

CPC Combined Syllabus

| UNIT MC | UNIT CS | REF | Assessment Objectives | REF | Knowledge, Understanding and Skills | Guidance on Teaching |
|--------------------------|---------|-----|--|--|--|--|
| A CIVIL LAW | | | | | | |
| Applicable to all | | | | | | |
| X | | A1 | Be familiar with the main types of contract used in road transport and with the rights and obligations arising therefrom. | A1.1 | The elements required for the formation of any legally binding contract: Offer / Acceptance / Consideration / Intention / Legal capacity / Legal purpose / Formalities. | Candidates will only be tested on the KUS as they apply in UK law. |
| X | | A2 | Be capable of negotiating a legally valid transport contract, notably with regard to conditions of carriage. | A2.1 | Enforcement of contracts. | |
| Road Haulage Only | | | | | | |
| X | | A3 | Be able to consider a claim by his principal regarding compensation for loss of or damage to goods during transportation or for their late delivery, and to understand how such a claim affects his contractual liability. | A3.1 A3.2 | Key clauses contained in contracts of carriage: - conditions of carriage - claims for compensation. General and specific liabilities of: - principals - sub contractors - agents. | The KUS applies to UK conditions of carriage only. Tutors should show examples of the RHA and FTA conditions of carriage and explain why these may be unsuitable for certain movements. |
| X | | A4 | Be familiar with the rules and obligations arising from the CMR Convention on the Contract for the International Carriage of Goods by Road. | A3.3 A4.1 A4.2 A4.3 A4.4 A4.5 A4.6 | Assess compensation for losses relating to damage. The rules and obligations contained in the CMR Convention on the Contract for the International Carriage of Goods by Road. The main provisions of the CMR Convention on the contract for the international carriage of goods by road as they may apply to a national carrier (Unwitting CMR). Limits of liability of the carrier for loss, damage and delay. The defences that may be available to a carrier against a claim. The relevance of insurance. Goods exempt from the convention. | Tutors should include the practical implications of CMR liabilities and applying the convention to typical International Operations. Tutors should explain how the value of special drawing rights (SDR) fluctuates with market conditions. |

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| Passenger Transport Only | | | | | | |
| X | | | | A5.1 | Clauses that maybe contained in the conditions of carriage. | |
| | | | | A5.2 | General and specific liabilities of: <ul style="list-style-type: none"> - principals - sub contractors - agents. | |
| | | | Be able to consider a claim by his principal regarding compensation for injury to passengers or damage to their baggage caused by an accident during transportation, or regarding compensation for delays, and to understand how such a claim affects his contractual liability. | A5.3 | Ability to limit liability for carriage of passengers and their luggage. | Tutors should: <ul style="list-style-type: none"> • Use typical examples of contracts of carriage and how operators convey this information to the passengers. • Explain the role of travel and ticketing agents • Explain the responsibilities of both the driver and the operator when dealing with lost property. |
| | A5 | | | A5.4 | Key elements of the PSV Conduct Regulations applicable to both passengers and crew. | |
| | | | | A5.5 | Assess the obligations and liabilities of operators even where no fare is charged to passengers. | |
| | | | | A5.6 | The main provisions of the Lost Property Regulations. | Tutors could give examples of industry and operator best practice. |
| | | | | A5.7 | Devise and apply procedures for dealing with claims and the determination and payment of compensation for: <ul style="list-style-type: none"> - injury to passengers - delay - loss of or damage to baggage - lost property. | |
| B COMMERCIAL LAW | | | | | | |
| Applicable to all | | | | | | |
| | | | | B1.1 | Partnerships. | Candidates will be expected to show understanding of the various types of business structure and the advantages and disadvantages of each. |
| | | | | B1.2 | Limited liability Partnerships. | |
| | | | | B1.3 | Sole Trader. | |
| X | | B1 | Be familiar with the conditions and formalities laid down for plying the trade, the general obligations incumbent upon transport operators (registration, record keeping, etc) and the consequences of bankruptcy. | B1.4 | The relevant legal obligations for the formation, operation and dissolution of each type of business including: <ul style="list-style-type: none"> - rights and duties of business owners. | They will be expected to have an understanding of the responsibilities and liabilities placed upon individuals and companies. |

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| X | | B2 | Have appropriate knowledge of the various forms of commercial companies and the rules governing their constitution and operation. | B2.1 B2.2 B2.3 B2.4 | <p>Correct definitions of types of business including:</p> <ul style="list-style-type: none"> - private limited companies - public limited companies - co-operatives - community interest company <p>The relevant legal obligations for the formation, operation and dissolution.</p> <p>Rights and duties of business directors.</p> <p>Content and function of key legal documents including:</p> <ul style="list-style-type: none"> - partnership agreements - prospectus - memorandum of association - articles of association - certificate of incorporation. | <p>Candidates will be expected to show they understand the procedures involved in setting up and dissolving the various types of business structure.</p> <p>With regard to documentation, candidates may be questioned on the content of the major documents listed in the KUS eg The Articles of Association (the rights of share holders, rules for company meetings, appointment of directors etc).</p> <p>Tutors are advised to direct candidates to Companies House.</p> |
| C SOCIAL LAW | | | | | | |
| Applicable to all | | | | | | |
| X | | C1 | Be familiar with the role and function of the various social institutions which are concerned with road transport (trade unions, works councils, shop stewards, labour inspectors, etc). | C1.1 C1.2 C1.3 | <p>The role, structure and functions of industrial social institutions including:</p> <ul style="list-style-type: none"> - employment tribunals - trade unions - ACAS - CAC - Health and Safety Executive (HSE). <p>Employees' rights including those relating to:</p> <ul style="list-style-type: none"> - trade union membership - right to time off with and without pay - trade union activities - industrial action - workforce agreements. <p>The scope of health and safety legislation and the management of health and safety at work as it applies to the transport industry.</p> | <p>Candidates will be expected to be familiar with the key laws as they affect industrial relations, Trade Unions and the rights of Trade Union members.</p> <p>Questioning on Health and Safety will be limited to:</p> <ul style="list-style-type: none"> - how to carry out a risk assessment - appointment of H&S manager and representatives - enforcement - monitoring compliance with legislation and codes of practice. - RIDDOR reporting requirements and record keeping. |

