

## **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 March 2019**

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.

OCR will not enter into any discussion or correspondence in connection with this report.

## CONTENTS

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

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

### OCR REPORT TO CENTRES

<b>Content</b>	<b>Page</b>
Level 3 CPC (Certificate of Professional Competence) for Transport Managers (Passenger Transport) - 05670	4

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

## **General Comments**

I make no apology here, for repeating some comments made in previous reports and especially those made in the report on the December 2018 examination. Candidates are still missing out on marks through not answering exactly what is being asked in the question or through not following specific instructions given in each question. To this end, I copy below, a paragraph from the last report.

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 32.

The PASS RATE for this examination was 45%.

The PASS MARK for the paper based multiple choice paper (P1) in this session was 42 and the PASS RATE was 59%.

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

**As a result of the lack of work at the Richmond depot, Robert has decided to make the employees there redundant. He has asked you to calculate the appropriate redundancy payments.**

**Using the information in the case study calculate the minimum redundancy payments for the three employees who are to be made redundant.**

**a) Rob Rickson b) Becky Stephens c) Carla Lloyd**

This question was not well answered generally. A significant number of candidates achieved no marks, with the majority of candidates not appearing to understand that calculation of the redundancy payment is based on the number of years in which the employee fell into each different age bracket, rather than the number of years based on the employee's current age. A further common mistake in Part (c), was to disregard the cap on the amount of the employee's weekly earnings. (currently £508.00) Correct calculations are shown below -

### Rob Rickson

$4 \text{ years @ } £425.00 = £1,700$ $5 \text{ years } \times 1.5 \text{ weeks @ } £425 = £3,187.50$ $£1,700 + £3,187.50 = £4,887.50$
--

### Becky Stephens

$2 \text{ years } \times 0.5 \text{ weeks @ } £380.00 = £380$ $7 \text{ years @ } £380 = £2,660$ $£380 + £2,660 = £3,040$
---

### Carla Lloyd

$2 \text{ years @ } £508 = £1,016$ $11 \text{ years } \times 1.5 \text{ weeks @ } £508 = £8,382$ $£1,016 + £8,382 = £9,398$
---

## Question 2

**Robert has asked you to produce a quotation for the first university trip to Heidelberg.**

**Using the information given in the case study, calculate the quotation to be given to the university for the trip to Heidelberg, including the standard RSA profit margin of 10%.**

### NOTES

**You MUST show all your workings**

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

This question was a typical, whole trip costing, and proved straightforward to most candidates, with over 60% achieving at least six of the available twelve marks. One of the few common errors which cost candidates marks was an incorrect calculation of the depreciation figure. Many candidates did not take account of the fact that the vehicle to be used on the tour was in its second year and therefore, using the reducing balance method of depreciation, the annual depreciation figure had to be calculated for year two. A further common error was to take the written down value at the end of the year and divide that figure by the number of days in use, rather than the amount of depreciation for the year and divide that by the number of days.

An incorrect calculation for the daily depreciation resulted in a total of five marks being forfeited. (three for the depreciation calculation, one for the total cost and one for the final quotation figure).

No instructions were given in the question about rounding answers up or down and marks were awarded for a range of answers, dependent upon how and where candidates had rounded their answers. The calculation below, reflects the possible variation in answers. Marks were awarded for each possible figure.

A correct calculation for Question 2 is shown below

Depreciation

New cost - £172,998 - 20% = £138,398.40 (value at end of Year 1)

£138,398.40 x 20% = £27,679.68 (depreciation in Year 2)

£27,679.68 ÷ 240 days in use = £115.332 per day x 11 days = £1,268.65

**OR** £1,268.63 **OR** £1268.66

Other standing costs £148.80 per day x 11 days = £1,636.80

Driver's wage £130 per day x 11 days = £1,430

Total tour distance = 2,451km

Fuel cost:

2451km ÷ 4kpl = 612.75 litres used x £1.08 per litre = £661.77 or

£1.08per litre ÷ 4kpl = £0.27per km x 2451kms = £661.77

Tyres and maintenance cost:

2451km x £0.24 per km = £588.24

European road tolls €450 x 0.9 = £405

Ferry £840 (no mark)

Total costs = £6,830.44 **OR** £ 6,830.46

+ 10% markup = £7,513.48 **OR** £7,513.49 **OR** £ 7,513.50 **OR** £7,513.51

### Question 3

**Susan Tripmaster has asked Robert to plan the journey to Heidelberg, so that the group can leave Lancaster as late as possible and use just one driver.**

- (a) Using the information given in the case study, produce a schedule for the journey to Heidelberg. This should start when the driver begins work in Lancaster and end on arrival in Heidelberg.**

#### **Notes**

**You MUST give a start time and a finish time for each activity.  
You MUST state the stage destination for each driving period.  
You MUST show local times for all activities.**

- (b) The coach is to be used every day during the 11-day trip.**

**Outline THREE criteria that would have to be met, to allow the driver to postpone his weekly rest until the end of the trip**

Part a) of this question, (the schedule), was well answered with over 60% of candidates correctly calculating the start and end times. The only common errors were where candidates did not comply exactly with the required check-in and embarkation times.

