

PREPARING FOR YOUR TRANSPORT MANAGER CPC EXAMINATION

Why do I need a Transport Manager CPC?

Any Transport Business (referred to as an undertaking) wishing to enter the road transport market as a Road Haulage or Road Passenger transport operator must apply to and obtain a Road Transport Operator Licence from the Department of Transport. There are a number of exemptions from this requirement – to check if a business or undertaking does not require an operator licence check the Department of Transport’s website at www.rtol.ie/rtol-online/exemptions

Part of the conditions of a Road Transport Operator Licence is that the undertaking has at least one transport manager with the “requisite good repute and professional competence” who can “effectively and continuously manage the transport activities” of the undertaking.

Regulation (EC) No. 1071/2009 states that “applicants for the post of transport manager should possess high-quality professional knowledge.” The Regulation outlines the significant responsibility and tasks of a transport manager, such as vehicle maintenance management, verification of transport contracts and documentation, basic accounting, the assignment of loads and services to drivers and vehicles and verification of safety procedures. The holder of a transport manager’s position carries a great deal of responsibility across a significant number of areas.

As proof of professional competence, a transport manager must be the holder of a Transport Management Certificate of Professional Competence (TM CPC). To obtain this, an individual must undertake a prescribed course and pass the associated examinations as set out in Regulation (EC) No. 1071/2009 and outlined below.

Achievement of the CPC in either Road Haulage or Road Passenger transport demonstrates that the holder of the qualification is qualified to perform effective and continuous management of undertakings engaged in road transport operations within any EU member state.

Who organises the TM CPC exams?

The Chartered Institute of Logistics and Transport (CILT) is the international professional body for those working in the logistics, transport and supply chain industry. CILT in Ireland is the examining body, on behalf of the Department of Transport, for the awarding of the CPC in Road Haulage or Road Passenger transport in Ireland.

The Institute's role is in the provision of the course manual, the setting, running and marking of examinations, issuing of certificates to successful candidates and managing the exam appeals process.

CILT does not provide courses and does not have any role in the arrangements and relationships between student and course provider.

Who gives TM CPC Courses?

Courses can only be given by providers approved by the Department of Transport. A list of approved providers is given on the CILT website under frequently asked questions in the CPC Management section of the website.

Providers seeking approval must demonstrate compliance with criteria and guidelines set down by the Department, the details of which are also given under frequently asked questions in the CPC Management section of the website.

Only once your training provider has registered you, can you commence your course.

What do I need to do before an exam?

- All exam candidates are required to undertake a TM CPC course delivered by a course provider approved by the Department of Transport.
- The agreement between you and your course provider regarding the delivery of the course is a matter purely between you both and does not involve the Department of Transport or CILT. For that reason, neither the Department of Transport nor the Institute have any responsibility in this regard. You are advised to take time to familiarise yourself with the training timetable, and all of the associated terms and conditions of your chosen training provider.
- In delivering the course, the course provider is obliged to use the approved manual. Most good providers supplement the prescribed training material with additional related and supporting material as they deem appropriate.
- Familiarise yourself with the course Timetable and the Terms & Conditions for sitting the exam.

In the delivery of the course and in registering and sitting for the TM CPC examination it is important to take account of the points outlined below.

Course delivery

Following their approval, only duly authorised training providers are in a position to organise and offer courses to potential students.

In advance of the commencement of courses providers are required to arrange courses and provide their students with timetables that are in accordance with the following criteria. In addition, the providers must follow the directions below regarding the provision of tuition:

- ***A minimum of 100 hours tuition must be made available to each student prior to sitting the examination. Evidence of the provision of this tuition must be maintained and may be subject to inspection.***
- ***Students must attend a minimum of 75% of class hours. Evidence of attendance for each student at each class must be maintained and submitted to CILT for inspection prior to the examination.***
- ***The maximum class contact time per day is 7 hours, with a maximum of 35 hours in any week.***
- ***Class size is subject to a maximum of 25 students.***
- ***Course tuition must be completed at least one week before the examination.***
- ***Training providers must comply with all administrative requirements stipulated by CILT as the examining body.***

One week in advance of the start of a course providers are required to submit a list of their students undertaking the course. This is to ensure that the prescribed course manual is made available to you from the start of the course. The submission of the student list is also part of the registration process for candidates sitting the TM CPC examination.

