

Certificates of Professional Competence in National Road Haulage

Level 3

Version 1



student guide

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This guide provides an overview of the OCR Certificate of Professional Competence qualification

Students starting to study for the CPC awards should read this guide at the beginning of their study

Welcome to your study of the OCR Certificate of Professional Competence (CPC) award. Before you begin it is important that you understand what the CPC qualification is, and how it works, so that you will have the best chance of success.

There are four types of Professional Competence certification available from OCR;

National Road Haulage
International Road Haulage*
National Road Passenger Transport
International Road Passenger Transport*

*To be awarded an International CPC, you must first hold a valid National CPC qualification. Please note candidates who achieved their National Certificate prior to October 1999 can no longer upgrade to an International Certificate simply by sitting Unit 6 or 7 alone.

This guide deals with the National Road Haulage CPC

Who needs to be professionally competent?

The Traffic Commissioners (the issuing authority for operator licences) require professional competence to be demonstrated by at least one member of the management team. This applies to all businesses which hold a standard operator's licence and which operate vehicles with a gross plated weight of more than 3.5 tonnes or, vehicles which are not plated and which have an unladen weight of more than 1525 kg. The professionally competent person will often be employed as the Transport Manager. One way of demonstrating this competence is by achieving the relevant OCR certificate.

What exactly does the OCR CPC qualification involve – what do I have to do to become professionally competent using this route?

The OCR CPC award is a Level 3 qualification. Level 3 is considered to be an Advanced Level qualification. Advanced Level qualifications are normally studied in addition to compulsory education (after schooling from 5–16 years, (in addition to O Level/GCSE's)).

You will need to pass three examinations to gain the Certificate of Professional Competence for National Road Haulage. You can take all three examinations on the same day or you can take one or more examinations at a time throughout the year. Each examination unit you pass will remain valid until substantial changes take place in the syllabus, even then, a few years may be available to complete any other units you need in order to gain your full CPC award. Your learning provider will be able to tell you more about this.

Before you begin studying your CPC qualification at Level 3, it is recommended that you have good English and Maths skills equivalent to Level 2 (GCSE). If you are not sure of your current skill levels you should discuss this with your learning provider who will arrange an assessment of your needs.

To be successful in obtaining your CPC qualification you will need to study and apply information based on the law concerning business and road haulage. You will then be required to use this knowledge to.

- Read and analyse information
- Answer direct questions on various aspects of road haulage operations and associated laws
- Answer questions related to a scenario, applying the principles of road haulage operations and associated laws
- Solve problems, applying various principles, rules and legislation

You may be studying the CPC for a variety of reasons; whatever your reason, successful completion of the CPC award will qualify you to be nominated as the professionally competent person on a standard national operator's licence in any business – large or small.

The final examination will include assessments where you may be required to understand and analyse information, write a series of procedures, instructions, comments on systems and policy, and/or perform a range of mathematical calculations, applying suitable formulae and functions. You will be able to use a calculator. You should be able to present your answers in a variety of formats including explanations, reports, instructions, tables and charts.

Are you familiar with:

Exam techniques/answer format	✓	Exam techniques	✓
Reading & researching information using a variety of sources		Reading questions – being able to identify what is being asked	
Understanding processes		Being able to explain clearly when writing answers to questions	
Understanding & designing systems		Writing instructions for specific people	
Understanding & developing policies		How the marks are allocated	
Writing procedures		Using a calculator:	
Writing instructions		Functions (+ - ÷ x %)	
Producing charts		Formulae	
Producing & analysing schedules		Showing all your “working out” when performing calculations	
Reading & interpreting regulations			
Using information to solve problems			

Don't worry if this all seems a little daunting – your learning provider will show you examples of these, and help you to understand and acquire the necessary skills to be able to produce answers in the correct format.

Study for professional competence will cover a wide range of topics applicable to all businesses who need to comply with road transport law. You should base your study around the total concept of road transport operations and not limit your learning to the areas you already know, or plan to work in immediately. You will be tested in all areas of required knowledge – you will find full details of this in the tutors handbook (www.ocr.org.uk). Any aspect of the law current at the time of the examination may be tested.

There are two categories of professional competence available for Road Haulage Operations:

Professional competence for **National** Operations – this qualification allows you to be nominated as the competent Transport Manager on a standard national operator's licence for operations within the UK.

Professional competence for **International** Road Haulage Operations – this qualification allows you to be nominated as the competent Transport Manager on a standard international operator's licence for international operations.

Under EU law, the international qualifications, gained in the UK, are recognised as meeting the competence requirements in all other EU member states. Some member states may, however, require you to take a further examination on specific aspects of transport operation which are unique to that member state if you wish to be nominated as a competent person for a business based in that country. The OCR National CPC certificates may not be recognised outside the UK.

