

TRANSPORT MANAGER CPC COURSE GUIDE



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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 must be held by those wishing to become a nominated **Transport Manager** on an Operator Licence for organisations. Our course will prepare candidates for the official examinations which are **recognised** by the **Traffic Commissioner**.

To make life easier our courses generally run in line with the examinations meaning you are best prepared. When you enrol on our course we will also pre-book your examinations taking the stress away.

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 **e-learning** in order to support you at your own pace. When you are ready you can simply contact us to arrange your examinations.

DRIVER CPC

Candidates can gain up to **7 hours Driver CPC** on passing the CPC Examinations.



COURSE SUMMARY

COURSE TITLE	TM CPC (Certificate of Professional Competence) (Haulage)
DESCRIPTION	Course run to prepare candidates for passing the official CPC Examinations enabling them to be nominated as a Transport Manager on an Operator Licence.
SUITABILITY	This course is suitable for those wishing to become a qualified Transport Manager.
TRAINING RATIO	20:1 (candidates to trainer)
DURATION	Up to 10 days (including examinations)
VENUE(S)	<ul style="list-style-type: none"> - Mi Compliance, Grays, Essex - Mi Compliance, South Ockendon, Essex - Customer Site(s) - Online (e-Learning)
PREREQUISITIES	None
RESOURCES REQUIRED	<p>None</p> <p>Note: All resources are provided on the course</p>
LEARNING OUTCOME	<p>The course and learning outcomes are based on:</p> <ul style="list-style-type: none"> - 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 - Syllabus set out by Skills and Education Group Awards <p>On passing the CPC examinations, candidates will be able to upload their certificate for the Traffic Commissioner which will act as evidence showing they are a qualified Transport Manager.</p>
ASSESSMENT	<p>Paper 1: Multiple Choice Examination</p> <p>Paper 2: Case Study (Written) Examination</p>



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.
BUSINESS AND COMPANY LAW	This module covers basic law associated with business contracts including the components required to make them legally binding.
INDUSTRIAL RELATIONS	This module covers major areas of employee rights and processes/procedures in place.
HEALTH & SAFETY AND WELLBEING	This module covers the Health and Safety of people at work and measures that must be in place and monitored. This includes mental health and wellbeing.
FINANCIAL MANAGEMENT TECHNIQUES	This module covers financial management practices including an understanding of the key terms and documents used.
COMMERCIAL CONDUCT OF THE BUSINESS	This module covers how businesses conduct business with others including the processes followed.
MARKETING	This module covers marketing techniques including how data is used.
ORGANISATION CHARTS, KPIS AND WORK PLANS	This module covers how businesses can be organised and how this is displayed. It also covers the purposes of Key Performance Indications and Work Plans.
BUSINESS TAXATION	This module covers the different aspects of taxation that applies to businesses as well as how these taxes are collected.
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 – BASIC REQUIREMENTS	This module covers Drivers' Hours and Working Time legislation and how drivers are affected. It also covers how to complete a driver schedule.
DRIVERS' RECORDS	This module covers how Drivers' Hours and Working Time requirements are evidenced and recorded including the use of Tachographs.
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.
VEHICLE TAXATION	This module covers the taxes payable due to vehicles.
TRANSPORT ANCILLARIES AND CONTRACTS OF CARRIAGE	This module covers the differences in the type of transport operations.
ELECTRONIC DATA	This module covers the use of electronic systems and the data collected.
WEIGHT AND DIMENSIONS OF VEHICLES AND LOADS	This module covers weight and dimension limits across the UK and abroad.
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.
MECHANICAL CONDITIONS – PLATING & TESTING	This module covers the plating and testing requirements for both vehicle and trailers.



MODULE	DESCRIPTION
MECHANICAL CONDITIONS – FLEET INSPECTION AND ENFORCEMENT	This module covers how enforcement organisations carry out their role and what inspections can be carried out during operations.
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.
TRAFFIC REGULATIONS AND SPEED LIMITS	This module covers the regulations that must be complied with operating on the roads. This includes the different speed limits in force.
TRAFFIC ACCIDENT PROCEDURE	This module examines what procedures must be followed when involved in a traffic accident.
INSURANCE	This module covers the different types of insurance that a business can have including the liabilities that can be insured for.
VEHICLE SELECTION	This module examines how vehicles can be chosen and selected for different types of operation.
PERMITS AND METHODS OF OPERATING	This module examines the methods of how goods are transported and different types of roles within the industry.
CUSTOM TRANSIT SYSTEMS	This module covers the processes involved in transporting goods across the UK, EU and other parts of the World.
INCOTERMS AND FRONTIER CROSSINGS	This module covers Incoterms and what they mean as internationally agreed.
INTERNATIONAL TRANSPORT DOCUMENTATION	This module examines the document requirements when transporting goods internationally.



