



Certificate of Professional Competence

Key Information



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Go to the OCR web page for the [2012 Road Haulage CPC](#)

Go to the OCR web page for the [2012 Passenger Transport CPC](#)

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Find [guidance on administration of the OCR CPC exams](#)



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 cover a range of areas 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 with new entry codes have been available since March 2012.

The table below tells you what candidates might want or need to do depending on the qualification they currently hold.

Candidate has	Candidate needs 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 candidates want to convert to an International CPC, they must complete the International 'top up' unit by 6 December 2013. After this date, they 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).
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 information relates to OCR's new 2012 International CPC qualifications.



WHAT'S NEW WITH THE 2012 QUALIFICATIONS?

OCR's 2012 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.

In the case study exam, a case study booklet (scenario) is issued with the papers at the start of the exam, rather than in advance.

Currently, the case study exam length is 2 hours. From the March 2014 exams onwards, this will be extended to 2 hours 15 minutes.

Candidates will need to achieve a typical 50% over the whole case study paper to pass. Some syllabus areas will be tested in every exam, along with a selection of other syllabus areas.

The case study exam focuses on the application of knowledge, making candidates more adept at the skills required in relevant transport careers and benefiting the transport industry by producing more relevantly qualified transport managers.

Candidates can take any handwritten or printed notes or books of their choice into the case study assessment, and questions will focus on application. For example, the emphasis will now be on candidates explaining, which allows them to demonstrate that they can apply their knowledge and use relevant sources of information. This ensures that those who gain the OCR CPC are well prepared for the real world of transport management.

Candidates must also pass a multiple choice exam. The exam consists of 60 multiple choice questions and the exam length is 2 hours. Multiple choice exams are available four times a year as paper-based exams or as on-screen, on-demand 'e-tests'.



HOW DO CANDIDATES OBTAIN A CPC?

There is a case study exam and a multiple choice exam for Road Haulage (RH) and a case study exam and a multiple choice exam for Passenger Transport (PT). To gain a full CPC, candidates must sit and pass both the multiple choice and the case study exam for that subject.

	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 (2 hours 15 minutes 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 will vary from session to session as a result of slight variations in the accessibility of the exam. For more information, see our [Guide to the Awarding Process](#).



CONTENT

WHAT WILL BE TESTED?

The areas that will be tested in each exam can be found in our syllabus. The syllabus is based directly on Regulation EC 1071/2009. It contains guidance for you on what candidates

should know, understand and be able to do and signposts you to useful sources of information for teaching.

The syllabus can be found [here](#)

MULTIPLE CHOICE EXAM

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

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

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

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

You may wish to offer the multiple choice exams as standard, paper-based tests, or as on-screen tests at your centre ('e-tests'). Advantages of e-tests are that they:

Candidates can take a non-programmable calculator and a dictionary into the exam room. However, NO OTHER materials or devices of ANY kind (printed/handwritten/electronic) may be taken into the multiple choice exam.

- Can be taken at any time that suits your candidates; you do not have to wait for an exam session
- Offer instant results
- Give candidates who fail information on the syllabus areas where they struggled, to assist revision.

More information on offering 'e- tests' can be found at www.ocr.org.uk/cpc, under the 2012 qualifications and then under 'e-assessment materials' and 'e-assessment software'.



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. Candidates must read the case study and answer the questions within the exam time limit.

Currently, the case study exam length is 2 hours. From the March 2014 exams onwards, this will be extended to 2 hours 15 minutes.

Candidates can take a non-programmable calculator and any handwritten or printed notes or books of their choice into the case study exam. They must not take in or use mobile phones, tablets/iPads, e-readers, etc.

Questions will test application of knowledge. The focus is on candidates explaining, which allows them to demonstrate that they can apply their 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.

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)



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 to make an entry	Latest to 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 Sept 2013	22 July 2013	16 August 2013	27 September 2013 MC 18 October 2013 CS
December 2013	6 Dec 2013	21 October 2013	15 November 2013	06 January 2014 MC 17 January 2014 CS

CERTIFICATES AND RESITS

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

Candidates do not need to sit the multiple choice and case study exams in the same session. If a candidate fails either or both exams, they can retake them as many times as they like and in any session.

If a candidate passes the multiple choice and case study exams in different sessions, they will receive their full CPC certificates* when they pass whichever is their 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 their place of birth.



POST-ASSESSMENT SERVICES

If a candidate fails an exam, and you or the candidate want to see their script or have the marking reviewed, there are various options available to you as a centre:

Access to scripts (ATS)

For a small fee, you will be sent a scan of the candidate's script, with the marking shown.

The deadline for a centre to request ATS is six weeks from the date that the result was issued.

Enquiries about results (EAR)

For a fee, you can have the marking of a candidate's/group of candidates' script(s) reviewed.

There are three different EAR options:

1. The marking is clerically checked (adding up).
2. The marking is reviewed by another Examiner, without a report.
3. The marking is reviewed by another Examiner, with a report (also available for a group). The report outlines why and where the candidate(s) gained/failed to gain marks.

Remember:

- Reviewing Examiners are not trying to:
 - 'find marks' or upgrade a candidate
 - 'preserve' the original result.
- Candidates' marks can go up or down as a result of an EAR.

The deadline for a centre to request an EAR is three months from the date that the result was issued.

If a candidate's result does not change as a result of an EAR, the fee is retained by OCR. However, if, as a result of an EAR, a candidate has their result changed from a fail to a pass, then the fee is returned.

Tips:

Use the ATS service first. This may save you/your candidate time and money.

Use option 1 or option 2 if a candidate is near to the pass mark and wishes to have their script reviewed in case it changes their result.

Use option 3 if a candidate wishes to have feedback to assist them with revision/passing a resit.

ATSs and EARs MUST be requested

- By the centre (NOT directly by the candidate)
- Directly from our dedicated ATS/EAR team.

For more information or to request these services, click [here](#) and choose the 'Vocational' tab.

For the current fees for these services, go to the 'Post-Results Services' section near the end of the [OCR Fees list](#).



FEES

You can always find the most up-to-date information on fees for the CPC exams on our fees list, which can be found [here](#).

USEFUL OCR CONTACT DETAILS

To save yourself time, please go to the right team for your query!

For any query, or if you're not sure specifically whom to contact:

Email: vocational.qualifications@ocr.org.uk

Tel: 02476 851509

Fax: 02476 421944

These advisors can direct you to exactly the right person.

For **administrative advice and support** and **help with Interchange and e-testing**:

Email: cast@ocr.org.uk

For **entries, certificates** and **other operational queries**:

Email: keyskillsopsteam@ocr.org.uk

For **centre approvals** and **inspections**:

Email: OCRQAPT@ocr.org.uk

For **access to scripts** and **enquiries about results**:

Email: VQResult.Enquiries@ocr.org.uk

Queries about the contents of a question paper should be directed to the Qualification Manager/Leader, who can be contacted at examined@ocr.org.uk

APPROVALS

If you've never offered OCR qualifications and would like to do so, you can find out all about becoming approved to offer them [here](#).

MORE INFORMATION AND USEFUL DOCUMENTS

On our website you will find:

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

Past (exam) papers: These give candidates an idea of how future papers and questions might look.

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. In conjunction with the relevant past (exam) paper, they are a very useful revision tool.

Visit the specific qualification web pages at:

[Passenger Transport](#)

[Road Haulage](#).

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 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 candidates want to convert to an International CPC, they must complete the International 'top up' unit by 6 December 2013. After that 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).
not got a CPC	take the new 2012 CPC qualification	The qualification is International (there is no National version).

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 R2 (Case Study) 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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