What to study, what you need to know and what the examinations involve

Units to study for the National Road Haulage CPC	Examinations
Unit 1	Multiple choice question paper
Unit 2	Multiple choice question paper
Unit 4	Written examination based on a case study which is one of two pre-released on the ocr website www.ocr.org.uk three weeks before the examination.
Units to study for the International Road Haulage CPC	
Units 1, 2 and 4 (National CPC)	As stated above
Unit 6 – Managing International Road Haulage Transport Operations	Written exam – self contained extended answer questions

The OCR CPC qualification is currently a life-time award, which means that once obtained, the qualification will not expire and you will be considered professionally competent for the rest of your life.

Professional competence can be affected, at any time, by certain personal circumstances (for example, certain criminal offences).

What to Study	What you will need to know for the National Road Haulage CPC	What the examination involves
<p>Unit 1 – Understanding the Legal and Business Context for Road Transport Operations.</p> <p>It is recommended that you spend 25 hours of study preparing for unit one.</p> <p>In addition to taught hours, you will need to spend sufficient time studying independently. The study plan prepared by your learning provider will show what you will need to learn, and how long you should spend on this work.</p>	<p>You will need to know, understand and be able to apply various principles of the law to the general business operation, including aspects of:</p> <ul style="list-style-type: none"> • How businesses do business with each other (Contract law) • What type of legal organisation a business can be • How companies and individuals are taxed • Who protects employees (Trade Unions) • Running a safe business • The rights of employees and employers • How the Working Time Directive can affect the workforce • How a business is financed • What the figures on the final accounts mean – profit & loss, balance sheet etc. • How the figures on the final accounts can tell whether the business is financially sound or not • How to market the business, and keep effective records • Consider the environment • What to do to continue with “Business as usual” if an emergency occurs. 	<p>30 multiple choice questions – you need at least 70% correct to pass.</p> <p>Time Allowed: 45 minutes</p> <p>Response to this examination will be by the use of an answer sheet, where you will choose A, B, C or D for each question.</p> <p>Your learning provider should supply you with a mock examination paper, which will prepare you for what to expect in the final exam. You will be able to see how the exam is set out and how you will be expected to answer questions.</p>