COURSE SYLLABUS

CIVIL LAW RELATING TO ROAD HAULAGE

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
1.	Be familiar with the main types of contract used in road transport and with the rights and obligations arising therefrom	1.1	Understand the elements required for the formation of any legally binding contract: offer/acceptance/consideration/ intention/legal capacity/legal purpose/formalities.
		1.2	Understand the implications of the different types of contract.
2.	Be capable of negotiating a legally valid transport contract, notably with regard to conditions of carriage	2.1	Apply the individual elements required to support the formation of a legally binding contract.
		2.2	Describe how to enforce contracts.
		2.3	Understand the 'Conditions of Carriage'.
3	Be able to consider a claim by their principal regarding compensation for loss of or damage to goods during transportation or for their late delivery, and to understand how such a claim affects their contractual liability	3.3	Understand key clauses in contracts of carriage including: 3.1.1 Conditions of carriage. 3.1.2 Claims for compensation.
		3.2	Describe general and specific liabilities of: 3.2.1 Principles. 3.2.2 Sub-contractors. 3.2.3 Agents.
		3.3	Assess compensation for losses relating to damage.
4	Be familiar with the rules and obligations arising from the CMR Convention on the Contract for the International Carriage of Goods by Road	4.1	Describe the rules and obligations contained in the CMR.
		4.2	Identify the main provisions of the CMR as they may apply to a national carrier (Unwitting CMR).
		4.3	Explain the limits of liability of the carrier for loss, damage and delay.
		4.4	Summarise the defences that may be available to a carrier against a claim.
		4.5	Describe the relevance of insurance.
		4.6	Identify the goods exempt from the convention.



COMMERCIAL LAW FOR TRANSPORT MANAGERS

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
1. Be familiar with the conditions and formalities laid down for plying the trade, the general obligations incumbent upon transport operators (registration, record keeping, etc.) and the consequences of Bankruptcy	1.1	Explain the advantages and disadvantages of the following types of business structures: 1.1.1 Partnerships. 1.1.2 Limited liability partnerships. 1.1.3 Sole traders.	
	1.2	Understand the relevant legal obligations for the formation, operation and dissolution of each type of business including rights and duties of business owners.	
	1.3	Describe the consequences of bankruptcy.	
2. Have appropriate knowledge of the various forms of commercial companies and the rules governing their constitution and operation	2.1	Interpret the correct definitions of types of business including: 2.1.1 Private limited companies. 2.1.2 Public limited companies. 2.1.3 Cooperatives. 2.1.4 Community interest companies.	
	2.2	Explain the relevant legal obligations for the formation, operation and dissolution of a business.	
	2.3	Identify the rights and duties of business directors/company secretaries/liquidators.	
	2.4	Describe content and functions of key legal documents including: 2.4.1 Partnership agreement. 2.4.2 Prospectus. 2.4.3 IN01. 2.4.4 Memorandum of Association. 2.4.5 Articles of Association. 2.4.6 Certificate of Incorporation. 2.4.7 Trading Certificate.	



SOCIAL LAW FOR TRANSPORT MANAGERS

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>1. Be familiar with the role and function of the various social Institutions which are concerned with road transport (trade unions, works councils, shop stewards, labour Inspectors, etc.)</p>	<p>1.1 identify the role, structure and functions of industrial social institutions including:</p> <ul style="list-style-type: none"> 1.1.1 Employment tribunals. 1.1.2 Trade unions. 1.1.3 Advisory, Conciliation and Arbitration Service (ACAS). 1.1.4 Central Arbitration Committee (CAC). 1.1.5 Health and Safety Executive (HSE). <p>1.2 Understand employees' trade union rights relating to:</p> <ul style="list-style-type: none"> 1.2.1 Trade union membership. 1.2.2 Right to time off with and without pay. 1.2.3 Trade union activities. 1.2.4 Industrial action. 1.2.5 Workforce agreements. <p>1.3 Explain the scope of health and safety legislation and the management of health and safety at work as it applies to the transport industry.</p> <p>1.4 Summarise the role and powers of enforcement agencies</p>
<p>2. Be familiar with employers' social security obligations</p>	<p>2.1 Identify key requirements in respect of the deduction and payment of National Insurance contributions applying to:</p> <ul style="list-style-type: none"> 2.1.1 Employers. 2.1.2 Employees. 2.1.3 Self-employed people. <p>2.2 Understand pension responsibilities.</p>



LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>3. Be familiar with the rules governing work contracts for the various categories of worker employed by road transport undertakings (form of the contracts, obligations of the parties, working conditions and working hours, paid leave, remuneration, breach of contract, etc.)</p>	<p>3.1 Interpret Requirements for and types of contracts of employment and written employment particulars including:</p> <ul style="list-style-type: none"> 3.1.1 Content of written employment particulars. 3.1.2 Time limits for the issue of written employment particulars. 3.1.3 Contract variation. <p>3.2 Understand the rights and obligations of employers and employees including those relating to:</p> <ul style="list-style-type: none"> 3.2.1 Part-time employees. 3.2.2 Temporary employees. 3.2.3 Agency staff. 3.2.4 Transfer of undertakings. 3.2.5 Remuneration and itemised pay statements. 3.2.6 Dismissal, unfair dismissal and redundancy. 3.2.7 Disciplinary and grievance procedures. 3.2.8 Notice to terminate employment. 3.2.9 Working time regulations. 3.2.10 Maternity, paternity and parental provisions. 3.2.11 Dependants. 3.2.12 Information for employees. 3.2.13 Working for more than one employer. 3.2.14 Discrimination in the workplace. 3.2.15 Accessibility in the workplace. 3.2.16 Statutory payments from employers (e.g. statutory sick pay (SSP)). <p>3.3 3.3 Explain the employers' responsibilities regarding the hours worked by self-employed, agency and part-time drivers</p>



LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>4. Be familiar with the rules applicable to driving time, rest periods and working time, and in particular the provisions of Regulation (EEC) No. 3821/85, Regulation (EC) No. 561/2006, Directive 2002/15/EC of the European Parliament and of the Council and Directive 2006/22/EC, and the practical measures for applying those provisions</p>	<p>4.1 Demonstrate detailed knowledge of the provisions of the EU Drivers' Hours Regulations and Domestic Drivers' Hours rules including matters relating to:</p> <ul style="list-style-type: none"> 4.1.1 Driver's hours. 4.1.2 Breaks, rests and the differences between these two activities. 4.1.3 Daily rest periods. 4.1.4 Weekly rest periods. 4.1.5 Periods of availability. 4.1.6 Working time (length of day/spreadover). 4.1.7 Record keeping equipment. 4.1.8 Record keeping requirements including the ability to identify and apply the correct legal requirements in given operational circumstances. 4.1.9 Enforcement. <p>4.2 Compile schedules for drivers.</p> <p>4.3 Evaluate given drivers' schedules.</p> <p>4.4 Produce draft instructions to drivers on the legal requirements.</p> <p>4.5 Provide information to management on the need to comply with the regulations and the potential impact on the business of non-compliance.</p> <p>4.6 Devise systems for ensuring that there is full compliance with the regulations including those relating to the keeping and checking of records.</p> <p>4.7 Identify infringements of the regulations in given circumstances and the appropriate action to be taken.</p> <p>4.8 Understand the provisions of the Working Time Regulation applicable to those who are subject to EU regulations on drivers' hours including the requirements relating to:</p> <ul style="list-style-type: none"> 4.8.1 Maximum and average weekly working hours. 4.8.2 Break requirements. 4.8.3 Reference periods. 4.8.4 Periods of availability. 4.8.5 Workforce and collective agreements. 4.8.6 Night work. 4.8.7 Exemptions. 4.8.8 Record keeping. 4.8.9 Enforcement.



LEARNING OUTCOMES	ASSESSMENT CRITERIA
5. Be familiar with the rules applicable to the initial qualification and continuous training of drivers, and in particular those deriving from Directive 2003/59/EC of the European Parliament and of the Council	5.1 Identify the rules applicable to the initial qualification of drivers. 5.2 Identify the requirements for continuous training of drivers.



