



Certificate of Professional Competence

Candidate Information



WHAT IS THE CPC AND WHO IS IT FOR?

The CPC is the Certificate of Professional Competence in Road Haulage or Passenger Transport. These qualifications are offered by OCR on behalf of the Department for Transport and include a range of subjects related to the business of road haulage or passenger transport management.

The qualifications are for individuals who want to enter the profession of transport manager or demonstrate their professional competence to meet operator licensing requirements – holding a CPC is one of the elements an applicant must satisfy for the Transport Commissioner to grant an Operator Licence.

The directive to which OCR's previous CPC qualifications related expired on 4 December 2011. New qualifications have been available since March 2012. The table below tells you what you might want or need to do depending on any qualifications you currently hold.

I have	I need to	More information
an OCR International CPC	do nothing	OCR International CPCs remain valid.
an OCR National CPC, gained after October 1999	do nothing OR take the 'top up' unit	OCR National CPCs remain valid. However, if you want or need an International CPC, you must complete the International 'top up' unit by 6 December 2013. After this date, you will need to take the new 2012 CPC qualification (two exams). The qualification is International (there is no National version).
an OCR National CPC, gained before October 1999	do nothing OR take the new 2012 CPC qualification	OCR National CPCs remain valid. However, if you want or need an International CPC, you will need to take the new 2012 CPC qualification (two exams). The qualification is International (there is no National version).
some OCR CPC units gained before March 2012 (but not a full CPC)	take the new 2012 CPC qualification	If you need a CPC you will need to take the new 2012 CPC qualification (two exams).
not got a CPC	take the new 2012 CPC qualification	The qualification is International (there is no National version).

You can find out much more about these options by reading our **'top up notice'**, which is included at the end of this document.

The rest of this document relates to OCR's new 2012 International CPC qualifications.



NEW 2012 QUALIFICATIONS

OCR's new CPCs in Road Haulage and Passenger Transport both consist of a single multiple choice exam and a single case study exam. Both elements will test National and International knowledge/application. So, to achieve a new International CPC, you only need to take and pass two exams.

HOW DO I OBTAIN A CPC?

You can either study in your own time or attend a training course with a CPC training centre. You then need to sit two exams (which you must take at a training centre, whether you study in your own time or on a course).

There are two exams: a case study exam and a multiple choice exam. To gain a full CPC, you need to sit and pass both exams in Passenger Transport or both exams in Road Haulage.

OCR does not endorse CPC training centres but they can be found by searching online for 'Transport Manager CPC courses'. Fees for courses or for exam-only entries can be obtained from each centre.

Details of the exams are below.

	Multiple Choice	Case Study
Format	60 x 1 mark multiple choice questions	Longer answer questions of between 4 and 15 marks
Total number of marks available	60	60
Typical percentage required to pass unit	70%*	50%*
Exam duration	2 hours	2 hours (2hrs 15 mins from March 2014 onwards)
Exam time	10am – 12pm	1pm – 3pm (1pm – 3.15pm from March 2014 onwards)
Open book exam?	No	Yes
Sessions	Paper exam: Single exam day in March, June, September, December On-screen, on- demand exam: At any time	Single exam day in March, June, September, December

* Note: the required percentage to pass is typically set at this level, although this may vary from session to session as a result of slight variations in the accessibility of the exam.



CONTENT

What will be tested?

The areas that will be tested are shown in our syllabus, which is based directly on Regulation EC 1071/2009 and can be found [here](#).

MULTIPLE CHOICE EXAM

This exam will test knowledge of both National and International elements of the syllabus.

The minimum and maximum number of questions that will be asked from each broad area (A, B, C, etc) of the syllabus are shown below.

All syllabus areas may be tested in a multiple choice exam, with the exception of E8 Organisational Charts.

You may take into the exam a battery-operated, non-programmable calculator and a dictionary but you must NOT take any other materials/documents/devices of any kind (printed/handwritten or electronic) into the multiple choice exam.

