

## 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:

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

- \* **April 2025 Exam Series:**

Course dates: Tuesday 25th to Friday 28th March & Monday 31st March to Friday 4th April 2025

Exam date: Tuesday 8th April 2025 (last exam enrolment date Tuesday 25th March 2025)

- **Home Study Pack for Passenger Transport Management CPC - £170 per pack**

Price includes VAT and carriage

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

All courses and exams are held in Sawbridgeworth, Herts unless otherwise stated, and may be subject to cancellation

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