FISCAL LAW FOR TRANSPORT MANAGERS

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
1.	Be familiar with the rules governing Value Added Tax (VAT) on transport services	1.1	Recognise the circumstances in which VAT applies to road transport and the procedures to be followed including those relating to: <ul style="list-style-type: none"> 1.1.1 The principles of VAT. 1.1.2 The circumstances in which a business must or may register for VAT. 1.1.3 Registration process. 1.1.4 The meaning of input and output tax. 1.1.5 Submission of VAT returns. 1.1.6 VAT payments and refunds. 1.1.7 Rates of VAT in the UK. 1.1.8 Issue and content of VAT invoices.
		1.2	Identify the requirement to charge VAT on specified international road journeys.
		1.3	Identify the potential VAT implications of carrying out cabotage operations.
2.	Be familiar with the rules governing motor vehicle tax	2.1	Understand the basis for calculating rates of vehicle excess duty (VED) for road haulage, recovery vehicles and passenger vehicles, including the availability of reduced rates for low-pollution vehicles.
		2.2	Describe the issuing agency including payment and refund procedures.
		2.3	Explain the conditions under which trade licences can be obtained and used including operational restrictions on their use.
		2.4	Identify the conditions under which recovery vehicles can be used including operational restrictions on their use.
3.	Be familiar with the rules governing the taxes on certain road haulage vehicles and be familiar with tolls and infrastructure user charges	3.1	Identify major UK bridges, tunnels and roads on which tolls are charged and the basis used for charging.
		3.2	Identify areas in which road pricing or congestion charging applies and relevant exemptions from the charging requirements.
		3.3	Identify the main impact of the Convention on the Taxation of Road Vehicles and how UK VED requirements apply to international circumstances.
		3.4	Identify charges applied in other countries to certain vehicles used in international road freight operations including: <ul style="list-style-type: none"> 3.4.1 Infrastructure charges such as road tolls. 3.4.2 environmental and congestion charges including heavy vehicles fees, emission-related tolls and city centre exclusions.
			3.5
4.	Be familiar with the rules governing income tax	4.1	Describe the application of income tax to the profits of unincorporated businesses.
		4.2	Explain deduction and payment of tax due from employees under PAYE.
		4.3	Understand allowances, expenses and benefits in kind.
		4.4	Understand income tax relating to self-employment.
		4.5	Understand operation and key requirements relating to corporation tax.



BUSINESS AND FINANCIAL MANAGEMENT OF THE UNDERTAKING (ROAD HAULAGE)

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
1.	Be familiar with the laws and practices regarding the use of cheques, bills of exchange, promissory notes, credit cards and other means or Methods of payment	<p>1.1 Understand the content of legal requirements of documents used in business including:</p> <ul style="list-style-type: none"> 1.1.1 Invoices. 1.1.2 Statements. 1.1.3 Credit and debit notes. 1.1.4 Quotations. 1.1.5 Estimates. 1.1.6 Pro forma invoices. <p>1.2 Distinguish between various methods of payments including the use of:</p> <ul style="list-style-type: none"> 1.2.1 Cash. 1.2.2 Cheques. 1.2.3 Credit cards. 1.2.4 Charge cards. 1.2.5 Debit cards. 1.2.6 Fuel charge cards. 1.2.7 Bills of exchange. 1.2.8 Credit transfers (including electronic transfers). 	
2.	Be familiar with the various forms of credit (bank credit, documentary credit, guarantee deposits, mortgages, leasing, renting, factoring, etc.) and the charges and obligations arising therefrom	<p>2.1 Identify the implications of using different forms of finance including:</p> <ul style="list-style-type: none"> 2.1.1 Taxation due. 2.1.2 Trade credit. 2.1.3 Overdrafts. 2.1.4 Loans. 2.1.5 Mortgages. 2.1.6 Debentures. 2.1.7 Share issues. 2.1.8 Revenue reserves (retained profit). 2.1.9 Leases. 2.1.10 The use of factoring. 2.1.11 Guarantees and guarantee deposits. 	



LEARNING OUTCOMES		ASSESSMENT CRITERIA	
3. Know what a balance sheet is, how it is set out and how to interpret it.	3.1	Describe the purpose of a balance sheet.	
	3.2	Explain features of a balance sheet to include: 3.2.1 Assets and liabilities. 3.2.2 Creditors and debtors. 3.2.3 Capital. 3.2.4 Current and long-term liabilities. 3.2.5 Fixed and current assets. 3.2.6 Depreciation.	
4. Be able to read and interpret a profit and loss account	3.3	3.3 Interpret balance sheets and the financial situation of a given company or organisation.	
	4.1	Explain the functions and purpose of trading and profit and loss accounts.	
5. Be able to assess the undertaking's profitability and financial position, in particular on the basis of financial ratios	4.2	Differentiate between elements appearing in trading and profit and loss accounts including: 4.2.1 Direct costs. 4.2.2 Indirect costs. 4.2.3 Gross (or operating or trading) profit and loss. 4.2.4 Net profit or loss.	
	5.1	Demonstrate the use and interpretation of key financial indicators, including: 5.1.1 Capital employed. 5.1.2 Working capital. 5.1.3 Current or working capital ratio. 5.1.4 Quick assets ratio or acid test ratio. 5.1.5 Return on capital employed. 5.1.6 Gross and net profit expressed as a percentage of sales.	
6. Be able to prepare a budget	5.2	Understand the use and calculation of cash flow forecasts and statements.	
	6.1	Identify the purpose of preparing and monitoring budgets and systems of budgetary control.	
	6.2	Draw up a budget based on information provided.	
	6.3	Analyse financial performance using budgets.	
	6.4	Critically compare the causes and effects of variances between budgeted and actual performance.	



