

**Joe has asked you to prepare a driver schedule for the outward leg of the beekeepers' trip to Prague in the Czech Republic.**

- (a) Using only the information provided in the case study, prepare the schedule for the journey to Prague. You MUST, show the latest start time from Edinburgh, the times for each activity and the earliest possible time of arrival at the Prague hotel.**

**Notes:**

**Tachograph symbols are NOT acceptable for the activity**

**Local times MUST be stated throughout.**

**When scheduling driving, stage destinations MUST be stated.**

- (b) Identify TWO criteria that must be met by both drivers to allow them to postpone their weekly rest to the end of the 12th day.**

Part a) of this question was generally very well answered with the majority of candidates gaining at least eight of the available thirteen marks. Common mistakes were – beginning the schedule too early, so that the coach arrived at Hull more than 90 minutes before sailing time. One of the requirements detailed in the case study was that the group wished to leave the pick up point at the latest possible time. Failing to change to local time on arrival in Rotterdam resulted in the loss of two marks, one for not following the instruction given in the notes to the question and a second one for having an incorrect arrival time in Prague.

Many candidates added a note to their answer, stating that this schedule could not comply with multi-manning regulations, as the second driver did not join the coach within the first hour of the journey. Day one of this journey did not require a second driver, as only eight and a half hours of duty and five and a half hours of driving were involved. After taking a reduced daily rest on the ferry, both drivers were on the coach from the outset, so multi manning rules were observed for day 2.

Some candidates scheduled a daily walkaround check after disembarking the ferry in Rotterdam while others did not. Marks were neither gained nor lost, whichever way candidates did or did not do this.

A correct schedule is shown below

Start Time	End time	Activity
<b>12.00</b>	<b>12.30</b>	<b>Checks</b>
<b>12.30</b>	<b>13.00</b>	<b>Boarding</b>
<b>13.00</b>	<b>17.15</b>	<b>Drive to Wetherby</b>
<b>17.15</b>	<b>17.45</b>	<b>Break</b>
<b>17.45</b>	<b>19.00</b>	<b>Drive to Hull</b>
<b>19.00</b>	<b>20.30</b>	<b>Check in and board</b>
<b>20.30</b>	<b>07.45</b>	<b>Sail to Rotterdam</b>
<b>07.45</b>	<b>08.00</b>	<b>Disembark</b>
<b>08.00</b>	<b>11.33</b>	<b>Drive to Soest services</b>
<b>11.33</b>	<b>12.03</b>	<b>Change drivers OR Break</b>
<b>12.03</b>	<b>15.18</b>	<b>Drive to Grimma services</b>
<b>15.18</b>	<b>15.48</b>	<b>Change drivers OR Break</b>
<b>15.48</b>	<b>19.27</b>	<b>Drive to Prague</b>

Part b) of the question was not so well answered, with many candidates either not having read the question correctly or not having understood the regulation, as many listed the requirements and criteria to be followed to allow a reduced weekly rest and not the postponed weekly rest. Criteria which must be met to allow a postponed weekly rest are –

Drivers must have taken a full weekly rest before start

Drivers must take either one full and one reduced weekly rest at end or two full weekly rests

Vehicle must be fitted with Digital Tachograph

Journey must include at least 24 hours in another Member state.

## **Question 2**

**The Beekeepers have asked you for a quote for the excursion to Prague.**

**Prepare a quotation including profit at 12.5% for the round trip journey to and from Prague, including the day trips while in Prague, using the new 48-seat coach, double-manned.**

**Do not include accommodation costs or ferry charges.**

**Notes:**

**You MUST show all workings.**

**You MUST name each cost showing a total for each and**

**Show your workings and answers to the nearest penny**

This question involved a typical, whole trip costing, which proved straightforward to most candidates. One of the few common errors which cost candidates marks was to not follow the instruction in the notes, "You MUST name each cost and show a total for each" A number of candidates totalled the individual running costs per kilometre and multiplied this total by the distance to get a total running cost, but did not give total costs for fuel, tyres and maintenance.

The other common mistake was to use an incorrect number of days when calculating standing costs. Many candidates used the figure of 11 days, thereby incorrectly calculating and not gaining the marks for depreciation, other standing costs, driver's wages and driver's allowance, total cost, and final quotation.

ie. Six marks were lost as a result of incorrectly determining the number of days for the whole trip. 8<sup>th</sup> February to 19<sup>th</sup> February is 12 days.

The calculation for the profit mark up does not result in an answer to two decimal places and marks were awarded both to candidates who rounded up and to those who did not.