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| X | | | Be familiar with the employers' social security obligations. | C1.4 C2.1 | <p>The role and powers of enforcement agencies.</p> <p>Key requirements in respect of the deduction and payment of National Insurance contributions applying to:</p> <ul style="list-style-type: none"> - employers - employees - self employed people. | <p>Questions will be restricted to:</p> <ul style="list-style-type: none"> - classes of national insurance contributions - methods of collection and payment, timescales and contribution responsibilities. |
| X | | | Be familiar with the rules governing work contracts for the various categories of worker employed by road transport undertakings (form of the contracts, obligations of the parties, working conditions and working hours, paid leave, remuneration, breach of contract, etc). | C3.1 C3.2 | <p>Requirements for and types of contracts of employment and written employment particulars including:</p> <ul style="list-style-type: none"> - types of contract - content of written employment particulars - time limits for the issue of written employment particulars - contract variation. <p>The rights and obligations of employers and employees including those relating to:</p> <ul style="list-style-type: none"> - part time employees - temporary employees - agency staff - transfer of undertakings - remuneration and itemised pay statements - dismissal, unfair dismissal and redundancy - disciplinary and grievance procedures - notice to terminate employment - working time regulations - maternity and paternity - information for employees - working for more than one employer - discrimination in the workplace - statutory payments from employers (e.g., SSP). <p>Employers responsibilities regarding the hours worked by Self Employed, Agency and Part Time Drivers.</p> | <p>With regard to working time (3.13), only the provisions of the main Working Time Regulations as they affect non mobile workers will be tested.</p> |

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| X | X | C4 | | C4.1 | <p>Detailed knowledge of the provisions of the EU Drivers' Hours Regulation including matters relating to:</p> <ul style="list-style-type: none"> - drivers' hours - working time - record keeping equipment - record keeping requirements including the ability to identify and apply the correct legal requirements in given operational circumstances - enforcement. <p>Compile schedules for drivers. Evaluate given drivers' schedules. Draft instructions to drivers on the legal requirements. Provide information to management on the need to comply with the regulations and the potential impact on the business of non compliance.</p> | <p>Candidates may be examined on the contents of all the regulations mentioned.</p> |
| | | | <p>Be familiar with the rules applicable to driving time, rest periods and working time, and in particular the provisions of Regulation (EEC) No 3821/85, Regulation (EC) No 561/2006, Directive 2002/15/EC of the European Parliament and of the Council¹ and Directive 2006/22/EC, and the practical measures for applying those provisions</p> | C4.2 C4.3 C4.4 C4.5 | <p>Devise systems for ensuring that there is full compliance with the regulations including those relating to the keeping and checking of records.</p> | <p>Candidates may also be examined on the provisions of UK domestic Drivers' Hours and records requirements.</p> |
| | | | | C4.6 | <p>Identify infringements of the regulations in given circumstances and appropriate action to be taken.</p> | <p>Tutors should explain practical methods of record keeping that will satisfy the Road Transport Directive (RTD).</p> |
| | | | | C4.7 | <p>The provisions of the Working Time Directive applicable to those who are subject to EU Regulations on drivers' hours including the requirements relating to:</p> <ul style="list-style-type: none"> - maximum and average weekly working hours - break requirements - reference periods - periods of availability - workforce and collective agreements - night work - exemptions - record keeping - enforcement. | |
| | | | | C4.8 | | |

¹ Directive 2002/15/EC of the European Parliament and of the Council of 11 March 2002 on the organisation of the working time of persons performing mobile road transport activities (OJ L 80, 23.3.2002, p.35).

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| X | | C5 | Be familiar with the rules applicable to the initial qualification and continuous training of drivers, and in particular those deriving from Directive 2003/59/EC of the European Parliament and of the Council ² . | | See H1 Driver licensing. | See H1. |
| D Fiscal law | | | | | | |
| Applicable to all | | | | | | |
| X | | D1 | Be familiar with the rules governing Value Added Tax (VAT) on transport services. | D1.1 | <p>Be able to recognise the circumstances in which VAT applies to road transport and the procedures to be followed including those relating to:</p> <ul style="list-style-type: none"> - the principles of VAT - the circumstances in which a business must or may register for VAT rates - registration processes - the meaning of input and output tax - submission of VAT returns - VAT payments and refunds - issue and content of VAT invoices. - zero rated fares - vehicle capacity VAT. | <p>VAT rates for the UK may be tested.</p> <p>Individual rates of and abbreviations for VAT for other member countries will not be tested.</p> <p>It is important that candidates understand the systems and applications of VAT in the countries that act as the UK's 'gateway' to Europe, namely France, Belgium, Germany and the Netherlands.</p> |
| | | | | D1.2 | Identify the requirement to charge VAT on specified international road freight operations. | |
| | | | | D1.3 | Identify the potential VAT implications of carrying out cabotage operations. | |
| | | | | D1.4 | Identify the circumstances in which it is possible to reclaim VAT paid in another country and the procedures that must be followed in order to do so. | |