Course providers are expected to recognise that in any class they are dealing with a range of people with different backgrounds and of different ages and experience. Tutors are expected to treat students equally and respectfully and to engage and support them. Tutors are expected to adapt their teaching approach to match the students' learning styles and to use a combination of techniques, training aids and learning resources, etc. to support the effectiveness of learning.

Course Manual

The Department of Transport has approved the current version (No.16) of the Training Course Manual provided by CILT as meeting the syllabus requirements laid down in Annex 1 of EU Regulation 1071/2009. This manual must be used by all training providers and candidates completing training for the Transport Management CPC examination. The training manual will be supplied by CILT directly to training providers and students. The charge to students for the manual is incorporated in the application fee to register and sit the examination.

The course manual covers both Road Haulage and Road Passenger transport operations, and is divided into nine distinct chapters based on the following format:

- Basis, purpose and delivery of the course
- Setting up a Road Transport Business
- Access to the Road Transport Market
- Transport Operations Management
- Financial Management
- Technical Standards
- Civil, Commercial & Social Legislation
- Conventions and Documentation
- Route Planning and Road Safety

At the end of each Chapter there is a list of key regulations and legislation along with relevant e-mail addresses. These are important reference documents for students studying for the examination and subsequently for persons working as a transport manager.

Examination registration process

The registration process for candidates sitting the TM CPC process is as follows.

Firstly, your training provider must:

- a) send a copy of their course timetable, which must include location, start date, finish date, class times, chapter covered, tuition hours per day and total, to be forwarded at least two weeks before commencement of course. **A minimum of 100 hours of tuition must be scheduled and provided by the course provider.**
- b) submit a list of candidates undertaking TM CPC course and registering for examination, the list is to be submitted one week prior to commencement of course. (In exceptional circumstances late bookings can be submitted not later than 3 days after the start of the course. **No candidates submitted after that day will be registered for the examination.**
- c) register on line students who are to be candidates for examination before the notified closing date for applications.
- d) Before the end of the course, provider is to complete on line the declaration for candidates that have fulfilled the relevant coursework and attendance requirements.
- e) fully completed and submit attendance records for each candidate at the end of course, or 5 days prior to examination date.

On receipt of candidate list CILT will forward to providers the required number of TM CPC manuals to be provided to students from the start of the course.

Candidates can only book their examination place after their provider has confirmed that the candidate has fulfilled the relevant coursework and attendance requirements. You are strongly advised to check with your Tutor that this has taken place before attempting to register for your exam.

Then to register for your exam you must....

- complete the registration process online by filling out the application form to sit the examination and ensure payment of examination fee is paid in full before the required closing date.
- go to the examination section of the CILT website, www.cilt.ie, where registration and the payment of examination fee can be completed. An additional fee may apply in the case of late registration.
- supply mobile phone number and personal email address to complete the registration.
- produce their Passport, Driving Licence, or Public Services Card for identification purposes at the examination centre on the day of the exam.

When your registration has been completed you will receive an email from CILT with your log in details. We will also send an email or a letter of confirmation to you.

Your email will include:

- your personal candidate examination number
- the date and start time of your CPC examination
- the examination centre where you will be scheduled to sit your CPC examination

Places are allotted on a first-come, first-served basis to examination centres so you are advised to book early.

Preparing for your exam

In preparing for your exam, you should try to put yourself in role of a transport manager and be able to apply learning and knowledge to understand the significant responsibilities, duties and tasks of a transport manager.

The main course material is the prescribed manual and its contents should be understood in detail and how such material can apply to a practical situation faced by the transport manager. Also, at the end of each chapter there are self-test questions which you should cover before moving on to the next chapter.

In addition to studying the manual, you are strongly advised to make use of additional material and references supplied by the provider and through case studies, project work and group discussion.