A correct calculation is shown below

Distance 3,161km

Depreciation 12days x £175 = £ 2,100

Other standing costs 12days x £150.55 = £1,806.60

Drivers basic 12days x 2drivers x £120 = £2,880.00

Driver allowance 10days x 2drivers x £30= £600.00

Fuel £1.20 / 5kpl = £0.24 X 3161km = £758.64

OR 3161km divided by 5kpl = 632.2 litres @ £1.20 =£758.64

Tyres 3161km x 0.04 = £126.44

Maintenance 3161km x 0.03 = £94.83

toll charges 3161km – 880km =2,281km x £10/km = £228.10

Total cost = £8,594.61

profit 12.5% = 1,074.32 or 1,074.33

Quotation = £9668.93 or £ 9668.94

### **Question 3**

**Use the staffing information provided in the case study to produce an organisation chart for the Edinburgh Depot.**

**Notes:**

**You MUST show the number of people in each role.**

**You MUST show clear reporting lines.**

Marks were awarded for answers to this question where candidates had followed the instructions in the notes to the question and reporting lines were appropriate.

The common errors were either to have missed one or more people completely, or to not have indicated the number of people in each role.

### **Question 4**

**Joe has asked you to ensure that the Edinburgh town services 61a and 62b are run efficiently.**

- (a) From the information provided in the case study, calculate the minimum number of buses required to operate service 61a.**

**You MUST show all your workings to two decimal points.**

- (b) From the information provided in the case study, calculate the minimum number of buses required to operate service 62b.**

**You MUST show all your workings to two decimal points.**

- (c) Calculate the saving that could be made in the number of buses if 61a and 62b were inter-worked without altering the stand times.**

**You MUST show all your workings to two decimal points.**

Parts (a) and (b) of this question were typical bus scheduling calculations and proved straightforward to the majority of candidates. Correct calculations for both parts allowed a candidate then, to complete part (c) by utilising the process of interworking.

The only mistake made in parts (a) and (b) was generally an incorrect calculation of the running time between start and end points. The case study gave values for distance and average speed, from which candidates could use the ( distance divided by speed ) formula to determine time taken.

A significant number of candidates completed a correct calculation for part (c), but did not then answer the question asked and state the saving in the number of buses used, thereby failing to gain the final mark

Correct calculations for all parts of this question are given below.



Part (a)

39 minutes journey time plus 10 minutes layover  
= 49 minutes, divided by 20 minute headway  
= 2.45 or 3 buses

Part (b)

84 minutes journey time plus 35 minutes layover  
= 119 minutes, divided by 35 minute headway  
= 3.40 or 4 buses

Part (c)

3.4 buses plus 2.45 buses = 5.85 buses or 6 buses saving 1 vehicle

### **Question 5**

**Joe has asked you to organise the setting up of a new operating centre at Fort William.**

- (a) Outline FOUR actions that OCR must take before buses can be operated from Fort William.**
- (b) Identify TWO supporting documents that will be required to be sent with a paper based application to the Central Licensing Office for the new operating centre.**
- (c) In addition to the building already on the proposed site, identify FOUR additional items of equipment that will be required at Fort William to allow safety inspections to be carried out in house, in order to comply with the guidance given in the DVSA Guide to Maintaining Roadworthiness.**
- (d) Calculate the additional amount of financial standing which must be shown by OCR for the vehicles to be operated from the new operating centre at Fort William.**

This multi-part question proved challenging to many candidates.

In parts (a) and (b), the crucial point was that no new operator licence was required, purely an application for a new operating centre. Many candidates believed that an application for a new licence would have to be made and answered accordingly, giving details of application forms and documents which would be required for that action.

An application for a new operating centre and an increase in vehicle authorisation are the only two applications required and the correct documents required would have been a letter from the landlord confirming permission to use the site, together with bank statements or similar, proving financial standing for the one additional vehicle. A further correct action, in answer to part (a) would have been to equip the workshop.

Part (c) demonstrated the need to read the question carefully and answer accordingly, rather than just copy a list of answers from training notes. The question asked for “additional items of equipment, in addition to the building already on the site”, but many candidates included “undercover accommodation” in their answer, thereby missing one mark.

Part (d) proved the most challenging, with candidates calculating the financial standing requirement for many and varied numbers of vehicles. The question asked for the ADDITIONAL amount which would be required. The case study clearly states that ONE additional vehicle will be purchased and another existing vehicle will be transferred to the new operating centre from the Inverness centre. Therefore, the additional requirement will be for one vehicle only and the amount, (2018 financial standing requirement ) will be £4400.

### **Question 6**

**Joe has asked you to calculate the value of the second hand bus using the OCR's Reducing Balance method for depreciating vehicles at an annual rate of 15%.**

**Calculate the difference between the asking price for the second hand 24 seat vehicle and the value using the OCR method of depreciation .**

**Notes:**

**You MUST show all your workings.**

**You MUST give your answers to the nearest penny.**

Most candidates correctly calculated the answer to this question, the only common error was to take the cost of the three year old used vehicle (£109,000) and calculate depreciation from that figure, rather than from the cost of that vehicle when it was new (£175,000).

A correct calculation is shown below:

$175,000 - 15\% = \text{£}148,750$ (value at end year 1)
$148,750 - 15\% = \text{£}126,437.50$ (value at end year 2)
$126,437.50 - 15\% = \text{£}107,471.88$ OR $\text{£} 107,471.87$ (at end year 3)
$109,000 - 107471.88 = \text{£}1,528.12$ OR $\text{£}1,528.13$ (vehicle overpriced by)

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