LEARNING OUTCOMES		ASSESSMENT CRITERIA	
7.	Be familiar with the cost elements of the undertaking (fixed costs, variable costs, working capital, depreciation, etc.), and be able to calculate costs per vehicle, per kilometre, per journey or per tonne	7.1	Compile and interpret costing information using data provided to include: 7.1.1 Determination of fixed costs, variable costs and overheads. 7.1.2 Calculation of depreciation. 7.1.3 Calculation and tabulation of costs on a per vehicle, per unit distance travelled, per time period, per journey or per unit of quantity basis. 7.1.4 Calculation of contribution to costs from a given journey rate and the identification of circumstances in which a rate which does not cover total costs might be accepted (marginal costing).
		7.2	Calculate and determine the most cost-effective option using the data provided.
		7.3	Perform calculations demonstrating consequences of currency exchange rates.
8.	Be able to draw up an organisation chart relating to the undertaking's personnel as a whole and to organise work plans, etc	8.1	Evaluate different staffing structures.
		8.2	Develop work plans and systems for work measurement including the use of key performance indicators.
		8.3	Compile and evaluate organisation charts from information supplied for a business, a function or a depot.
9.	Be familiar with the principles of marketing, publicity and public relations, including transport services, sales promotion and the preparation of customer files, etc	9.1	Understand the use of marketing methods including: 9.1.1 Primary and secondary forms of market research. 9.1.2 Market segmentation. 9.1.3 Sales promotion. 9.1.4 Response rates. 9.1.5 Conversion rates. 9.1.6 Advertising. 9.1.7 Compilation of customer information. 9.1.8 SWOT analysis. 9.1.9 Product life cycles.
		9.2	Understand the purposes and use of public relations including: 9.2.1 The use of the media. 9.2.2 Involvement in or support for local community activities.



LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>10. Be familiar with the different types of insurance relating to road transport (liability, accidental injury/life insurance, non-life and luggage insurance) and the guarantees and obligations arising therefrom</p>	<p>10.1 Explain the principles underlying relevant insurances and the factors that are taken into account when determining premiums.</p> <p>10.2 Investigate and review methods available for assessing and controlling risk in respect of minimising insurance premiums.</p> <p>10.3 Understand the requirements for motor vehicle insurance, the alternatives to obtaining a motor vehicle policy from an insurance company and the role of the Motor Insurers' Bureau.</p> <p>10.4 Identify compulsory types of insurance and cover provided by employer's liability and third-party motor insurance.</p> <p>10.5 Identify discretionary types of insurance including:</p> <ul style="list-style-type: none"> 10.5.1 Buildings and contents. 10.5.2 Fire and flood. 10.5.3 Theft and burglary. 10.5.4 Fidelity guarantees. 10.5.5 Consequential loss. 10.5.6 Public liability. 10.5.7 Professional negligence. 10.5.8 Motor cover additional to statutory requirements. 10.5.9 Cash in transit. 10.5.10 Private travel insurance. 10.5.11 Goods-in-transit insurance. 10.5.12 Travel and health insurance (including repatriation cover). 10.5.13 CMR insurance. 10.5.14 Maritime risk insurance. 10.5.15 International motor insurance and the requirements and provision of the Green card system. <p>10.6 Explain provisions and scope for obtaining medical treatment while abroad for employees, including the EHIC/GHIC.</p> <p>10.7 Identify the circumstances which could give rise to policies being invalidated.</p>



