

CERTIFICATE OF PROFESSIONAL COMPETENCE

READING (Swallowfield)

NATIONAL FREIGHT COURSES

Applicants for a Standard Operators Licence must show that they are 'professionally competent' or that they employ a transport manager who meets the requirements.

Persons will be considered 'professionally competent' by passing the examination for the Certificate of Professional Competence (CPC) conducted by OCR Examinations on behalf of the Department for Transport.

THURSDAY & FRIDAY COURSE (Wed/Thur Week 4)

NATURE OF THE CPC COURSE

2 days each week (for 4 weeks) designed to enable the candidate to acquire the specific knowledge necessary to obtain the Certificate of Professional Competence for National Freight.

The course consists of:-

Unit 1 National 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)

Full CPC certificates will be issued on passing all 3 units. Individual unit certificates will be issued if not successful in all examinations which will be exchanged for a full certificate on passing the outstanding unit examinations.

COURSE DATES Aug - Sep 2008

Week one – 14-15 Aug, Week two – 21-22 Aug, Week three – 28-29 Aug, Week four 3-4 Sep; **Exams 5 Sep 2008**

COURSE LOCATION

The course & Exam will be held in Swallowfield Nr Reading
LIGHT SANDWICH LUNCH & REFRESHMENTS INCLUDED
(A map will be forwarded with booking confirmation)

COURSE FEES

£599.00 + VAT + exam fees @ £73.70 (VAT exempt) = £777.53

Payment required before course commencement date (see conditions overleaf)

(Price includes course notes and examination fees)

Course notes available commencing week one.

PLEASE NOTE THAT ENTRIES FOR THE EXAMINATIONS WILL NOT BE ACCEPTED LESS THAN 28 DAYS BEFORE THE EXAM DATE.

Examination fees paid to the OCR are not refundable after the closing date for the examination.

BOOKING FORM – CPC FREIGHT COURSE

Reading (Swallowfield)

To: RHA National Training, Roadway House, Bretton Way, Peterborough, PE3 8DD.

Tel: 01733 261456 Fax: 01733 330279 e-mail: training@rha.net Web: www.rha.net

Week one – 14-15 Aug, Week two – 21-22 Aug, Week three – 28-29 Aug, Week four 3-4 Sep; Exams 5 Sep 2008

Delegate(s) Name: _____ Date of Birth: _____

Company Name: _____ Contact: _____

Address _____

Postcode: _____

Tel no: _____ Fax no: _____

e-mail: _____ Membership No: _____

Signed: _____ Dated: _____

PLEASE READ THE CONDITIONS OF BUSINESS BEFORE SUBMITTING THIS FORM AS THEY **WILL** APPLY TO **YOUR** BOOKING

Fee enclosed £ _____ **(inclusive of vat)**. Cheques made payable to Road Haulage Association Ltd

Payment may be made by credit card (AMEX not accepted) – please complete details below:-

Card Holders Name: _____

Card Number: _____

Expiry Date: _____ Security No (last 3 numbers behind signature): _____ Type of card (visa, MasterCard etc): _____

CONDITIONS OF BUSINESS

PAYMENT

1. Payment is required at the **time of booking**. Places cannot be reserved without payment.
2. In the event of non-payment RHA National Training, reserves the right to cancel the booking.
3. Cheques should be made **payable to Road Haulage Association Ltd**.

CANCELLATION & POSTPONEMENT

1. If you wish to cancel it is imperative that you **obtain a cancellation number** from the training department. Telephone: 01733 261456
2. Cancellation of a booking 14 days or more prior to the commencement of the course or risk assessment will incur an administration charge of 25% of the total fee excluding VAT.
3. For cancellations within 14 days of the event by a customer, 100% of the fee excluding VAT, will be payable.
4. Postponement, of an in-company event within 7 working days of the date of that event, an administration fee of 25% of the fee excluding VAT, will be payable.
5. Substitution of course delegates will be accepted upon reasonable notice being given, and the original confirmation and fee will be deemed to be accepted.

GENERAL

1. Any variations to the joining instructions, course dates, time of attendance etc, made by RHA will be notified to the customer. RHA will make every effort to ensure the original instructions are complied with. In the event of cancellation by RHA every endeavour will be made to offer a suitable alternative. All incidents and actions, including any money refunds, are dealt with promptly and fairly within the RHA Quality Management System.
2. Every effort is made to ensure that the instructions, hand-outs, course notes, or reports given are true and correct at the time but RHA does not accept responsibility for any errors or omissions.
3. Any delegate attending RHA's premises or those of a sub-contractor, including vehicles, are required to adhere to any notices or instructions given to them by RHA, or sub-contractors staff. RHA does not accept responsibility for personal belongings or vehicles left on the premises.
4. Unless specific arrangements are made for course refreshments by RHA, refreshments during the course will be the delegate's responsibility
5. Where external examinations are involved and details have been supplied by the delegate for enrolment, RHA cannot accept any responsibility for the accuracy if a dispute should arise, with the examinations body.
6. It is important that adequate provision is made to ensure that drivers attending courses are able to comply with the rest requirements laid down in Driver Hours Regulations.

The above terms and conditions are binding on accepting the confirmation of the event and no variation may be made without a specific agreement with the management of RHA National Training