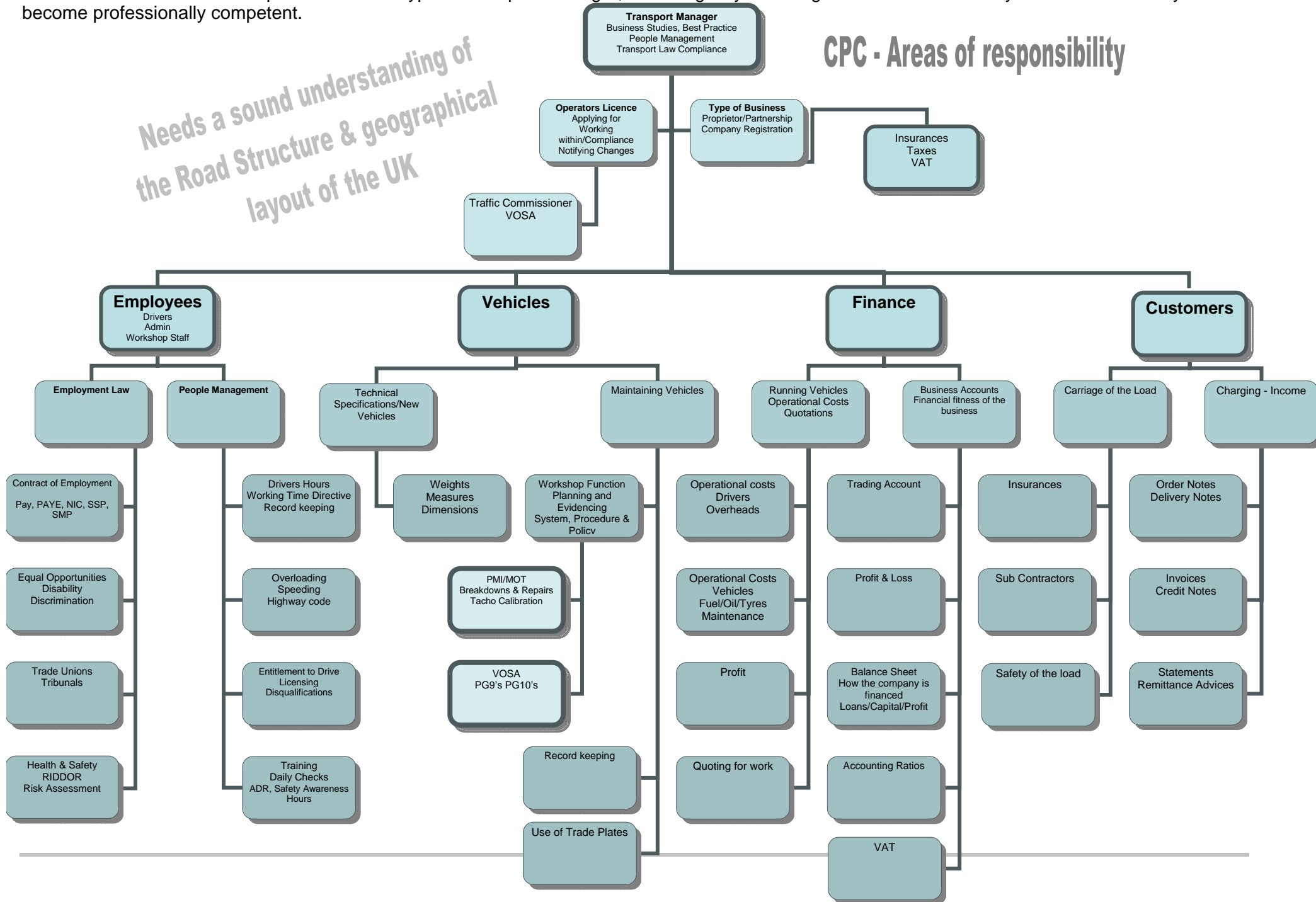
What to Study	What you will need to know for the National Road Haulage CPC	What the examination involves
<p>Unit 2 – Understanding National Road Haulage Transport Operations.</p> <p>It is recommended that you spend 30 hours of study preparing for unit two.</p> <p>In addition to taught hours, you will need to spend sufficient time studying independently. The study plan prepared by your learning provider will show what you will need to learn, and how long you should spend on this work.</p>	<p>You will need to understand and be able to apply the relevant rules, procedures and practices when operating a Road Transport business in the UK, including</p> <ul style="list-style-type: none"> • Carrying goods, and working for other people • What the CMR Convention means and when it may affect an operator • The practical use of drivers hours rules as well as the Working Time Directive • How a business accounts for VAT • How tax on vehicles is managed and applied • How a business would use trade plates • A good knowledge of the major transport routes and cities, including tolls and congestion charge zones, and how these may affect the business • How to use insurances effectively • How the practical use of computers/IT devices can improve the effectiveness of a business • How working with other agencies can be productive in introducing work to the business • How to become licenced to carry out road transport operations • How the weight, dimension or load of a vehicle can affect its operation • You will need to know the rules governing the technical standards which must be met by large vehicles • You will need to know the rules governing the construction and use of large vehicles • How to carry dangerous goods safely • How to carry live animals/foodstuffs safely • How to ensure that drivers are properly qualified • The rules of the road concerning heavy vehicles • What to do in case of a traffic accident. 	<p>40 multiple choice questions – you need to answer at least 70% correct to pass</p> <p>Time Allowed: 60 minutes</p> <p>Response to this examination will be by the use of an answer sheet, where you will choose A, B, C or D for each question.</p> <p>Your learning provider should supply you with a mock examination paper, which will prepare you for what to expect in the final exam. You will be able to see how the exam is set out, and how you will be expected to answer questions.</p>

What to Study	What you will need to know for the National Road Haulage CPC	What the examination involves
<p>Unit 4 – Managing National Road Haulage Transport Operations.</p> <p>It is recommended that you spend 50 hours of study preparing for unit four.</p> <p>In addition to taught hours, you will need to spend sufficient time studying independently. The study plan prepared by your learning provider should show what you will need to learn, and how long you should spend on this work.</p>	<p>You will need to use all of the information learned in Units 1 & 2, and apply these to a scenario given for the examination. Tasks you will need to be prepared for include:</p> <ul style="list-style-type: none"> • Deciding on a suitable type of business entity and explaining your choice. Describing the process to set up different business entities • Evaluating and drawing up schedules of driver’s hours, applying the laws concerning these and the working time directive to find problems. • Be able to calculate the cost of work to be carried out • Be able to work with, and compile budgets • Be able to show effective staff organisation structures, and comment on how efficient staffing can benefit the business • Be able to understand the principles of people management including recruitment, retention, developing and disciplining staff • Demonstrating the process of risk assessment and effective use of Insurance within the company • Issues relating to operator licensing, including the process to become licenced, changes and termination • How to make the working environment safe, including risk assessment and general health & safety issues • Choosing the most appropriate vehicle for the job • Be able to design an efficient maintenance program, including systems, procedures and policy • Be able to describe the process to load vehicles safely • Make plans to carry dangerous goods, foodstuffs or animals safely • Be able to describe the process required to become a qualified driver for heavy goods vehicles, and those carrying specialised loads • Be able to describe the procedure to be carried out following a road traffic accident 	<p>8 written answer questions, presented in two sections (Sections A and B) – you need at least 50% to pass overall (Section A questions have a higher pass mark of 65%, so concentrate on these first).</p> <p>Each question should take approximately 15 minutes to answer, (the number of marks allocated to each question is shown on the examination paper). Your answers must be comprehensive.</p> <p>Time Allowed: 120 minutes</p> <p>Response to this examination will be handwritten in an answer booklet, your responses should always refer to the Scenario provided.</p> <p>Section A = 50% of marks available. Section B = 50% of marks available.</p> <p>Section A has 4 questions; one from each of the following areas:</p> <ul style="list-style-type: none"> - Drivers’ hours, records and working time - Costing - Operator licensing - Vehicle maintenance <p>Section B has 4 questions based on other areas of your learning.</p>