LEARNING OUTCOMES		ASSESSMENT CRITERIA	
11. Be familiar with the applications of electronic data transmission in road transport	11.1	Demonstrate the uses of information and communications technology including:	<ul style="list-style-type: none"> 11.1.1 Routeing, scheduling and timetabling. 11.1.2 Real-time information systems. 11.1.3 Telemetry. 11.1.4 GPS and satellite navigation. 11.1.5 Vehicle and staff scheduling systems. 11.1.6 Customer information systems. 11.1.7 Booking and reservation systems. 11.1.8 The internet. 11.1.9 Closed circuit TV. 11.1.10 Consignment tracking systems.
	11.2 11.3	Apply basic knowledge of electronic communication systems for voice and data. Adhere to provisions of the Data Protection Act (2018) in respect of the use of information & communication technology for transport operations.	
12. Be able to apply the rules governing the invoicing of road haulage services and know the meaning and implications of incoterms	12.1	Define and apply the delivery terms (Incoterms) used in international road haulage, specifically:	<ul style="list-style-type: none"> 12.1.1 EXW – ex works. 12.1.2 FCA – free carrier. 12.1.3 CPT – carriage paid to (named place). 12.1.4 CIP – carriage and insurance paid to (named place). 12.1.5 DPU – delivered at place unloaded. 12.1.6 DAP – delivered at place. 12.1.7 DDP – delivered duty paid.
13. Be familiar with the different categories of transport auxiliaries, their role, their functions and, where appropriate, their status	13.1	Define services offered by third parties ancillary to the provision of road haulage:	<ul style="list-style-type: none"> 13.1.1 Subcontractors. 13.1.2 Freight forwarding services. 13.1.3 Warehousing and distribution services. 13.1.4 Groupage (consolidation) services. 13.1.5 Clearing houses. 13.1.6 Freight exchanges.



ACCESS TO THE ROAD HAULAGE MARKET

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
1.	Be familiar with the occupational regulations governing road Transport for hire or reward, industrial vehicle rental and subcontracting, and in particular the rules governing the official organisation of the occupation, admission to the occupation, authorisations for intra-community and extra-community road transport operations, inspections and penalties	1.1	Distinguish vehicles subject to operator licensing and the appropriate type of operators' licences required in given circumstances.
		1.2	Explain the procedures to be followed in applying for a licence, including knowledge of the criteria to be met.
		1.3	Understand the rights that may be exercised by statutory objectors and the owners and occupiers of land within the vicinity of operating centres and the procedures to be followed.
		1.4	Understand the procedures and the decision options available to the Traffic Commissioners when dealing with licence applications.
		1.5	Describe the role of enforcement agencies.
		1.6	Understand the licensing implications for hired and subcontracted vehicles which may be applied.
2.	Be familiar with the rules for setting up a road transport undertaking	2.1	Describe the procedures to be followed in changing, varying and maintaining a licence including knowledge of the criteria to be met.
		2.2	Understand the quality control procedures followed by Traffic Commissioners, including Operator Compliance Risk Score (OCRS), and their use of disciplinary powers.
		2.3	Explain the related appeals procedures.



LEARNING OUTCOMES		ASSESSMENT CRITERIA	
3.	Be familiar with the various documents required for operating road transport services and the introduction of checking procedures to ensure that the approved documents relating to each transport operation, and in particular those relating to the vehicle, the driver, the goods and luggage are kept both in the vehicle and on the premises of the undertaking	3.1	Identify the requirements and procedures applied in respect of a UK Licence for the Community.
		3.2	Distinguish the documents required to carry out a journey applicable to the driver, the vehicle and the load.
4.	Be familiar with the rules on the organisation of the market in road haulage services, as well as the rules on freight handling and logistics	4.1	Explain the requirements in respect of various types of road haulage journey including: thirdcountry services/ cabotage services/own account operations.
		4.2	Describe the rules and procedures relating to permits required when travelling to or through certain countries including those relating to: bilateral journey permits/multilateral permits.
		4.3	Understand the role and powers of the Secretary of State for Transport.
5.	Be familiar with border formalities, the role and scope of customs transit documents (T documents and TIR carnets), and the obligations and responsibilities arising from their use	5.1	Demonstrate understanding of the rules governing customs transit regimes including those relating to the:
			5.1.1 TIR convention/community/common transit. 5.1.2 temporary importation/exportation of certain goods and vehicles.
		5.2	Understand the requirements of border crossing formalities including:
			5.2.1 Passport and visa procedures. 5.2.2 Anti-smuggling and other security controls. 5.2.3 Immigration controls. 5.2.4 Controls on prohibited and restricted goods. 5.2.5 Documentary requirements relating to certain types of goods (including plants and live animals).