Syllabus area	Haulage (R1)
A	2 – 4
B	2 – 4
C	8 – 12
D	2 – 4
E	14 – 20
F	8 – 12
G	8 – 12
H	4 – 7

Syllabus area	Passenger (P1)
A	2 – 4
B	2 – 4
C	8 – 12
D	2 – 4
E	14 – 20
F	8 – 12
G	2 – 4
H	4 – 7



CASE STUDY EXAM

The case study exam involves reading a 'case study' – a scenario of around four pages, containing information about a fictional company.

The case study is issued with the exam papers at the start of the exam. You must read the case study and answer the questions within the exam.

Questions will test application of knowledge. The focus is on you explaining, which allows you to show that you can apply your knowledge and use relevant sources of information.

The case study exam will test both National and International elements of the syllabus. Some syllabus areas, shown below, will be tested every time. The rest of the exam will contain questions from other areas of the syllabus. Questions may test one syllabus area, or multiple areas may be tested in one question.

ENTRIES, EXAM DATES AND RESULTS

A guide to the timescales involved in making exam entries, sitting exams and receiving results is shown below. Dates can change, and you should always check the [Key Dates](#) document on our website for up-to-date information.

Exam Session	Exam Date	Earliest date you can make an entry	Latest date you can make an entry	Date results are issued (MC = multiple choice, CS = case study)
June 2013	7 June 2013	22 April 2013	17 May 2013	28 June 2013 MC 19 July 2013 CS
September 2013	6 September 2013	22 July 2013	16 August 2013	27 September 2013 MC 18 October 2013 CS
December 2013	6 December 2013	21 October 2013	15 November 2013	06 January 2014 MC 17 January 2014 CS

The following syllabus areas will be tested in every case study exam:

- C4 Drivers' hours, working time and records
- E7 Operational costings
- F1, F2, F3 Operating licensing (at least one of these will be tested in each exam)

You can take any handwritten or printed notes or books of your choice into the case study exam.

You can also take a battery-operated, non-programmable calculator into the exam, but you must not take in any other devices, such as mobile phones, personal organisers, tablets/iPads, e-readers, etc.



CERTIFICATES AND RESITS

When you pass the case study exam you will get a case study certificate. When you pass the multiple choice exam you will get a multiple choice certificate. When you have passed both the multiple choice and case study exams you will get the full CPC certificates* needed for operator licensing purposes.

You do not need to sit the multiple choice and case study exams in the same session. If you fail either or both exams, you can retake them as many times as you like and in any session.

If you pass the multiple choice and case study exams in different sessions, you will receive your full CPC certificates* when you pass whichever is your final (second) exam.

*We now issue candidates with two full CPC certificates: one standard OCR certificate and one EU certificate. The EU certificate is now required by relevant authorities and contains your place of birth.

MORE INFORMATION AND USEFUL DOCUMENTS

Visit the OCR CPC web pages for:

Passenger Transport Road Haulage

Here you will find:

The syllabus: This indicates the knowledge, understanding and skills you are expected to be able to demonstrate in the exams.

Past (exam) papers: These will show you what to expect from the case study exams.

Examiner reports: Senior Examiners write a report on each paper. These give a guide, for each exam, to the kinds of answers given by candidates as a group. They also give guidance on the answers that were expected. Used with the relevant past exam paper, they are a very useful revision tool.

IMPORTANT INFORMATION ON UPGRADING TO AN INTERNATIONAL CPC LICENCE

Do you hold a Certificate in National Road Haulage/Passenger Transport (gained after October 1999) and want to 'top up' to an International Certificate?

If you hold a National CPC in Road Haulage or Passenger Transport, gained at any time, your CPC remains valid.

However, if you would like to 'top up' to an International CPC in Road Haulage or Passenger Transport (and gained your National CPC after October 1999), you need to act soon.

Why?

The legislation to which the previous CPC qualifications related expired in December 2011. OCR developed new 2012 CPC qualifications in Road Haulage and Passenger Transport, relating to the new legislation, which have been available since March 2012.

In line with this new legislation, the new 2012 CPC qualifications in Road Haulage and Passenger Transport are both International. There is no National option. If you hold a previous (but post-October 1999) CPC you may therefore want to take our International 'top up' unit, to convert your National CPC to an International one, to bring you into line with those qualifying from March 2012 onwards.