The chart summarises the responsibilities of a typical Transport Manager, and will give you an organised outline of what you will need to study to become professionally competent.

Needs a sound understanding of the Road Structure & geographical layout of the UK

CPC - Areas of responsibility



What does a professionally competent person do?

Some companies may need to operate large vehicles to carry out their business where road haulage is not the main trade. Such companies may employ a huge number of staff. The role of the professionally competent person in this type of business will be to oversee the transport operation. Here the Transport Manager will be responsible for ensuring compliance with all the requirements of road transport law but may not do the work themselves. In such an organisation this may involve overseeing a number of people/employees who carry out appropriate tasks such as managing drivers, drivers' hours, repairs and regular servicing etc. through a system of procedures and policies which ensure compliance with road transport law.

In a smaller company, or for a sole proprietor operating as a road haulage business, the role of the professionally competent person may include every task within the business from opening the mail to keeping the accounts as well as responsibility for compliance with drivers' hours and the many other aspects of road transport law through the effective management of maintaining vehicles, monitoring drivers and drivers' hours using an efficient system of procedures.

Compliance with the law is achieved by fulfilling legal obligations laid down by various regulations.

A professionally competent person is considered to understand both the successful management of a business and the specific legal obligations involved in operating large vehicles in all settings.

Interviews with working professional Transport Manager's from each end of the scale – what you can expect the Transport Manager's job to be like

A profile of Mr S – working for a large national company

Mr S works for and is the CPC holder for a national construction (limited) company, the prime business of which is civil engineering. In order to carry out this work the company relies heavily on its own transport operation. Mrs S is responsible for 1,200 vehicles (not all of these are heavy). Vehicles are not owned by the company, but leased or hired, and are situated in six regional depots from the Midlands to Kent.

The business turns over many millions of pounds a year. Mr S does not get involved in the overall finance of the business; he also does not have to deal with customers or quote for work. Mr S does however have to work to a controlled budget for the transport operation. A sound commercial acumen has to be applied to the transport operation so that the overall business is still competitive when tendering for its main civil engineering work.

On a daily basis: Mr S is responsible for implementing processes, procedures and controls; and for overseeing the whole transport operation.

For example: Managing drivers: Designing the Driver Induction Program, to ensure best practice in transport operations and make sure that every driver knows what's required of the driver (this will include an initial induction, and ongoing training in areas of the law, including, drivers' hours, record keeping etc – drivers will be trained on speed limits and will sign to agree that they understand the legal requirements and will work within these. If, at a later date, the driver exceeds speed limits, this will be grounds for disciplinary action as company policy and the operator's licence does not condone speeding).

For example: Compliance: Vehicles will be checked on a regular basis, either daily, or periodically based on mileage and type of use. This will be documented and traceable. Mr S doesn't do any of this personally – but he does manage the team of regional transport supervisors. He regularly visits them, asks questions, tells them about new processes required/being introduced, checks their files – looking to make sure that vehicle safety inspection sheets are in order and properly completed and signed off, making sure that reported defects have been signed off and are complete, ensuring that the vehicle maintenance schedule is on display and accurate, and generally holds his staff accountable for their local transport operation.

For example: Quality: Where vehicles are usually contract hired or rented (and maintenance is included in the rental fee) Mr S does not directly maintain the fleet. Therefore it is necessary for Mr S to audit and police the hire company's suppliers/maintenance procedures. It is important to make sure that the fleet is being maintained through quality checks. Visiting suppliers, checking documentation, auditing vehicles etc. This is because Mr S remains responsible for the condition of the vehicles under the terms of the company's operator's licence.

Overall: Mr S has responsibility to manage and oversee ensuring full safety and legal compliance in every respect – this is a senior management role controlling the transport operation from safety, legal and commercial points of view – not hands on, but requiring a great technical knowledge.

Mr S has a mechanical, commercial and transport management background originally being an owner operator.