TECHNICAL STANDARDS AND ASPECTS OF ROAD HAULAGE OPERATION

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>1. Be familiar with the rules concerning the weights and dimensions of vehicles in the member states and the procedures to be followed in the case of abnormal loads that constitute an exception to these rules</p>	<p>1.1 Differentiate between the terms used to identify weight categories including:</p> <ul style="list-style-type: none"> 1.1.1 Unladen weight. 1.1.2 Kerbside weight. 1.1.3 Gross vehicle weight. 1.1.4 Maximum authorised mass. 1.1.5 Permissible maximum weight. 1.1.6 Gross train weight. 1.1.7 Design weight. <p>1.2 Identify and apply the weight limits for various types of vehicles including total vehicle and axle weight limits.</p> <p>1.3 Understand vehicle dimensional limits including those relating to:</p> <ul style="list-style-type: none"> 1.3.1 Length. 1.3.2 Width. 1.3.3 Height. <p>1.4 Identify countries in Europe that operate weight or dimension limits other than those provided by EU legislation.</p> <p>1.5 Interpret projections and overhangs.</p> <p>1.6 Understand special provisions applying to the movement of abnormal indivisible loads including special types of vehicles and the requirements for attendants, notification and speed limits.</p> <p>1.7 Describe the role of enforcement agencies.</p> <p>1.8 Demonstrate knowledge of enforcement procedures</p>
<p>2. Be able to choose vehicles and their components (chassis, engine, transmission system, braking system, etc.) in accordance with the needs of the undertaking</p>	<p>2.1 Analyse operational requirements, economy of operation and environmental impact regulations from information supplied to choose appropriate vehicles and vehicle components including:</p> <ul style="list-style-type: none"> 2.1.1 Vehicle type. 2.1.2 Engine type. 2.1.3 Transmission. 2.1.4 Braking system. 2.1.5 Suspension. 2.1.6 Wheels, tyres and axles. 2.1.7 Loading and other ancillary equipment. 2.1.8 Emission standards.



LEARNING OUTCOMES		ASSESSMENT CRITERIA	
3.	Be familiar with the formalities relating to the type approval, registration and technical inspection of these vehicles	3.1	Explain procedures including those relating to: 3.1.1 Type approval. 3.1.2 Plating and testing. 3.1.3 Enforcement powers including inspection and prohibition.
4.	Understand what measures must be taken to reduce noise and to combat air pollution by motor vehicle exhaust emissions	4.1	Identify required measures to reduce noise pollution.
		4.2	Identify required measures to combat air pollution caused by vehicle exhaust emissions.
5.	Be able to draw up periodic maintenance plans for the vehicles and their equipment	5.1	Construct maintenance plans taking relevant factors into account: 5.1.1 Legislative requirements. 5.1.2 DVSA guidance. 5.1.3 Best practice.
		5.2	Identify advantages of in-house and third-party planned and preventative maintenance provision.
		5.3	Explain the requirement for, and content of, driver walk around checks, preventative maintenance and vehicle inspections.
		5.4	Clarify the requirement for vehicle and equipment testing and calibration.
		5.5	Describe the documents to be used and record keeping requirements.
6.	Be familiar with the different types of cargo-handling and loading devices (tailboards, containers, pallets, etc.) and be able to introduce procedures and issue instructions for loading and unloading goods (load distribution, stacking, stowing, blocking and chocking, etc.)	6.1	Devise procedures and write instructions relating to the safe loading and unloading of vehicles, taking into account relevant factors including: 6.1.1 Legislation and codes of practice. 6.1.2 Weight distribution. 6.1.3 Stacking and stowing of loads. 6.1.4 Securing loads. 6.1.5 Use of load-handling equipment. 6.1.6 Staff training.