² Directive 2003/59/EC of the European Parliament and of the Council of 15 July 2003 on the initial qualification and periodic training of drivers of certain road vehicles for the carriage of goods or passengers (OJ L 226, 10.9.2003, p. 4)

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| X | | | Be familiar with the rules governing motor-vehicle tax. | D2.1 | The basis for calculating rates of VED for road haulage and recovery vehicles including the availability of reduced rates for low pollution vehicles. | Actual rates of VED will not be questioned; only the criteria used for determining them. Tutors should explain the methods used to obtain VED including on-line. |
| | | D2.2 | | Knowledge of the issuing agency and payment and refund procedures. | | |
| | | D2.3 | | The conditions under which trade licences can be obtained and used including operational restrictions on their use. | | |
| | | D2.4 | | The conditions under which recovery vehicles can be used including operational restrictions on their use. | | |
| X | | | Be familiar with the rules governing the taxes on certain road haulage vehicles and be familiar with tolls and infrastructure user charges | D3.1 | Identify major UK bridges, tunnels and roads on which tolls are charged. | Candidates will be expected to know the UK routes for crossing the following infrastructure where a toll is involved, namely: <ul style="list-style-type: none"> - The Thames - The Mersey - The Severn - The Tyne - The Humber - The Tamar - M6 in the Midlands International infrastructures that incur tolls or charges will only be on major routes within a country, eg between major well-known towns and major border crossings. These will be restricted to the 'E' routes. |
| | | D3.2 | | Identify areas in which road pricing or congestion charging applies and relevant exemptions from the charging requirements. | | |
| | | D3.3 | | Identify the main impact of the Convention on the Taxation of Road Vehicles and how UK Vehicle Excise Duty requirements apply to international circumstances. | | |
| | | D3.4 | | Identify countries applying charges to certain vehicles used in international road freight operations including: <ul style="list-style-type: none"> - infrastructure charges including road tolls - environmental and congestion charges including heavy vehicles fees, emission related tolls and city centre exclusions. | | |
| | | D3.5 | | Methods of charging and collection methods including: toll booths, vignettes, on board units. | | |

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| X | | | Be familiar with the rules governing income tax. | D4 | <p>The application of income tax to the profits of unincorporated businesses.</p> <p>Deduction and payment of tax due from employees under PAYE Allowances, expenses and benefits in kind.</p> <p>Self employment.</p> <p>Operation and key requirements relating to corporation tax.</p> | <p>Candidates will be expected to demonstrate knowledge of the types of tax paid by individuals and companies. This knowledge will need to include methods by which taxes are paid.</p> <p>Candidates will be expected to demonstrate a general knowledge of the subjects in the KUS that would be appropriate to the management of a road transport business, eg timescales for payment by the self employed or by companies for corporation tax etc.</p> |
| E Business and financial management of the undertaking | | | | | | |
| Applicable to all | | | | | | |
| X | | | Be familiar with the laws and practices regarding the use of cheques, bills of exchange, promissory notes, credit cards and other means or methods of payment. | E1 E1.2 | <p>The content and legal requirements of documents used in business to including:</p> <ul style="list-style-type: none"> - invoices - statements - credit notes - quotations - pro forma invoices. <p>Various methods of payment including the use of:</p> <ul style="list-style-type: none"> - cash - cheques - credit cards - charge cards - debit cards - fuel charge cards - bills of exchange - credit transfers (including any electronic transfers). | <p>Tutors should use examples of when these documents will be used. Candidates should be able to make simple calculations.</p> <p>Candidates will be expected to be aware of the circumstances when a particular payment method may be used.</p> |

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| X | | E2 | Be familiar with the various forms of credit (bank credit, documentary credit, guarantee deposits, mortgages, leasing, renting, factoring, etc) and the charges and obligations arising therefrom. | E2.1 | Different forms of finance including: <ul style="list-style-type: none"> - taxation due - overdrafts - loans - mortgages - debentures - share issues - revenue reserves (retained profits) - leases - the use of factoring - guarantees and guarantee deposits. | Tutors should include the implications of using these methods to raise funds and why a transport business would choose one method rather than another. |
| X | | E3 | Know what a balance sheet is, how it is set out and how to interpret it. | E3.1 E3.2 E3.3 | The purpose of the balance sheet. Features of a balance sheet: <ul style="list-style-type: none"> - Assets and liabilities - Creditors and debtors - Capital - Current liabilities - Fixed and current assets - Depreciation. Interpretation of balance sheet and financial situation of a given company or organisation. | Candidates will be expected to have a good knowledge of the items that appear on a balance sheet and the headings under which they are shown. Candidates will be expected to be able to give a basic interpretation of a balance sheet and financial situation of a given company or organisation. |
| X | | E4 | Be able to read and interpret a profit and loss account. | E4.1 E4.2 | The functions of trading and profit and loss account Different elements appearing in trading and profit and loss accounts including: <ul style="list-style-type: none"> - direct costs - indirect costs - gross (or operating or trading) profit or loss - net profit or loss. | Candidates will be expected to be able to differentiate between examples of a direct cost and an indirect cost as applied to a transport operation. Tutors should explain the effects of these costs on each account and overall profitability. Candidates should be able to complete simple profit or loss calculations. |