A profile of Mr T – Owner/Operator

Mr T left school at 15 with no formal qualifications, then trained as an HGV mechanic in a large commercial workshop where he stayed for five years after completing his apprenticeship. A few years later and after several years of working for other people, Mr T decided to start up his own road haulage business in 2002, as an owner/operator/sole proprietor, Mr T is the CPC holder and lives adjacent to the operating centre.

The business now has four tractor units, employs two full-time and three part-time drivers and one administrator who deals with enquiries paperwork and enters basic accounting information. Mr T drives as well as managing the business and maintaining the vehicles.

On a daily basis: Mr T is responsible for every aspect of running the business including finding work and ensuring compliance with the law.

For example: Mr T has to manage the business financially; a large amount of Mr T's personal money is invested in the business as capital used to start up. The business is not a limited company and therefore if it all went wrong Mr T would lose everything. Mr T has to make sure that there is enough work coming into the business to keep the drivers working and also make a profit. He has to find customers, prepare quotations. In addition, he has to know what his competitors are doing in order to remain competitive. Mr T has to be careful to manage money properly so that there are enough funds to make the PAYE, NI and VAT payments each month. Understanding the exact financial position of the business on a daily basis and the implications of the balance sheet, are very important.

For example: Maintenance/compliance: Mr T maintains the vehicles himself. By keeping a planner on the wall in his office he is able to plot what is needed. The business has a large enclosed workshop with an inspection pit. Mr T spends some of his time physically working on the vehicles. He usually completes this work when the full-time drivers have finished for the day. Mr T is aware of the safety issues regarding lone working and has completed a risk assessment for his garage facility.

For example: Managing drivers/compliance: Mr T understands the rules regarding drivers' hours and maintaining good records but doesn't currently have the funding to provide drivers with ongoing training; he hopes to do this in the future. At present Mr T monitors driving hours through the analysis of tachograph charts and driver worksheets, keeping the appropriate records and disciplining drivers. Mr T also drives one of the vehicles himself which gives him a personal knowledge of whether his procedures are working effectively.

Overall: Mr T has to be very flexible and capable of doing every job within the organisation as well as being the first impression that his customers get of the business. In addition, he must ensure that the business is operating safely and within the law. In one way this is good, as he has a very hands-on approach to his responsibilities but this also makes the business very reliant on Mr T personally. For the future, Mr T would like to transfer some responsibilities to other staff so that he can have more time to effectively manage and develop the business, especially concentrating on competitive money management and quoting.

Mr T does not report to an employer and can therefore choose how to run his business, although he must do this within the law.

How do I become professionally competent?

Successfully obtaining the OCR CPC award is one route to becoming professionally competent, usually chosen by people already working in the industry, either as employees or as self-employed people.

When you begin studying for the OCR CPC award you may have a lot of road transport knowledge or none at all. Remember that the OCR CPC award will prepare you to work in many different types of organisation, it is therefore very important that you study for all the requirements of the examination, as you will be tested in all areas of the required knowledge.

What resources will I need for my study?

As you go through your study you will need to research and gather information from a number of resources. This information will form a toolkit for your practical work as a Transport Manager. You may need to refer to documents many times in the future – and remember, some materials will be time sensitive so need updating regularly.

You should use many resources when studying road transport operations. The following list is neither exclusive nor exhaustive.

Recommended resources which should be available to you during your study time:

Telephone

Internet (broadband connection)

Email

A selection of books, publications and legislation; including those listed below.

Recommended Reading List

All materials published before January 2006 may not fully cover the revised syllabus.

Title/ISBN	Author
A study manual of Professional Competence in Road Haulage <i>ISBN: 0-7494-4304-9</i> Kogan Page	David Lowe (2004) (Focuses on the multiple choice areas of questioning)
Advanced Business <i>ISBN 1 872962 04 1</i> Osborne Books	Fardon, M & Birth, I & Adcock F, et al, (2000)
AVCE Advanced Business <i>ISBN: 0435453165</i> Heinemann	Dransfield, R & Needham, D (2000)
Business Studies <i>ISBN: 1902796837</i> Causeway Press	Hall, D & Jones, R & Raffo, C & Chambers I (2004)
Business Studies <i>ISBN: 0-340-81110-2</i> Hodder Arnold	Ian Marouse (2003)
Dictionary of Law, <i>ISBN: 0582438098</i> Longman	L. B. Curzon (2001)

Title/ISBN	Author
Driving Goods Vehicles: The Official DSA Syllabus: Valid for Tests from 1 September 2003 ISBN: 0115524851 The Stationery Office Books	(2003)
Essentials of Financial Accounting in Business ISBN: 1-84480-089-X Thomson Learning	Mike Bendrey, Roger Hussey & Colston West (2003) www.thomsonlearning.com
Know your Traffic Signs ISBN: 0115524495 The Stationery Office Books	(1995)
The Certificate of Professional Competence ISBN: 0-7494-4338-3 Kogan Page	David Lowe (2004)
The Highway Code ISBN: 0115524495 The Stationery Office Books	(2004)
The Transport Managers & Operators Handbook 2005 ISBN: 0-7494-4337-5 Kogan Page	David Lowe (2004)
OCR Official Syllabus¹ & Sample Examinations OCR	OCR (2006)