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7.	Be familiar with the various techniques of 'piggy-back' and roll-on roll-off combined transport	7.1	Define services offered by third parties ancillary to the provision of road haulage including: 7.1.1 Tunnel, ship and ferry operations (including the use of roll-on/roll-off and lift-on/lift-off services and container operations). 7.1.2 Intermodal operations (including the carriage of road vehicles on railway wagons).
8.	Be able to implement procedures to comply with the rules on the carriage of dangerous goods and waste, notably those arising from Directive 008/68/EC3 and Regulation (EC) No 1013/2006	8.1	Apply the legislative requirements relating to dangerous goods regulations (ADR) relating to: 8.1.1 Consignments subject to regulation. 8.1.2 Vehicle marking and equipment requirements. 8.1.3 Documentation. 8.1.4 Training requirements for drivers and other staff involved in the carriage of dangerous goods. 8.1.5 Requirement to appoint a dangerous goods safety adviser and the functions and qualifications of the adviser.
		8.2	Implement requirements relating to the carriage of waste including: 8.2.1 Types of waste that are regulated. 8.2.2 Licensing. 8.2.3 Documentation.
		8.3	8.3 Apply the requirements of the International Maritime Dangerous Goods code (IMDG).
9.	Be able to implement procedures to comply with the rules on the carriage of perishable foodstuffs, notably those arising from the Agreement on the International Carriage of Perishable Foodstuffs and on the Special Equipment to be used for such Carriage (ATP)	9.1	Understand rules relating to: 9.1.1 The carriage of temperature-controlled foodstuffs. 9.1.2 Hygiene. 9.1.3 Segregation. 9.1.4 Prevention of contamination.
		9.2	Understand the main provisions of both UK and ATP rules relating to the international carriage of certain perishable foodstuffs including those relating to: 9.2.1 The types of perishable foodstuffs covered by the agreement. 9.2.2 Requirements for temperature control and associated record keeping. 9.2.3 Regulations in relation to vehicles and containers in respect of testing, certification and marking.
10.	Be able to implement procedures to comply with the rules on the transport of live animals	10.1	Implement rules including those relating to: 10.1.1 Feeding and watering requirements. 10.1.2 Route planning. 10.1.3 Record keeping requirements. 10.1.4 Vehicle construction requirements. 10.1.5 Vehicle cleaning and disinfecting. 10.1.6 Training.



ROAD SAFETY RELATING TO ROAD HAULAGE

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
1. Know what qualifications are required for drivers (driving licence, medical certificates, certificates of fitness, etc.)	1.1	Identify the qualifications for drivers including categories of driving entitlement including: 1.1.1 Restrictions. 1.1.2 Licence issue, validity and renewal. 1.1.3 Medical requirements. 1.1.4 Enforcement and disciplinary procedures. 1.1.5 Employer's responsibility to check driving entitlement including those holding non-UK licences. 1.1.6 Provisional licence holders. 1.1.7 Theory and practical driving test and vehicles that can be used.	
	1.2	Understand International driving permits.	
	1.3	Explain drivers' initial CPC.	
	1.4	Describe Driver CPC (DCPC) periodic training.	
2. Be able to take the necessary steps to ensure that drivers comply with the traffic rules, prohibitions and restrictions in force in different member states (speed limits, priorities, waiting and parking restrictions, use of lights, road signs, etc.)	2.1	Interpret and explain: 2.1.1 Speed limits for various types of vehicles and roads. 2.1.2 Restrictions on waiting and parking. 2.1.3 Traffic signs and signals. 2.1.4 Bus lanes and bus ways. 2.1.5 Rules applicable to various types of road including motorways, clearways and road lanes restricted to specified vehicles.	
	2.2	Demonstrate awareness of differing traffic rules in other EU member states.	
	2.3	Demonstrate knowledge of the requirement to carry certain equipment, including safety equipment, in specific member states.	
	2.4	Demonstrate knowledge of movement restrictions that operate in specific member states.	
	2.5	Demonstrate knowledge of the powers of enforcement agencies to apply immediate penalties relating to alleged traffic offences.	
3. Be able to draw up instructions for drivers to check their compliance with the safety requirements concerning the condition of the vehicles, their equipment and cargo, and the preventive measures to be taken	3.1	Draw up instructions for drivers to undertake daily walk around checks, including: 3.1.1 Nil defect reporting. 3.1.2 Exception reporting.	
	3.2	Demonstrate knowledge of items which should be included in a daily walk around check and the contents of the daily defect report sheet	



LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>4. Be able to lay down procedures to be followed in the event of an accident and to implement appropriate procedures to prevent the recurrence of accidents or serious traffic offences</p>	<p>4.1 Demonstrate knowledge of legislative requirements relating to the action to be taken following a road traffic accident including:</p> <ul style="list-style-type: none"> 4.1.1 Reporting requirements. 4.1.2 Document production. 4.1.3 Information to be given at the scene or subsequently. 4.1.4 Evidence collection. 4.1.5 Action to assist those involved. 4.1.6 Action to secure the accident scene. 4.1.7 Preparation of insurance claims.
<p>5. Be able to implement procedures to properly secure goods and be familiar with the corresponding techniques</p>	<ul style="list-style-type: none"> 5.1 Understand the principles of safe loading and manual handling requirements. 5.2 Identify industry recognised techniques for securing goods. 5.3 Implement procedures relating to the safe securing of different goods and loading techniques.