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| X | | E5 | Be able to assess the undertaking's profitability and financial position, in particular on the basis of financial ratios. | E5.1 | <p>The calculation, use and interpretation of key financial indicators including:</p> <ul style="list-style-type: none"> - capital employed - working capital - current or working capital ratio - quick assets or acid test ratio - return on capital employed. <p>The use and calculation of cash flow forecasts and statements.</p> | <p>Candidates will be expected to understand the use of key financial indicators.</p> <p>Candidates will be expected to be able to perform simple calculations in relation to all the indicators listed.</p> <p>Each formula used to calculate these indicators should be taught and tutors should explain why an acid test could be used instead of a current ratio.</p> |
| X | X | E6 | Be able to prepare a budget. | E6.1 E6.2 | <p>Be able to identify the purpose of preparing and monitoring budgets and systems of budgetary control.</p> <p>From information provided:</p> <ul style="list-style-type: none"> - draw up a budget - analyse financial performance using budgets - comment on the causes and effects of variances between budgeted and actual performance. | <p>Using information provided a candidate will be expected to draw up and comment on budgetary implications.</p> |
| X | X | E7 | Be familiar with the cost elements of the undertaking (fixed costs, variable costs, working capital, depreciation, etc), and be able to calculate costs per vehicle, per kilometre, per journey or per tonne. | E7.1 E7.2 E7.3 | <p>From data provided, compile and interpret costing information including:</p> <ul style="list-style-type: none"> - determination of fixed costs, variable costs and overheads - calculation of depreciation - calculation and tabulation of costs on a per vehicle, per unit distance travelled, per journey or per unit of quantity basis - calculation of contribution to costs from a given journey rate and the identification of circumstances in which a rate which does not cover total costs might be accepted (marginal costing). <p>Calculation and determination of the most cost effective option.</p> <p>Make calculations with consequences of currency exchange rates.</p> | <p>Candidates will be expected to be able to calculate, compile and produce costing information.</p> |

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| | X | E8 | Be able to draw up an organisation chart relating to the undertaking's personnel as a whole and to organise work plans, etc. | E8.1 E8.2 E8.3 | Be able to evaluate different staffing structures. Develop work plans and systems for work measurement including the use of key performance indicators. Compile and evaluate organisation charts from information supplied for a business, a function or a depot. | Candidates will not be expected to produce a matrix chart. |
| X | | E9 | Be familiar with the principles of marketing, publicity and public relations, including transport services, sales promotion and the preparation of customer files, etc. | E9.1 E9.2 | The use of marketing methods including: <ul style="list-style-type: none"> - primary and secondary forms of market research - market segmentation - sales promotion - response rates - conversion rates - advertising - compilation of customer information. The purposes and use of public relations including: <ul style="list-style-type: none"> - the use of the media - involvement in or support for local community activities. | With reference to E9.1, candidates will be expected to know the sources of primary and secondary data. Tutors should explain how to decide the most suitable method for marketing a transport operation including the advantages and disadvantages of each type. |
| | X | E10 | Be familiar with the different types of insurance relating to road transport (liability, accidental injury/life insurance, non-life and luggage insurance) and the guarantees and obligations arising therefrom. | E10.1 E10.2 E10.3 E10.4 | Discuss the principles underlying all types of insurance and the factors that are taken into account when determining premiums. Outline and discuss methods available for assessing and controlling risk in respect of minimising insurance premiums. Identify the requirements for motor vehicle insurance and the alternatives to obtaining a motor vehicle policy from an insurance company. Identify compulsory types of insurance and cover provided by Employer's liability and third party motor insurance. | Tutors should give examples of where these insurances will be used and the reasons an insurance company may refuse a claim. Tutors should explain the circumstances in which a Green Card is required. Tutors should explain what is covered by the EHIC and in what circumstances additional cover is recommended for employees and passengers. |

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| | | E10.5 | | E10.5 | <p>Identify discretionary types of insurance including:</p> <ul style="list-style-type: none"> - buildings and contents - fire and flood - theft and burglary - fidelity guarantees - consequential loss - public liability - professional negligence - motor cover additional to statutory requirements - cash in transit - luggage - private travel insurance - goods in transit insurance - travel and health insurance (including repatriation cover) - CMR insurance - maritime risks insurance - international motor insurance and the requirements and provisions of the Green Card system. <p>Provisions and scope for obtaining medical treatment whilst abroad for employees.</p> <p>The circumstances that could give rise to policies being invalidated.</p> | |
| | | E10.6 | | E10.6 | <p>Provisions and scope for obtaining medical treatment whilst abroad for employees.</p> | |
| | | E10.7 | | E10.7 | <p>The circumstances that could give rise to policies being invalidated.</p> | |
| | | E11.1 | | E11.1 | <p>The uses of information and communications technology:</p> <ul style="list-style-type: none"> - electronic ticketing - routing, scheduling and timetabling - real-time information systems - telemetry - GPS and satellite navigation - vehicle and staff scheduling systems - customer information systems - booking and reservation systems - the internet - closed circuit television - consignment tracking systems. | <p>Tutors should outline the principles of the technology behind each system and the benefits afforded to operators and passengers.</p> <p>Tutors should use examples to explain the systems used today.</p> |
| X | | E11 | Be familiar with the applications of electronic data transmission in road transport. | E11.2 | <p>Basic knowledge of electronic communication systems for voice and data.</p> | |