Government Publications

Title/ISBN	Author
<i>Categorisation of defects</i>	Vehicle and Operator Services Agency
<i>Code of Practice – Safety of loads on vehicles</i>	Department for Transport
<i>Drivers' Hours and Tachograph rules for goods vehicles</i>	Department for Transport
<i>Freight Management</i>	Department for Transport
<i>Guide to maintaining roadworthiness</i>	Department for Transport
<i>Guide to Operator Licensing</i>	Department for Transport
<i>Managing vehicle safety in the workplace</i>	Health and Safety Executive
<i>Working with ADR</i>	Health and Safety Executive

Internet Resources

Organisation	Web Address
ACAS Many sample documents regarding employment	www.acas.org.uk
Business Education Zone Includes reviews of business websites	www.businesseducation.findhere.org
Business link (<i>general business information</i>) General business information including taxation and insurance	www.businesslink.gov.uk
Company's House Full information regarding formation of various types of company	www.companieshouse.gov.uk
Department for Trade and Industry General business information	www.dti.gov.uk
Department for Transport General information including publications that can be downloaded	www.dft.gov.uk
Driver and Vehicle Licensing Agency Information on driver licensing and testing	www.dvla.gov.uk www.dvlni.gov.uk (Northern Ireland)
Guide to freight Guide to individual aspects of the road haulage industry	www.haquidetofreight.co.uk
The Stationery Office Source of legislative texts	www.tso.co.uk
The Times 100 Resource for students and teachers. Case studies on real companies	www.thetimes100.co.uk
Vehicle and Operator Services Agency Information on enforcement, operator licensing and vehicle testing procedures	www.vosa.gov.uk
Search Engines Yahoo Google Ask Jeeves	www.yahoo.com www.google.com www.ask.com

Legislation

Legislation	Webpage
Companies Act 1985 as amended	
Employment Rights Act 1996	www.opsi.gov.uk/acts/acts1996/1996018.htm
Employment Tribunals Regulations	www.opsi.gov.uk/cgi-bin/htm_hl.pl?DB=opsi&STEMMER=en&WORDS=employment+tribunals+regulations+&COLOUR=Red&STYLE=s&URL=http://www.opsi.gov.uk/si/si2004/20041861.htm#muscat_highlighter_first_match

Legislation	Webpage
EU Regulation 3821/85 Record Keeping	
EU Regulation 3820/85 Drivers' Hours (Effective until 11 April 2007 only)	
EU Regulation 561/2006 Drivers' Hours	
Fair Trading Act and Competition Act 1980	
Health and Safety at Work Act 1974	
Income Tax (Pay As You Earn) Regulations 2003	www.opsi.gov.uk/acts/acts2003/20030001.htm
Management of Health and Safety Regulations 1999	www.opsi.gov.uk/cgi-bin/htm_hl.pl?DB=opsi&STEMMER=en&WORDS=management+health+safety+regulations+1999+&COLOUR=Red&STYLE=s&URL=http://www.opsi.gov.uk/si/si1999/19993242.htm#muscat_highlighter_first_match
Motor Vehicle (Third Party Risks) Regulations 1973 SI 1973 No. 1821	
Recovery Vehicle Orders 1989 SI 1989 No.1226	www.opsi.gov.uk/cgi-bin/htm_hl.pl?DB=opsi&STEMMER=en&WORDS=statutory+instrument+1989+1226+&COLOUR=Red&STYLE=s&URL=http://www.opsi.gov.uk/si/si1989/Uksi_19891226_en_1.htm#muscat_highlighter_first_match
SI 1989 No.1376	www.opsi.gov.uk/cgi-bin/htm_hl.pl?DB=opsi&STEMMER=en&WORDS=statutory+instrument+1989+1376+&COLOUR=Red&STYLE=s&URL=http://www.opsi.gov.uk/si/si1989/Uksi_19891376_en_1.htm#muscat_highlighter_first_match
Restrictive Trade Practices Act 1976	
Road Traffic Regulation Act 1984. s17	
Road Vehicle (Registration and Licensing) Regulations 1971 SI 1971 No.450	
Social Security Contributions Regulations 2001	www.opsi.gov.uk/cgi-bin/htm_hl.pl?DB=opsi&STEMMER=en&WORDS=social+security+contributions+regulations+2001+&COLOUR=Red&STYLE=s&URL=http://www.opsi.gov.uk/si/si2001/20011004.htm#muscat_highlighter_first_match
The ACAS Arbitration Scheme Order 2004	www.opsi.gov.uk/cgi-bin/htm_hl.pl?DB=opsi&STEMMER=en&WORDS=acas+arbitration+scheme+order+2001+&COLOUR=Red&STYLE=s&URL=http://www.opsi.gov.uk/si/si2004/20040753.htm#muscat_highlighter_first_match
The Drivers' Hours (Passenger and Goods Vehicles) (Modifications) Order 1971 SI 1971 No.818	
The Driving Licences (Community Driving Licence) Regulations 1996 SI 1996 No.1974	www.opsi.gov.uk/cgi-bin/htm_hl.pl?DB=opsi&STEMMER=en&WORDS=driving+licences+community+licence+regulations+&COLOUR=Red&STYLE=s&URL=http://www.opsi.gov.uk/si/si1996/Uksi_19961974_en_1.htm#muscat_highlighter_first_match
The Motor Vehicle (Compulsory Insurance) Regulations 1992 SI 1992 No.3036	www.opsi.gov.uk/cgi-bin/htm_hl.pl?DB=opsi&STEMMER=en&WORDS=motor+compulsory+insurance+regulations+1992+&COLOUR=Red&STYLE=s&URL=http://www.opsi.gov.uk/si/si1992/Uksi_19923036_en_1.htm#muscat_highlighter_first_match
The Motor Vehicles (Driving Licences) Regulations 1996 SI 1996 No.2824	www.opsi.gov.uk/cgi-bin/htm_hl.pl?DB=opsi&STEMMER=en&WORDS=motor+vehicles+driving+licences+regulations+1996+&COLOUR=Red&STYLE=s&URL=http://www.opsi.gov.uk/si/si1996/Uksi_19962824_en_9.htm#muscat_highlighter_first_match