Part b) was generally well answered with most candidates outlining at least one criterion which must be met to allow the weekly rest to be postponed. Many candidates however, gave the requirements of a reduced weekly rest, rather than a postponed weekly rest – a classic case of not reading the question and answering exactly what is demanded.

A common wrong answer to the correct question however, was to state that the tour must last at least 24 hours in an EU member state, whereas the correct answer is that it must last at least 24 hours in ANOTHER EU member state.



A correct schedule for part a) is given below -

Start Time	Finish Time	Activity
14.30	15.00	Checks and Paper work
15.00	15.09	Drive to Uni
15.09	15.39	Load passengers
15.39	18.30	Drive to Hull
18.30	19.00	Check in
19.00	20.00	Wait to board (POA)
20.00	20.10	Embark
20.10	07.30 OR 0830	Rest
08.30	08.45	Disembark
08.45	13.00	Drive to Heidelberg
13.00	13.45	Break
13.45	15.27	Complete drive to Heidelberg

#### Question 4

**Robert has asked you to deal with the changes required to its operator licences after the closure of the Richmond operating centre.**

- (a) Outline THREE actions that the business must take in respect of operator licensing, following the closure of the Richmond operating centre.**
  
- (b) Outline THREE actions in respect of operator licensing that must be taken before the two buses can be transferred from Richmond to the Lancaster operating centre.**

Answers to this question indicated that many candidates do not fully understand the processes involved in respect of operator licensing when a licence is to be surrendered, when an operating centre is to be closed, or when vehicles are to be added to a licence, beyond the current authorisation.

Actions required in part a) are to notify the Traffic Commissioner of the closure and the subsequent surrender, within 28 days and then to return or destroy the vehicle operator licence discs.

In part b) actions required are to complete and submit form PSV431 to apply for an increase in the number of vehicles authorised, as well as to submit financial evidence in respect of the increased number of vehicles. Additionally, a letter from the landlord, confirming permission to park the additional vehicles would have to be submitted to the Central Licensing Office

### Question 5

**RSA does not currently operate a nil defect reporting system. Robert is concerned about the effectiveness of the drivers' daily walkround checks and he has asked you to complete the draft instructions to drivers which he had already begun to write. The instruction must detail the checks which every driver should make before taking a vehicle onto the road.**

**The beginning of Robert's draft set of instructions is given below.**

**Outline TEN further checks that should be made by the driver.**

This question required candidates to complete details of checks which drivers should carry out before taking a vehicle onto the road.

Five checks were detailed at the beginning of the question, thereby giving candidates examples of how these checks should be outlined. Unfortunately, many candidates disregarded the instruction to **DETAIL** the checks and did not give **OUTLINES**, as demanded by the command verb in the question. Lists of items which should be checked did not attract any marks.

The Syllabus, Student and Tutor Guide gives details and examples of exactly what is meant by the three different levels of command verb. (e.g. Give, State, Identify, or Outline, Detail, or Explain, Analyse). Candidates should familiarise themselves with the hints and tips given in this document, so that answers given always comply with the demands of the question.

**Question 6**

**Robert is considering changing the business from sole trader to a private limited company.**

- (a) Outline FOUR advantages to Robert of having a private limited company over being a sole trader.**
- (b) Give THREE documents that must be submitted to The Registrar of Companies when making an application to incorporate a private limited company.**
- (c) Identify the document issued by the Registrar of Companies on successful completion of the application.**

This question has been asked in various forms, on several occasions in previous examination series and was therefore well answered by the majority of candidates. 33% of candidates gained all eight marks and 86% gained at least 4 of the available eight.

**OCR (Oxford Cambridge and RSA Examinations)**  
The Triangle Building, Shaftesbury Road,  
Cambridge  
CB2 8EA

**OCR Customer Contact Centre**

**Skills and Employment**

Telephone: 02476 851509

Fax: 02476 421944

Email: [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

**[www.ocr.org.uk](http://www.ocr.org.uk)**

For staff training purposes and as part of our quality assurance programme your call may be recorded or monitored

Oxford Cambridge and RSA Examinations  
is a Company Limited by Guarantee  
Registered in England  
Registered Office; The Triangle Building, Shaftesbury Road,  
Cambridge, CB2 8EA Registered Company Number: 3484466

OCR is an exempt Charity

OCR (Oxford Cambridge and RSA Examinations)  
Head office  
Telephone: 01223 552552  
Facsimile: 01223 552553

© OCR 2019