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| | | E11.3 | | | Provisions of the Data Protection Act in respect of the use of information & communication technology for transport operations. | |
| Road Haulage Only | | | | | | |
| X | | E12 | Be able to apply the rules governing the invoicing of road haulage services and know the meaning and implications of Incoterms. | E12.1 | Define and apply the delivery terms (Incoterms) used in international road haulage, specifically: <ul style="list-style-type: none"> - ex works - free carrier - carriage paid to (named place) - carriage and insurance paid to (named place) - delivered at terminal - delivered at place - delivered duty paid. | Candidates will be expected to be aware of the responsibilities that buyers and sellers have to each other in respect of those individual Incoterms which are used in connection with international road transport and which are named in the knowledge, understanding and skills column. Terms that the International Chamber of Commerce recommends are used only for conventional maritime transport will not be questioned. |
| X | | E13 | Be familiar with the different categories of transport auxiliaries, their role, their functions and, where appropriate, their status. | E13.1 | Define services offered by third parties ancillary to the provision of road haulage: <ul style="list-style-type: none"> - sub-contractors - freight forwarding services - warehousing and distribution services - groupage (consolidation) services - clearing houses. | Questions will be based on the primary functions of these services and the duties of the subcontractor and principal. |
| Passenger Transport Only | | | | | | |
| X | | E14 | Be able to apply the rules governing fares and pricing in public and private passenger transport. | E14.1 | Define separate fares and hire and reward operations. Identify and describe: <ul style="list-style-type: none"> - local services - regular services - express services - contract hire - private hire - tours - package tours - excursions - shuttle services - taxi operations. | Tutors should explain the implications of these types of services in terms of: <ul style="list-style-type: none"> • operator licensing • drivers' hours • working time • driver licensing. <p>Candidates will be expected to understand the basic principles of statutory concessionary fare schemes.</p> <p>Candidates will be expected to be familiar with the process for making a BSOG claim and conditions of eligibility.</p> |

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| | | | | E14.2 | <p>The use of fare tables for scheduled and other services. Identify and describe types of fares including:</p> <ul style="list-style-type: none"> - flat - zonal - promotional - seasonal - tapered - directional - time based - multi-travel - concessionary - free. <p>Procedures relating to concessionary fare schemes.</p> <p>Contracts.</p> <p>Current Grants available to operators including Bus Service Operator's Grant (BSOG).</p> <p>Subsidised and tendered services including:</p> <ul style="list-style-type: none"> - "supply side" tenders - "bottom line" tenders - rules regarding de-minimus operation. | |
| | | | | E14.3 | Procedures relating to concessionary fare schemes. | |
| | | | | E14.4 | Contracts. | |
| | | | | E14.5 | Current Grants available to operators including Bus Service Operator's Grant (BSOG). | |
| | | | | E14.6 | Subsidised and tendered services including: | |
| | | | | | <ul style="list-style-type: none"> - "supply side" tenders - "bottom line" tenders - rules regarding de-minimus operation. | |
| | | | | E15.1 | Ref E1 plus. Apply the provisions of the Package Travel Regulations to a given scenario. | Candidates will be expected to have detailed knowledge of the Package Travel Regulations, including what qualifies as a package, brochure content and security for clients' payments. |
| X | X | E15 | Be able to apply the rules governing the invoicing of road passenger transport services. | E15.2 | Be able to identify the main principles of the Tour Operator's Margin Scheme. | |

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| F Access to the market | | | | | | |
| Applicable to all | | | | | | |
| | | | Be familiar with the occupational regulations governing road transport for hire or reward, industrial vehicle rental and subcontracting, and in particular the rules governing the official organisation of the occupation, admission to the occupation, authorisations for intra-Community and extra-Community road transport operations, inspections and penalties. | F1.1 | Determine all vehicles subject to operator licensing (or permit for passenger) and the appropriate type of operators licences required in given circumstances. | Candidates will be expected to have an in-depth knowledge of the criteria and procedures relating to obtaining and retaining an Operator Licence for national and international operations. |
| | | | | F1.2 | Be able to define different vehicle types including taxi, small bus, minibus, large bus, coach, inter-urban coach, articulated bus. | Candidates will be expected to understand the licensing implications for hired and sub-contracted vehicles that might be employed. |
| X | X | F1 | | F1.3 | Apply the procedures to be followed in applying for a licence including knowledge of the criteria to be met. | Guidance can be found in the VOSA publications "Goods Vehicle Operator Licensing – Guide for Operators" (GV74) and "Public Service Vehicle Operator Licensing – Guide for Operators" (PSV437). |
| | | | | F1.4 | Be aware of the rights that may be exercised by statutory objectors and the owners and occupiers of land within the vicinity of operating centres and the procedures to be followed. | |
| | | | | F1.5 | Know the procedures and the decision options available to the Traffic Commissioners (DoE, NI) in dealing with licence applications. | |
| | | | | F1.6 | Identify and know the role of enforcement agencies. | |
| | | | | F2.1 | Apply the procedures to be followed in changing and maintaining a licence including knowledge of the criteria to be met. | Tutors should give examples of objections that have been upheld and those which have not including the reasons given. |
| X | X | F2 | Be familiar with the rules for setting up a road transport undertaking. | F2.2 | Understand the quality control procedures followed by Traffic Commissioners (DoE, NI), including their use of disciplinary powers and powers to impose conditions on the licence. | Tutors should explain VOSA's operator compliance risk score and the implications it has on transport operators. |
| | | | | F2.3 | Identify and describe appeals procedures. | |

