



## **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 June 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.

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# Level 3 CPC (Certificate of Professional Competence) for Transport Managers (Road Haulage) – 05669

## General Comments

In my report to centres for the December 2018 session, 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 significant 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

The case study described OCR's plans to close its warehouse at Leicester and its operating centre at Oadby, establishing a vehicle maintenance facility at Leicester and moving all of its fleet there. It described the actions that the company had already completed. This question required candidates to outline eleven additional actions that OCR must take.

The question proved very challenging with the majority of candidates achieving less than half of the 11 marks available.

Answers that would have earned marks included the following:

- Apply to increase vehicle authorisation at Leicester
- Apply to increase trailer authorisation at Leicester
- Place advert in local paper
- Apply to remove the Oadby operating centre from the operator licence
- Submit page with advert to CLO (or Traffic Commissioner or upload advert)
- Submit plan (or sketch) of Leicester site
- Submit proof of planning permission for workshop
- Confirm landlord permission (or submit landlord permission letter)
- Pay application fee
- Submit financial evidence (or bank statements or audited accounts)
- Identify/employ person responsible for vehicle maintenance
- Recruit /train workshop staff
- Create (or Submit) safety inspection form to CLO (or Traffic Commissioner)
- Install adequate lighting (or ensure lighting is adequate)
- Ensure that the working environment is safe
- Notify Traffic Commissioner/CLO of change in maintenance arrangements
- Cancel maintenance contract with garage
- Inform insurance company of change in vehicle location

Common reasons for not earning marks were:

- Detailing actions that OCR had already completed (the company had already purchased equipment and tools for the workshop).
- Simply identifying forms to be submitted. No marks were given for GV80, GV81, INT1, Schedule 4 application or TM1, without outlining the action required.
- Failing to provide outlines of actions.

## Question 2

This driver scheduling question required candidates to decide which route allowed the deliveries and collections to be completed legally, without overloading the vehicle.

The first two lines of the schedule were provided, with a 4½ hour drive ending at 09.45hrs. A significant number of candidates seemed not to realise that a driving break was required and scheduled further driving, resulting in marking stopped for illegality. Some candidates ignored the remaining 15-minute drive to the Channel Tunnel and scheduled a 40-minute break on the train. These schedules became illegal when driving recommenced in France and marking stopped at that point, unless a further 30-minute break was scheduled.

Some candidates provided routes that resulted in the vehicle being overloaded and, again, marking stopped at that point.

Provided schedules remained legal and the vehicle not overloaded, marking continued, with examiners adjusting for any errors.

An example of a correct answer is given below.

**Start Finish Activity**  
**time time**

0500	0515	Vehicle checks
0515	0945	Drive Cheriton
0945	1030	Break
1030	1045	Drive Cheriton (or Channel Tunnel)
1045	1125	Break on crossing (POA was also accepted, as was a 1225 finish time)
1225	1310	Drive Saint-Omer
1310	1322	Unload (or deliver)
1322	1407	Drive Dunkirk
1407	1441	Unload (or deliver)
1441	1556	Drive Bruges
1556	1716	Break load
1716	1756	Drive Wareham
1756	1810	Unload (or deliver)
1810	2000	Drive Saint-Omer
2000	2040	Load
2040	0540	Rest
0540	0555	Checks

### Question 3

This question required candidates to describe eight actions to be taken by the driver who had lost his tachograph card. It was generally well answered, with good knowledge shown.

The requirements for answering “describe” questions are clearly set out in the Syllabus, Student and Tutor Guide. Those who provided vague lists could not earn full marks.

Acceptable answers include:

- Report the lost card to DVLA
- Note report reference (or similar)
- Continue driving, without a card, for up to 15 days (or stop driving after 15 days if new card not received)
- Take a printout from the vehicle unit immediately
- Take a printout from the vehicle unit at the end of today
- Take a printout from the vehicle unit before every journey
- Take a printout from the vehicle unit after every journey
- Write name on each printout
- Write driver number on each printout (or write tachograph card number on printout)
- Sign each printout
- Carry the printouts for a minimum of 28 days
- Submit the printouts to OCR within 42 days
- Apply for a replacement tachograph card within 7 days
- Produce the printouts at the roadside on request from an officer
- Operate the mode switch

### Question 4

This question required candidates to calculate the total cost of the journey from Leicester to France and Belgium, returning to Leicester. It required all workings to be shown, with each cost named and a total given for each, to the nearest 1p.

Candidates who combined running costs in a single figure could not earn the individual marks for each element, as required in the notes to the question. A common error was to either give incorrect financial units, or to give no units at all. Many candidates gave numbers with no indication of whether their answer was in pounds or pence, or even euros. Others gave their answer as pence per kilometer, when in fact they had calculated the answer as pounds per kilometer.

An example of a correct answer is given below:

Driver wages (£110 x 2)	£220
Other standing costs (£21,600 / 240 days x 2 days)	£180
Distance in km (285 + 45 + 45 + 75 + 40 + 110 + 45 + 285)	930km
Tyres (£2,450 / 35,000km) = £0.07 or 7p x 930km	£65.10
Fuel (£0.99 / 9km per litre) = £0.11 or 11p x 930km	£102.29 or £102.30
Maintenance (£11,700 / 65,000km) = £0.18 or 18p x 930km	£167.40
Le Shuttle	£480
Total cost	£1,214.79 or £1,214.80

This question was well answered, with a significant number of candidates earning full marks.

### Question 5

This two-part question required a specified organisation chart to be drafted, showing clear reporting lines and for three actions to be outlined regarding OCR's planned redundancies.

In part (a), marks were awarded for:

- Transport Manager at top of chart (irrelevant staff were ignored for this mark)
- Oadby Depot Supervisor report to Transport Manager
- Transport Supervisor reports to Transport Manager
- Transport Clerks report to Transport Supervisor
- Route Planner reports to Transport Supervisor
- Drivers report to Transport Supervisor
- All six roles included, with no extras

Candidates who included all staff on their charts did not earn the last mark and would have spent valuable time, better spent on other questions. The adage to always read questions carefully applies here.

Candidates generally answered less well in part (b), with many failing to outline actions to be taken and unnecessary actions given. OCR is not planning to make as many as 20 staff redundant and therefore is not required to consult with union or staff representatives for a certain number of days and is not required to notify the Secretary of state. As always, candidates are urged to relate their answers to the circumstances described in the case study and avoid simply copying from notes.

Accepted answers to part (b) included:

- Establish a fair selection method
- Issue redundancy notices (or notices of dismissal)
- Calculate (or pay) redundancy pay
- Allow 4-weeks trial in alternative jobs
- Allow **reasonable** time off with pay to look for work (that the allowance must be reasonable was required for this mark to be given)
- Allow (or give) notice period
- Pay for untaken holiday
- Consult with staff concerned/workforce/representatives (note: there was no suggestion that OCR recognized any trade union)

### Question 6

Most candidates correctly stated that OCR's waste carrier registration would be valid for three years (part (a)).

In part (b), almost all candidates correctly gave the waste transfer note and (copy of) waste carrier registration. Only a minority accepted the "for hire and reward" prompt in the question stem and gave operator licence disk for the third mark.

## **Overall Performance**

The average total marks achieved by the cohort at this section was slightly below that in March 2019. The average was significantly affected by poor marks achieved on Question 1, 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 slightly 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 29 and approximately 47.5% of candidates achieved this level.

The pass mark for the June 2019 R1 (Multiple Choice) paper was set at 42 and 65.65% of candidates achieved this level.

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