Legislation	Webpage*
The Motor Vehicles (Tests) Regulations 1981 SI 1981 No.1694	www.opsi.gov.uk/cgi-bin/htm_hl.pl?DB=opsi&STEMMER=en&WORDS=motor+vehicles+tests+regulations+1981+&COLOUR=Red&STYLE=s&URL=http://www.opsi.gov.uk/si/si2001/20011648.htm#muscat_highlighter_first_match
The Motor Vehicles (Tests) (Amendment) Regulations 2001 Statutory Instrument 2001 No. 1648	
The Motor Vehicles (Type Approval for Goods Vehicles)(Great Britain)(Amendment)(No.2) Regulations 1991 SI 1991 No.1970	www.opsi.gov.uk/cgi-bin/htm_hl.pl?DB=opsi&STEMMER=en&WORDS=statutory+instrument+1991+1970+&COLOUR=Red&STYLE=s&URL=http://www.opsi.gov.uk/si/si1991/Uksi_19911970_en_1.htm#muscat_highlighter_first_match
The Road transport Working Time Directive 2005	www.opsi.gov.uk/cgi-bin/htm_hl.pl?DB=opsi&STEMMER=en&WORDS=road+transport+working+time+directive+2005+&COLOUR=Red&STYLE=s&URL=http://www.opsi.gov.uk/si/si2005/20050639.htm#muscat_highlighter_first_match
The Road Transport (Working Time) Regulations 2005	
The Road Vehicle (Construction and Use) Regulations SI 1986 No.1078	
The Road Vehicles Lighting Regulations 1989 SI 1989 No.1796	www.opsi.gov.uk/cgi-bin/htm_hl.pl?DB=opsi&STEMMER=en&WORDS=road+vehicles+lighting+regulations+1989+&COLOUR=Red&STYLE=s&URL=http://www.opsi.gov.uk/si/si1989/Uksi_19891796_en_2.htm#muscat_highlighter_first_match
The Road Vehicles Lighting (Amendment) Regulations 2005 Statutory Instrument 2005 No. 2559	www.opsi.gov.uk/cgi-bin/htm_hl.pl?DB=opsi&STEMMER=en&WORDS=road+vehicles+lighting+regulations+1989+&COLOUR=Red&STYLE=s&URL=http://www.opsi.gov.uk/si/si2005/20052559.htm#muscat_highlighter_first_match
The Transport Act 2000	www.opsi.gov.uk/acts/acts2000/20000038.htm
Trade Union and Labour Relations Act 1992	www.opsi.gov.uk/acts/acts1992/Ukpga_19920052_en_1.htm
Vehicle Excise and Registration Act 1994	www.opsi.gov.uk/acts/acts1994/Ukpga_19940022_en_1.htm

- Legislation from 1988 is available to download from www.opsi.gov.uk/legislation/about_legislation.htm
- Legislation prior to 1988 is available in print from The Stationery Office

Some of the legislation applicable in Northern Ireland

Transport Act (NI) 1967 – Part III
The Road Transport (Qualification of Operators) Regulations (NI)1977 – SR&O 1977 No 327
The Road Transport (Qualification of Operators) Regulations (NI)1981 – SR&O 1981 No 2
The Road Transport (Qualification of Operators) Regulations (NI)1991 – SR&O 1991 No 257
The Road Transport (Qualification of Operators) Regulations (NI)2003 – SR&O 2003 No 217

How do I use the recommended resources, books, publications, websites and legislation?