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| X | X | F3 | Be familiar with the various documents required for operating road transport services and the introduction of checking procedures to ensure that the approved documents relating to each transport operation, and in particular those relating to the vehicle, the driver, the goods and luggage are kept both in the vehicle and on the premises of the undertaking. | F3.1 F3.2 | Have knowledge of the requirements and procedures applied in respect of Community Authorisations. Have knowledge of the documents required to carry out a journey applicable to the driver, the vehicle and the load. | Tutors should explain all relevant documents required for intra-EU movements. |
| Road Haulage Only | | | | | | |
| X | | F4 | Be familiar with the rules on the organisation of the market in road haulage services, as well as the rules on freight handling and logistics. | F4.1 F4.2 | Identify and apply the requirements in respect of various types of road haulage journey including: - third country services / cabotage services / own account operations. Identify and apply the rules and procedures relating to permits required when travelling to or through certain countries including those relating to: - bilateral journey permits / multilateral permits. | Tutors should give examples of third country traffic and cabotage to explain the restrictions placed on cabotage operations. Tutors should explain the evidence an operator may use to substantiate that they are 'own account'. |
| X | | F5 | Be familiar with border formalities, the role and scope of T documents and TIR carnets, and the obligations and responsibilities arising from their use. | F5.1 F5.2 | Have knowledge of and be able to apply the rules governing Customs transit regimes including those relating to the: - TIR convention / - community/common transit - temporary importation/exportation of certain goods & vehicles. Understand the purpose of and be able to identify and apply the requirements of border crossing formalities including: - the key provisions of the Schengen Agreement - passport and visa procedures - anti-smuggling and other security controls - immigration controls - controls on prohibited and restricted goods - documentary requirements relating to certain types of goods (including plants and live animals). | Candidates will be expected to be able to plan international journeys with particular reference to permit requirements and the Community/Common Transit System and of the TIR Convention. Questions in case study examinations may incorporate elements from this syllabus section but there will not be any complete case study questions exclusively based on this subject matter. In addition, candidates will be expected to understand the operation of the ATA and "carnet de passage en douane" systems. |

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| Passenger Transport Only | | | | | | |
| X | | F6 | Be familiar with the rules on the organisation of the market in road passenger transport. | F6.1 F6.2 F6.3 | <p>The role and powers of the Secretary of State for Transport.</p> <p>The basic principles of competition law and the role of the Competition Commission and the Office of Fair Trading.</p> <p>Be able to identify the role of local and regional governments including:</p> <ul style="list-style-type: none"> - Integrated Transport Authorities - County Councils - Unitary Authorities - Traffic Commissioners (DoE – NI) - Transport for London. | <p>Tutors should direct candidates to the Competition Commission's website.</p> |
| X | X | F7 | Be familiar with the rules for introducing road passenger transport services and the drawing up of transport plans. | F7.1 F7.2 F7.3 F7.4 | <p>Understand the definitions different types of service and operation by passenger vehicles, applying these to given circumstances, and where appropriate, the rules for obtaining permission to operate the services.</p> <p>Draft basic timetables from information supplied.</p> <p>Draw up transport plans taking relevant factors into account including:</p> <ul style="list-style-type: none"> - types of duty - timetabling - crew rostering - vehicle scheduling. <p>Identify and define the terms used in operating road passenger services including:</p> <ul style="list-style-type: none"> - frequency - headway - layover - clock face and non clock face headways - Interworking. | <p>Candidates will be expected to be able to describe:</p> <ul style="list-style-type: none"> - regular services - special regular services - shuttle services - occasional services - cabotage - own account operations - local services - flexible local services - excursions and tours - express services - community bus services. <p>Candidates will be expected to know how to construct a timetable for a given service, how to schedule vehicles and staff and be familiar with the terms used in these processes.</p> <p>Tutors should explain how routes are planned and the allowances that must be made for peak times and traffic flow.</p> |

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| | | | | F7.5 | Calculate the number of vehicles, duties and drivers required for a given service. | Candidates will be expected to be able to identify the appropriate approval procedures and documentation needed to enable operation. |
| | | | | F7.6 | Calculate the length of a duty roster. | |
| | | | | F7.7 | Understand the distinction and differing requirements between those services which need prior approval (authorisations) and those where the volume of operation is not regulated (waybills and own account certificates). | Tutors should explain the role of the IRFO in the operation of Regular and Special Regular Services will need to be understood, as will the involvement of CPT (UK). |
| | | | | F7.8 | Understand the role of the International Road Freight Office (IRFO) concerning service authorisation and CPT (UK) regarding waybill supply. | Candidates should be aware of what documentation is required for the vehicle, driver and passengers on an international journey and the border controls in place. |
| | | | | F7.9 | Identify the documents that need to be carried on international road passenger journeys including: <ul style="list-style-type: none"> - documents for drivers and other crew members - documents for the vehicle - documents relating to the transport service - documents for passengers - requirements of ferry operators for passenger manifests. | Tutors should explain how and by whom these documents are completed and amendments that are permitted 'en route'. |
| | | | | F7.10 | Outline the functions of the documents. | |
| | | | | F7.11 | Understand the purpose of border controls to regulate the movement of people and their belongings including: <ul style="list-style-type: none"> - key provisions of the Schengen agreement - passport and visa procedures - immigration controls - function of red, green and blue customs channels controls of prohibited and restricted goods - anti-smuggling and other security controls. | |