Candidate has	Candidate needs to	More info
an OCR International CPC	do nothing	OCR International CPCs remain valid.
an OCR National CPC, gained after October 1999	do nothing OR take the 'top up' unit	OCR National CPCs remain valid. However, if candidates want to convert to an International CPC, they must complete the International 'top up' unit by 6 December 2013. After this date, candidates will need to take the new 2012 CPC qualification (two exams). The qualification is International (there is no National version).
an OCR National CPC, gained before October 1999	do nothing OR take the new 2012 CPC qualification	OCR National CPCs remain valid. However, if candidates want or need an International CPC, they will need to take the new 2012 CPC qualification (two exams). The qualification is International (there is no National version).
some OCR CPC units gained before March 2012 (but not a full CPC)	take the new 2012 CPC qualification	If candidates need a CPC, they will need to take the new 2012 CPC qualification (two exams). The qualification is International (there is no National version).
not got a CPC	take the new 2012 CPC qualification	

The 'top up' units will stop being available after 6 December 2013. You can sit these units in the following sessions:

Unit	Exam date	Deadline for entry
Unit 6 – Road Haulage	7 June 2013	17 May 2013
	6 September 2013	16 August 2013
	6 December 2013	15 November 2013
Unit 7 – Passenger Transport	7 June 2013	17 May 2013
	6 December 2013	15 November 2013



IMPORTANT INFORMATION ON UPGRADING – CONTINUED

FAQS:

What if I only hold some CPC units, rather than a full CPC qualification?

If you hold units from any previous CPC (any gained before March 2012), and you want to become a CPC holder, you will need to take the new 2012 CPC (two units in total).

Example: If you hold (from the previous CPC) Units 1 and 3, but not Unit 4, then you will need to take Units R1 and R2 to gain the new 2012 CPC in Road Haulage.

This is because the previous units and the new units are too different to allow them to be used together to form a full CPC.

If you hold units from the new 2012 CPC (any taken from March 2012 onwards), then of course you can take any other units you need from the new 2012 CPC qualification to get your CPC.

Example: If you hold R1 (Multiple Choice) you can take Case Study R2 to get the new 2012 CPC in Road Haulage.

What if I hold a full National CPC, but gained it or any of its units before October 1999?

Your National CPC is still valid.

However, if you want to gain an International CPC, you will need to take the new 2012 CPC (two units in total). CPCs made up of any units gained before October 1999 cannot be 'topped up', because pre-October 1999 and post-October 1999 units are too different to allow them to be used together to form a CPC.

What do I do now?

If you hold a National CPC in Road Haulage or Passenger Transport, gained at any time, your CPC remains valid. If you do not want or need an International CPC, you do not need to do anything.



IMPORTANT INFORMATION ON UPGRADING – CONTINUED

IF YOU WANT OR NEED AN INTERNATIONAL CPC

If you hold a National CPC, gained after October 1999, then you will need to:

Study at home or at a training centre for the International 'top up' unit

You can find home study materials and training centres by searching on the internet. (OCR does not advertise or endorse any materials or centres.) OCR publishes past papers and Chief Examiner's reports which you may find helpful, however you study.

Enter for the examination

Whether you study at home or at a training centre, you will need to sit your examination at a training centre.

If you fail the International 'top up' unit, you may retake it until there are no more sessions left in which you can sit. If you have not passed the 'top up' unit by the expiry of the 'top up' unit (final session 6 December 2013) and you want or need an International CPC, you will need to take the new 2012 CPC qualification (two units).

If you hold a National CPC, gained before October 1999, or hold only some units of any previous CPC, then you will need to:

Study at home or at a training centre for the new 2012 CPC

The new 2012 CPC (Haulage or Passenger) consists of two units – a multiple choice exam and a case study exam. Click on the links to find out more.

You can find home study materials and training centres by searching on the internet. (OCR does not advertise or endorse any materials or centres.) OCR publishes past papers and Chief Examiner's reports which you may find helpful, however you study.

Enter for the examinations

Whether you study at home or at a training centre, you will need to sit your examinations at a training centre.

If you fail either unit of the new 2012 CPC units, then you may retake either or both as many times as you like. When you have passed both units you will be awarded the full, new, 2012 International CPC qualification.

Contact us

Keep up to date with the latest news by registering to receive e-alerts at www.ocr.org.uk/updates

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