

Frequently Asked Questions : CPC

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For all details visit <http://www.rha.net/public/adviceandinfo/national-training/cpc.shtml>

Why do I need it?

To operate a business which needs to operate vehicles above 3.5 tonnes for hire and reward you need a national or an international operators licence. As part of the requirements for a national or international operators licence, you will need a member of staff who is deemed 'professionally competent in road transport operations'. The C.P.C. certificate is a recognised means of demonstrating this.

What's the course made up of?

National C.P.C.

Civil Law	Elements of Law; Contract Law; Contracts of Carriage
Commercial Law	Sole Trader, Partnerships; Limited Companies; Documentation; Formation/Dissolution
Social Law	Industrial Relations; Social Security; Contracts of Employment; Employment Rights; Drivers Hours & Records
Fiscal Law	VAT; Excise Licences; Toll Roads; Income Tax
Business and Financial Management of the Undertaking	Payment Methods; Credit; Balance Sheet, Profit & Loss Accounts; Budgets; Costing; Marketing; Organisation Structures; Insurance; Electronic Data Transmission; Transactions; Transport Auxiliaries
Access to the Market	Operator Licensing, Application, Documents, etc; Abnormal Loads
Technical Standards and Aspects of Operation	Weights & Dimensions; Type Approval; Construction & Use Regulations; Maintenance; Cargo Handling; Dangerous Goods; Foodstuff; Live Animals
Road Safety	Driving Licences; Speed Limits; Parking Restrictions; Defect Reporting; Accident Procedures

International C.P.C.

Civil Law	Contacts of Carriage; CMR
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Social Law	Industrial Relations; Drivers Hours & Records
Fiscal Law	VAT; Excise Licences; Toll Roads
Business and Financial Management of the Undertaking	Payment Methods; Credit; Budgets; Costing; Insurance; Electronic Data Transmission; Incoterms; Transport Auxiliaries
Access to the Market	Operator Licensing, Application, Documents, etc; Abnormal Loads
Technical Standards and Aspects of Operation	Weights & Dimensions; Type Approval; Construction & Use Regulations; Maintenance; Cargo Handling; Dangerous Goods; Foodstuff; Live Animals
Road Safety	Driving Licences; Speed Limits; Parking Restrictions; Defect Reporting; Accident Procedures

The national C.P.C. in National Road Haulage is made up of 3 units. Units 1, 2 and 4.

Unit 1 Core(30 multiple choice questions – 45 minutes)

Unit 2 National Road Haulage(40 multiple choice questions – 60 minutes).

Unit 4 National Road Haulage(case study written answers – 120 minutes).

The International C.P.C. is unit 6(case study written answers – 60 minutes)

(Note : National qualification must be held before you will be granted an International C.P.C.)

What if I fail one unit, will I have to sit the whole course again?.

No. You will just need to re-sit that unit again.

How long does the course last?

The national course will last about eight days. The first six days are spent learning the syllabus. The remaining days are spent revising and undertaking mock exams. The International course usually lasts for 3 days.

When are the exams held?

The exams are held four times a year, in March, June, September, and December. On the first Friday of the first full week (Mon-Fri)

I've never worked in transport before, will I find the course too difficult?.

The C.P.C. course is an intensive course purposely designed to give the student the knowledge

to pass the C.P.C. exam papers. It is a thorough course. It is not unusual for people to pass the exams who have had limited experience within the field.

What's the benefit in buying the home study pack?.

The home study pack will give you the knowledge to pass the C.P.C. exam modules. Contained at the end of each section is a multiple choice test. The benefit of the home study pack is that you can study at your own pace at home or at work rather than cramming all the information in over a week or two in the C.P.C. course. It is quite common for candidates to purchase a home study pack and take the course.

Do I have to take the national modules again if I go for the International C.P.C. ?.

You don't need to re-take the National modules if you passed them after October 1999. If you passed before October 1999 then you will need to re-take all modules.

I've heard from someone in another company that you can gain an operators licence without taking a C.P.C. , Is this true?.

There are other means of proving you are professionally competent. The following are accepted for national and international operator licences.

- Fellow or Member of the Chartered Institute of Transport(road transport sector)
- Fellow, Member or Associate Member or, (by examination)Associate of the Institute of Transport Administration.
- Member or Associate Member of the Institute of Road Transport Engineers.
- Fellow or Associate of the Movers Institute.(#)

For national licences only

- RSA Certificate in Road Goods Transport holders. Gained in May 1984 or after
- Associate of the Chartered Institute of Transport(road haulage sector)
- Associates and Graduates of the Institute of Transport Administration, who are at least 21 and have gained at least 3 years practical experience and hold the certificate of the National Examinations Board in Supervisory Studies(road haulage sector).
- Associate of the Institute of Road Transport Engineers
- General, Ordinary or National Certificate in Removals Management issued by the Movers Institute(#)

(#)Note : Formerly the Institute of the Furniture Warehousing and Removing Industry.

How long is it before the results come through?

The results usually take about eight weeks.

What's the latest date possible for booking the exam?

The RHA requires that you book the exam four weeks prior to the exam to allow time for administration. It may be possible to book the exam up to three weeks before the exam in emergency cases.

At what times are the units sat?

Unit 1 – National core(multiple choice) – 09:30 – 10:15

Unit 2 – National Road Haulage(multiple choice) – 10:45 – 11:45

Unit 4 – National Road Haulage(case study) – 12:45 – 14:45

Unit 6 – International Road Haulage(case study) – 15:15 – 16:15

How much are the exam fees?

Unit 1 – National core (multiple choice) – £13.20

Unit 2 – National Road Haulage (multiple choice) – £22.10

Unit 4 – National Road Haulage (case study) – £38.40

Units 1 + 2 + 4 = £73.70

Unit 6 – International Road Haulage (case study) – £31.50