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| G Technical standards and technical aspects of operation | | | | | | |
| Applicable to all | | | | | | |
| X | | | | G1.1 | <p>Definitions of the terms used to identify weight categories including:</p> <ul style="list-style-type: none"> - unladen weight - kerbside weight - gross vehicle weight, maximum authorised mass, permissible maximum weight - gross train weight - design weight. | <p>Candidates will be expected to have detailed knowledge of the major weight and dimension limits as they apply to goods vehicles in the UK. All gross weight questions will relate to vehicles fitted with Road Friendly Suspension (RFS).</p> <p>Candidates will be expected to have knowledge of the principal limits applying to EU Member States.</p> <p>No questions will be asked regarding weights for specialist areas, other than those that would apply to a UK registered vehicle.</p> |
| | | | | G1.2 | Identify and apply the weight limits for various types of vehicles including total vehicle and axle weight limits. | |
| | | | Be familiar with the rules concerning the weights and dimensions of vehicles in the Member States and the procedures to be followed in the case of abnormal loads which constitute an exception to these rules. | G1.3 | Be able to identify vehicle dimensional limits including those relating to: <ul style="list-style-type: none"> - length - width - height. | |
| | | | | G1.4 | Identify countries within Europe which operate weight or dimension limits other than those provided by EU legislation. | |
| | | | | G1.5 | Projections and Overhangs. | |
| | | | | G1.6 | Special provisions applying to the movement of abnormal indivisible loads including special types vehicles and the requirements for attendants, notification and speed limits. | |
| | | | | G1.7 | Role of enforcement agencies and knowledge of enforcement procedures. | |

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| X | | G2 | Be able to choose vehicles and their components (chassis, engine, transmission system, braking system, etc) in accordance with the needs of the undertaking. | G2.1 | <p>Take into account operational requirements, economy of operation, environmental impact and accessibility regulations, from information supplied choose appropriate vehicles and vehicle components including:</p> <ul style="list-style-type: none"> - vehicle type - engine type - transmission - braking systems - passenger comfort equipment including climate control and entertainment equipment - toilet provision - galley provision - suspension - wheels, tyres and axles - loading and other ancillary equipment. | <p>Tutors should explain how particular vehicles may be more suited to a specific type of service. Tutors should identify the EURO numbering system used for limiting vehicle emissions and the methods adopted by manufacturers to comply.</p> <p>Tutors should describe the features included on vehicles that satisfy the PSV Accessibility Regulations. Dimensions will not be questioned.</p> |
| X | | G3 | Be familiar with the formalities relating to the type approval, registration and technical inspection of these vehicles. | G3.1 G3.2 | <p>Technical standards and associated procedures including those relating to:</p> <ul style="list-style-type: none"> - type approval - plating and testing - enforcement powers including inspection and prohibition procedures. <p>PSV Fitness regulations.</p> | <p>Candidates will not be asked detailed questions relating to either Construction and Use or Road Vehicles Lighting Regulations.</p> <p>Candidates be expected to have knowledge of the procedures and documents involved in acquiring new vehicles, testing them and ensuring that they are kept in a roadworthy condition.</p> <p>Tutors should explain the procedures and forms used in roadside checks and the consequences to the operators' OCRS rating.</p> <p>Tutors should explain the difference between a PCV and a PSV and the testing regime used to comply with Fitness Regulations.</p> |

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| X | | G4 | Understand what measures must be taken to reduce noise and to combat air pollution by motor vehicle exhaust emissions. | G4.1 | As it applies to all items mentioned in G2. | This part of the syllabus will feature questioning related to the vehicle itself rather than any considerations about the operating centre. |
| X | X | G5 | Be able to draw up periodic maintenance plans for the vehicles and their equipment | G5.1 G5.2 G5.3 G5.4 G5.5 | Produce and justify maintenance plans taking relevant factors into account: <ul style="list-style-type: none"> - legislative requirements - government guidance - best practice. Relative advantages of in-house and third party planned and preventative maintenance provision. Requirement for and content of driver walk round checks, preventative maintenance and vehicle inspections. Requirement for vehicle and equipment testing and calibration. Documents to be used and record keeping requirements. | Guidance can be found in the VOSA publications "Guide to Maintaining Roadworthiness". Candidates will be expected to be able to construct a maintenance planner given operational criteria. |
| Road Haulage Only | | | | | | |
| X | X | G6 | Be familiar with the different types of cargo-handling and loading devices (tailboards, containers, pallets, etc) and be able to introduce procedures and issue instructions for loading and unloading goods (load distribution, stacking, stowing, blocking and chocking, etc). | G6.1 | Devise procedures and write instructions relating to the safe loading and unloading of vehicles, taking into account relevant factors including: <ul style="list-style-type: none"> - legislation and codes of practice - weight distribution - stacking and stowing of loads - securing loads - use of load handling equipment - staff training. | Guidance can be found in the Department for Transport document "Safety of Loads on Vehicles". |
| X | | G7 | Be familiar with the various techniques of 'piggy-back' and roll-on roll-off combined transport. | G7.1 | Define services offered by third parties ancillary to the provision of road haulage including: <ul style="list-style-type: none"> - tunnel, ship and ferry operations (including the use of roll on/roll off and lift on/lift off services and container operations) - intermodal operations (including the carriage of road vehicles on railway wagons). | Questions will be based on the primary functions of these services. |

