TMCPC REFRESHER
COURSE GUIDE

November 2023
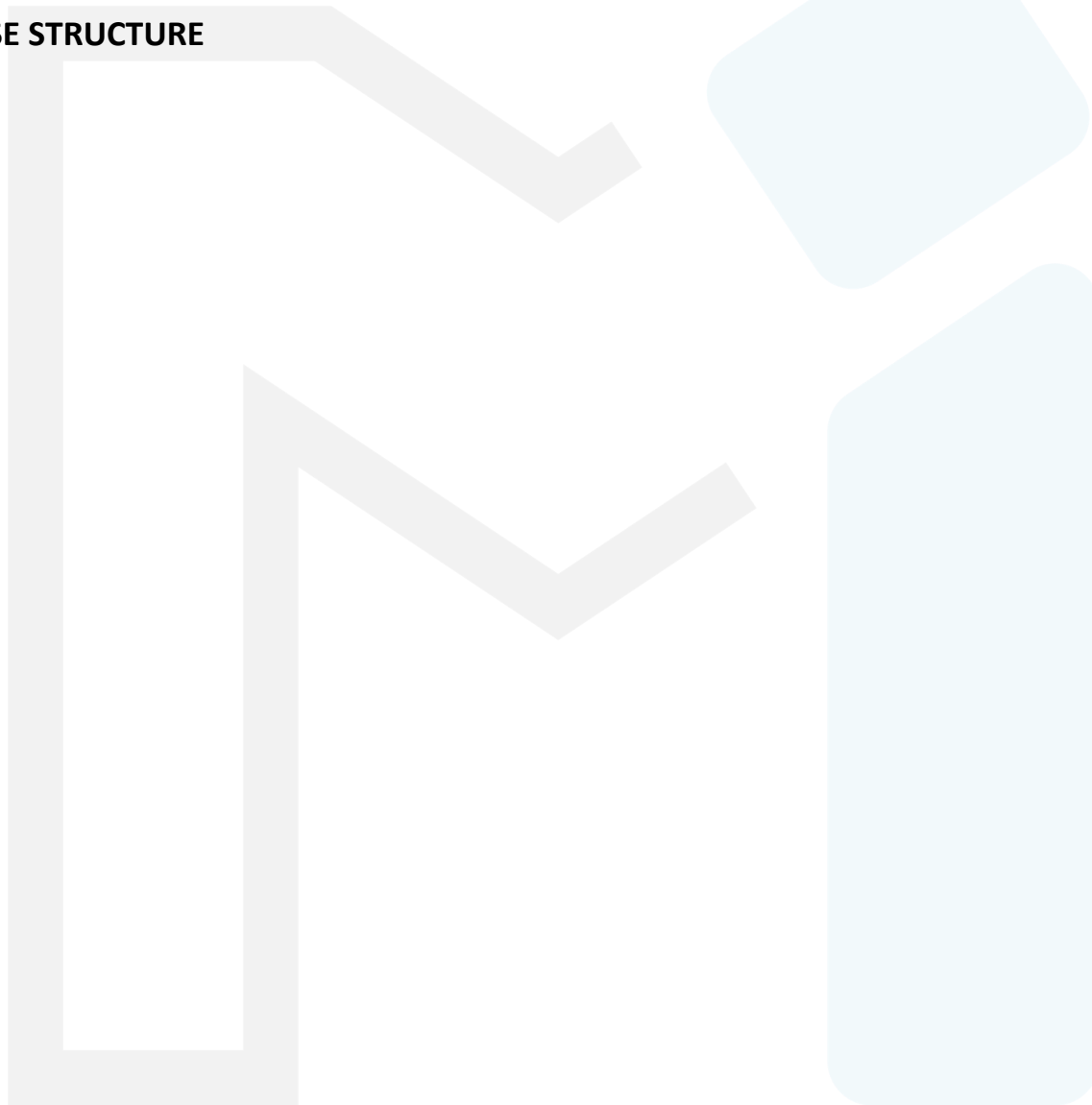
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ABOUT US

Mi Compliance Ltd. (Mi Compliance) is a Company founded on the values of integrity and professionalism. At Mi Compliance, we firmly believe that **if you are going to do something, it should be done properly**.

Our unwavering commitment to this principle is at the very root of every service we offer, setting us apart, ensuring that our customers receive nothing short of an exceptional service.

We are here to support you through the sometimes-complex rules, legislation, and guidance keeping you up to date with changing requirements.

If you have any questions, queries or just want to bounce something off of us, **contact us** and we will try our absolute best to help.

Mi Compliance is recognised by the **Skills and Education Group** (SEG) to deliver the course and examinations both at its own sites. We are also able to arrange training and examinations at mobile sites such as customer premises.

COURSE INTRODUCTION

The CPC (Certificate of Professional Competence) qualification does not expire. However it is the expectations of the Traffic Commissioner that Transport Managers must maintain their knowledge and competence through Continuing Professional Development (CPD) (**Statutory Document 3**).

One way this requirement can be achieved is through attending our **Transport Manager CPC Refresher** course.

This course forms part of the **Operator Licensing** suite of courses offered by Mi Compliance.

NOTE: This course is **classroom-based** however we are also able to offer this course **remotely**.

COURSE SUMMARY

COURSE TITLE	TM CPC (Certificate of Professional Competence) (Haulage) Refresher
DESCRIPTION	Course designed to update the knowledge of existing Transport Managers.
SUITABILITY	This course is suitable for existing Transport Managers wishing to update their knowledge and meet the requirements of the Traffic Commissioner.
TRAINING RATIO	20:1 (candidates to trainer)
DURATION	Up to 2 days
VENUE(S)	- Mi Compliance, Grays, Essex - Mi Compliance, South Ockendon, Essex - Customer Site(s) - Online Remote
PREREQUISITIES	None
RESOURCES REQUIRED	None Note: All resources are provided on the course
LEARNING OUTCOME	The course and learning outcomes are based on: - Training requirements drawn up by Regulation (EC) No. 1071/2009 of the European Parliament and of the Council (as amended) - Best Practices and recommendations published by the Traffic Commissioner and DVSA On completing the course candidates will receive a certificate of attendance allowing them to provide evidence of the course to the Traffic Commissioner.
ASSESSMENT	Proof of Learning exercise

COURSE STRUCTURE

The course is made up of the following **modules**:

MODULE	DESCRIPTION
INTRODUCTION	This module introduces the course, the examinations, and the role of a Transport Manager.
OPERATOR LICENSING	This module covers Operator Licensing which is probably the most relevant of topics. It covers the processes involved when applying for an Operator Licence and how to evidence licence requirements.
DRIVERS' HOURS AND RECORDS	This module covers Drivers' Hours and Working Time legislation and how drivers are affected. It also covers how to complete a driver schedule.
PLANNED PREVENTATIVE MAINTENANCE	This module covers the responsibilities and liabilities of operators to ensure that vehicles and trailers are safe and maintained.
VEHICLE COSTING	This module covers how to calculate the cost of a job and subsequently what to charge an end customer to ensure a sufficient profit is made for the business to continue and grow.
SAFE LOADING OF VEHICLES & TRANSIT OF GOODS	This module examines the minimum requirements when loading vehicles. It also covers different industries including livestock, foodstuffs, dangerous goods and wastes.
DRIVER LICENSING	This module covers the driver licensing regime and what categories are required to drive and operate different types of vehicles including the training steps and procedures.