In preparing for examinations, it is advised that you should also become familiar with all relevant regulations and legislation. It is also strongly advised that students familiarise themselves with case study type questions. The compulsory 100 Mark questions in both papers will be of a case study type and of a similar style to that in the published sample paper.

NOTE: Along with attending classes in line with the tuition requirements set out above, you are advised to spend at least a further 100 hours in home study, to read and widen your knowledge, and to revise and prepare for your examinations.

The examination

The purpose of the examination is to ascertain if the candidate can take on the significant responsibilities, duties and tasks of a transport manager and to demonstrate that the candidate is qualified to “effectively and continuously manage the transport activities” of the undertaking and that “applicants for the post of transport manager should possess high-quality professional knowledge” in accordance with Regulation (EC) No. 1071/2009.

The examination in the main will be based on the updated manual and the regulations, legislation and good practices referred to in the manual.

The examination comprises two papers, a morning and an afternoon paper. Each paper is 2.5 hours duration. **Examinations currently run in the morning from 0930 – 1200 (Paper 1) and in the afternoon of the same day from 1400 – 1630 (Paper 2).** There are up to 26 questions per paper. Candidates must receive an overall pass mark of 60%. There is also an additional requirement of having to achieve a minimum of 50% in each paper.

A special provision exists for candidates who fail to achieve the overall 60% requirement, but who achieve 60% or over in either Paper One or Paper Two and who also achieve a minimum 50% in the other paper. Such candidates, wishing to repeat, will be required to re-sit the failed paper only, provided the failed paper exceeds the 50% minimum requirement. This provision applies to the next available examination date only. Where a candidate fails to avail of this option or fails to achieve a 60% minimum in the resit paper he/she will have to undertake the full examination (both morning and afternoon papers) if they wish to re-sit the examination again.

The **examination format** is as follows:

Morning Paper – Paper 1	
The morning paper is broadly <u>but not exclusively</u> based on the following subjects:	
<i>Setting up a Business</i>	<i>Access to the Market</i>
<i>Operations Management</i>	<i>Financial Management</i>

Afternoon Paper – Paper 2	
The afternoon paper is broadly <u>but not exclusively</u> based on the following subjects:	
<i>Technical Standards</i>	<i>Civil, Commercial & Social Law</i>
<i>Conventions Documentation</i>	<i>Route Planning & Road Safety</i>

It should however be noted that the content of each of the papers vary from one exam to another, for example a question related to training may appear in either the morning paper, the afternoon paper, or both papers, depending on the context of the question. Case study type questions can cut across a number of subjects.

The **examination marking scheme** is set out below:

Examination Marking Scheme	
<i>Both Papers</i>	<u>Pass mark is 60% (240 marks)</u>
Multiple choice questions	mix of 5/10 mark = 30 - 90 marks
Up to 11 short questions	x 20 mark = 160 - 220 marks
1 essay type question	x 50 mark = 50 marks
1 case study question	x 100 mark = 100 marks
	Total 400 marks

All papers receiving a score of between 55-59% will automatically be rechecked prior to any results being given to the candidate,

Examination results and certification

All exam candidates are usually notified of their examination results by post within 40 working days from the day of examination. No results will be given out over the phone. Candidates' results are private and personal and as such will not under any circumstances be shared with anyone else.

If you pass the exam, you will be issued with a Certificate of Professional Competence in either Road Haulage or Road Passenger transport depending upon on the examination undertaken. Your certificate will be issued by CILT. This qualification covers Irish and EU requirements for professional competence. It is not valid outside of the EU.

If you have not been successful, you will get a letter outlining your results and details for repeating the examination if you wish to do so. Based on your results you will be advised as to whether you need to re-sit one or both examinations.

An unsuccessful candidate can appeal his or her results. To do so they must lodge an appeal with CILT and pay the required fee. The paper will then be rechecked by an Appeal's Examiner. If the appeal is upheld the fee will be refunded in full.

Chair of the Education Committee,

Chartered Institute of Logistics and Transport

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