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| X | | G10 | Be able to implement procedures to comply with the rules on the transport of live animals. | G10.1 | <p>Rules including those relating to:</p> <ul style="list-style-type: none"> - feeding and watering requirements - route planning - record keeping requirements - vehicle construction requirements - vehicle cleaning and disinfecting - training. | <p>Questions will be limited to the commercial movement of:</p> <ul style="list-style-type: none"> - cattle - sheep - horses - pigs. |
| H Road safety Applicable to all | | | | | | |
| X | | H1 | Know what qualifications are required for drivers (driving licence, medical certificates, certificates of fitness, etc). | H1.1 | <p>To have knowledge of the qualifications for drivers including categories of driving entitlement including:</p> <ul style="list-style-type: none"> - restrictions - licence issue - validity and renewal - medical requirements - enforcement and disciplinary procedures - employer's responsibility to check driving entitlement including the entitlement of those holding non-UK licences - provisional licence holders - theory and practical driving test and vehicles that can be used. | <p>Guidance can be found on the direct.gov website – commercial vehicle driver licensing.</p> |
| | | | | H1.2 | International driving permits. | |
| | | | | H1.3 | Drivers' initial CPC. | |
| | | | | H1.4 | Drivers CPC periodic training. | |
| X | | H2 | Be able to take the necessary steps to ensure that drivers comply with the traffic rules, prohibitions and restrictions in force in different Member States (speed limits, priorities, waiting and parking restrictions, use of lights, road signs, etc.) | H2.1 | <p>Knowledge of:</p> <ul style="list-style-type: none"> - speed limits for various types of vehicles and roads - restrictions on waiting, parking, and the loading and unloading of passengers - traffic signs and signals - bus lanes and bus ways - rules applicable to various types of road including motorways, clearways and road lanes restricted to specified vehicles. | <p>Candidates will be expected to be able to specify supplementary items of safety equipment required in individual countries.</p> <p>Candidates will only be tested on road signs covered in the European Agreement on Main International Traffic Arteries (AGR).</p> |

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| | | H2.2 | | H2.2 | Be aware of differing traffic rules in other EU member states. | Candidates will be expected to know the speed limits in France, Belgium, Germany and the Netherlands. |
| | | H2.3 | | H2.3 | Be able to demonstrate knowledge of the requirement to carry certain equipment in specific member states. | |
| | | H2.4 | | H2.4 | Be able to demonstrate knowledge of movement restrictions that operate in specific member states. | Candidates will be expected to know the main criteria to be met to achieve Tempo 100 and Vitesse 100, the period of validity of certificates and the circumstances in which 100kph running is not permitted. |
| | | H2.5 | | H2.5 | Be able to demonstrate knowledge of the powers of enforcement agencies to apply immediate penalties relating to alleged traffic offences. | |
| | | H2.6 | | H2.6 | Understand the principles behind Tempo 100 and Vitesse 100 standards. | |
| | | H3.1 | Be able to draw up instructions for drivers to check their compliance with the safety requirements concerning the condition of the vehicles, their equipment and cargo, and concerning preventive measures to be taken. | H3.1 | Draw up instructions for drivers to undertake daily walk round checks, including checks on: <ul style="list-style-type: none"> - tyres and wheel fixing - fuel /oil leaks - battery security - spray suppression - steering - security of load - lights, reflectors and indicators - wipers and washers - horn - exhaust smoke - brakes - security of body - glass - mirrors - doors and exits - fire extinguishers - first aid kit - heating and ventilation - body interior. | <p>Candidates should familiarise themselves with the recommendations for driver walk round checks contained in the VOSA publication 'Guide to Maintaining Roadworthiness', including how to draw up an inspection sheet for a walk round check.</p> <p>Tutors should explain the methods used to check the items listed H3.1 including the condition that would render the item defective.</p> <p>The VOSA publications 'Categorisation of Defects' and 'The Guide to Maintaining Roadworthiness' will be useful in delivering this topic. Candidates are NOT expected to understand in-depth issues that would otherwise be undertaken by a qualified vehicle engineer.</p> |

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| X | | H4 | Be able to lay down procedures to be followed in the event of an accident and to implement appropriate procedures to prevent the recurrence of accidents or serious traffic offences. | H4.1 | <p>Knowledge of the legislative requirements relating to the action to be taken following a road traffic accident including matters concerning:</p> <ul style="list-style-type: none"> - reporting requirements - document production - information to be given at the scene or subsequently - evidence collection - action to assist those involved - action to secure the accident scene - preparation of insurance claims. | <p>Candidates should be familiar with the legal requirements in the Road Traffic Act and the guidance contained in the Highway Code.</p> <p>A knowledge of the procedures to be followed in Member States will also be a requirement.</p> |
| X | | H5 | Be able to implement procedures to properly secure goods and be familiar with the corresponding techniques. | H5.1 | <p>See G6</p> <p>Drivers' responsibility for the security and integrity of passenger luggage.</p> | |
| Passenger Transport Only | | | | | | |
| X | | H6 | Have elementary knowledge of the layout of the road network in the Member States. | H6.1 H6.2 | <p>Elementary knowledge of the major traffic arteries in the EU member states and the physical mountain and water barriers which constrain movements.</p> <p>Knowledge of the AGR Convention (E routes) regarding the international system of road numbering.</p> | <p>Questions will be restricted to the 'E route' network within Belgium, Germany, France and the Netherlands, including tunnels for which tolls are levied.</p> |

