

PASSENGER TRANSPORT MANAGEMENT CPC

WHAT IS IT?

Our Management CPC training courses are designed to enable candidates to pass the CILT(UK) Level 3 Certificate of Professional Competence for Transport Managers exams required to qualify them to act as transport manager for an operator in the passenger transport industry. Courses and exams are held at regular dates each year.

WHO SHOULD ATTEND?

Anyone wishing to act as a nominated transport manager for an operator of passenger vehicles but also this qualification will benefit other transport staff including supervisors, clerks, etc.

WHAT IS THE QUALIFICATION LEVEL?

This is a Level 3 qualification, which is considered to be an Advanced Level qualification, and is recommended for delivery for candidates aged 18 and above.

Although there are no entry requirements for this qualification, it is recommended that candidates have good English and Maths skills equivalent to Level 2 (GCSE) before they begin studying the CPC qualification at Level 3. If you are not sure of your current skill levels, please contact us to discuss this.

Level 3 qualifications involve:

Intellectual skills and attributes

1. Apply knowledge and skills in a range of complex activities, demonstrating comprehension of relevant theories
2. Access and evaluate information independently
3. Analyse information and make reasoned judgements
4. Employ a range of responses to well defined but often unfamiliar or unpredictable problems

Processes

1. Operate in a variety of familiar and unfamiliar contexts using a range of technical or learning skills
2. Select from a considerable choice of procedures

WHAT DOES THE COURSE COVER?

Subjects are delivered as the following individual modules:

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|------------------------------|---------------------------------|-------------------------------|
| • Introduction to the Course | • Passenger Drivers Hours | • Fares, Revenues & Tenders |
| • Company Law | • Passenger Drivers Records | • Driver Licensing |
| • Industrial Relations | • Planned Maintenance | • Traffic Regulations |
| • Health and Safety | • Vehicle Costing | • Traffic Accident Procedure |
| • Financial Management | • Vehicle Taxation | • Insurance |
| • Commercial Conduct | • Contracts of Carriage | • Vehicle Selection |
| • Marketing | • Electronic Data | • Weights & Dimensions |
| • Organisation Charts | • Competition Rules | • Mechanical Condition |
| • Business Taxation | • Bus & Coach Service Operation | • Route Planning & Frontiers |
| • Operator Licensing | • Timetabling & Schedule | • International Documentation |

These are covered using trainer led delivery along with PowerPoint presentations, a comprehensive set of student notes and sample exam questions to give candidates the knowledge and techniques required to pass the exams.

The total amount of learning time expected to pass this qualification is 141 hours, 72 of which are guided learning hours provided during the 9-day intensive course.

The remaining 69 hours must be achieved by candidates by means of home study.

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WHAT DO THE EXAMS INVOLVE?

The CILT(UK) Level 3 Certificate of Professional Competence for Transport Managers consists of two examinations, in the following format:

- **Multi Format Response paper:**
 - 2-hour 'closed book' exam, consisting of 40 questions each worth 1 mark
 - Multi Format Response papers involve questions from across the entire CPC syllabus
 - This exam has a 70% pass mark
 - Candidates may take a calculator and a dictionary into this exam, but no other materials
- **Case Study Assessment paper**
 - 2 ¼-hour 'open book' exam, consisting of 3 questions each worth up to 20 marks on these subject areas:
 - * Managing Drivers
 - * Managing Compliance and Risk
 - * Managing Transport Operations
 - This exam has a 50% pass mark
 - Candidates may take a calculator and a dictionary along with written reference materials provided by us into this exam

In order to be awarded the qualification, Learners must successfully pass both papers. Failure to pass either exam will require that only that paper must be re-taken

WHEN ARE THE COURSES BEING HELD?

All training courses will be held at our training centre in Sawbridgeworth, Hertfordshire.

Exams are either held online from candidates own location* or paper-based at our training centre.

Candidates must be registered for exams at least 3 weeks prior to the exam date.

• **9-Day Intensive Course - £1,550 per person**

Price includes tuition fees, training materials, exam fees and VAT

* **October 2026 Exam Series:**

Course dates: Tuesday 22nd to Friday 25th September & Monday 28th September to Friday 2nd October 2026

Exam date: Tuesday 6th October 2026 (last exam enrolment date Friday 18th September 2026)

* **April 2027 Exam Series:**

Course dates: Tuesday 30th March to Friday 2nd April & Monday 5th to Friday 9th April 2027

Exam date: Tuesday 13th April 2027 (last exam enrolment date Monday 22nd March 2027)

Please contact us for more information about any of our courses or to discuss any other requirements you have

Courses are held in Sawbridgeworth, Herts unless otherwise stated, and may be subject to cancellation

***Candidates must have suitable PC and internet connection as well as an appropriate, distraction-free location**

Full terms and conditions can be viewed online at www.drivercpc4u.co/terms

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