Your learning provider will organise a study plan for you and will guide you in studying the things that you need to know. This should take into consideration any prior learning and experience you already have.

The key areas of study are shown briefly on the chart on page 7. You can use this chart to map your study and make sure that you have covered all areas of the syllabus. You will need to understand the role of the Transport Manager, rules, regulations and current legislation in great depth as you will be asked a number of technical questions. You will also be asked questions on types of business entity, and the operator licensing, and compliance process. In the written examination a particular emphasis will be placed on:

- Drivers' hours, working time & records
- Costing
- Operator licensing
- Vehicle maintenance

Before you begin, it is important that you understand how you personally learn best. Different people learn in different ways. It may have been many years since you completed any formal study or have taken any examinations. Before you begin, you should evaluate yourself, this will help you to study more effectively.

We all learn in three main ways – which type of learning style describes you best?

Type of Learning Styles	Which one do you prefer – you may like a little of each style, but find you have one main preference
<p>Do you Learn through seeing?</p> <p>Need to see the teacher's body language and visual expressions to understand what you are being taught and asked to learn?</p> <p>Think in pictures?</p> <p>Like diagrams and charts?</p> <p>Like overhead transparencies, flipcharts, videos and hand-outs?</p> <p>Make detailed notes, which help you to absorb information?</p>	
<p>Do you Learn through listening?</p> <p>Like to sit through and take in lectures?</p> <p>Take part in discussions and talk things over through listening to what others have to say?</p> <p>Find that written text often has more meaning when read out loud – recording learning material and playing back later helps you to remember the facts?</p>	

Type of Learning Styles	Which one do you prefer – you may like a little of each style, but find you have one main preference
<p>Do you learn through doing?</p> <p>You like a hands on approach to learning – having to find out for yourself how to do things?</p> <p>You don't like sitting for long periods of time listening or reading materials?</p> <p>You need activity and exploration?</p> <p>You enjoy researching and finding answers?</p>	

If you learn through seeing - you will find it useful to browse through as much of the recommended resources as you can. Read some of the books and browse through the rest. Spend some time searching the internet looking at the identified websites. Look through the publications and if you're really enthusiastic dip into the legislation. Making notes whilst you go along will give you a broad understanding of where to find information when you need it later to carry out tasks set by your learning provider. This will also help you to remember the many facts and figures required to answer the multiple choice questions.

If you learn through listening – browse through the materials in the same way as the visual learner, but instead of taking notes, record your findings onto a tape, then play it back when travelling in the car (but not whilst driving), exercising, or just sitting with a coffee – listening to the notes you have made will help you to learn the facts you need.

If you learn through doing – take the chart on page 7 – and use the recommended resources to find out about the key areas of learning. You will be guided by your learning provider in these tasks, but some suggestions include:

- Find out what type of business entity your business can be – look in the books on the recommended reading list – you don't need to read them all, use them to find the information you need!
- Write some instructions on how to set up a limited company and fill in an application form, as if you were doing this for real – this will mean you may need to phone Companies House or look on its website to get the appropriate forms. You will have to decide what has to accompany your application and create a set of information – how many forms are there? – what is the fee? – do you need to send your Articles of Association? – what information needs to be in the Articles of Association? – how many directors do you need? – do you need a company secretary? You find out exactly what is involved in the process, and follow it through, all except popping it in the post!
- How do you register for VAT? – find out! You may have to ask other people, use the internet etc.
- How many hours can a driver work and drive in a week? You will need to take two sets of information into consideration – drivers' hours and the working time directive – use the recommended resources to find the answer to this question.

The study plan you follow will take into consideration the type of learner you are and will provide opportunities for visual, auditory and kinaesthetic learning. Your learning provider will guide you through all areas of study needed.

You can refer your learning to the chart on Page 7 and to the units available from OCR, www.ocr.org.uk to track your progress.

When you have completed your study and are getting ready to take the examination/s, your learning provider will be able to supply you with sample examinations, answers and a thorough understanding of how to get the marks you need (understanding the mark scheme).

You may also need to prepare yourself personally – remember it may be a long time since you sat a formal examination. Your learning provider will be able to give you advice on preparing for the examination/s.

OCR wishes you every success with your study for the CPC in National Road Haulage Operations. Your feedback is important to us, if you have found these materials useful or would like to comment, please contact us by email at: vocational.qualifications@ocr.org.uk

www.ocr.org.uk

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