



CERTIFICATE OF PROFESSIONAL COMPETENCE **MANAGEMENT COURSE – 6 Day Course**

For those wishing to undertake employment in the Road Haulage Industry as a transport manager or owner operator, are required by the Road Traffic Act to undertake the course of instruction and pass the test standards set by The Royal Society of Arts, Certificate of Professional Competence (CPC) and Oxford, Cambridge & Royal Society of Arts Examination Board (OCR).

Courses are held four times a year. Examinations can only be held at examination centres. We currently have our own examination centres in Stanford-le-Hope, Essex and West Lothian, Scotland or there are centres nationally that you can book yourselves.

Students wishing to hold an operators licence National and International are required to satisfy the Licence Authority that they meet the criteria laid down by the law.

1. They are of good repute
2. They have significant financial resources
3. They are professional competent

National (UK) - Core Syllabus

*Elements of Law *Business and Company Law *Social Legislation *Financial Management
*Commercial Business Conduct *General Insurance *Traffic Legislation

Freight National Syllabus

*Taxation *Marketing *Commercial Conduct of Business *Methods of Operating *Operators Licensing
*Weights and Dimensions of Vehicles and Loads *Vehicle Selection *Safe Loading of Vehicles and
Transit of Goods *Mechanical Conditions *Drivers Hours and Records *Vocational Driving Licences
*Speed Limits *Procedures in Case of Traffic Accident *Vehicle and Goods Insurance

The above is an **intense** 6-day course

International (EU) - Freight International

*Law *Control of Road Haulage Operations *Customs, Insurance and Other Formalities *Operations,
Technical Standards and Road Safety

The above is an **intense** 3-day course

Each student receives a full set of course notes and stage tests.

Please note: If a reader is required on the examination day the cost for this will be £75.00.

In order to be awarded their certificate, students must pass Units 1, 2 and 4 in National and Unit 6 for International. Any candidates failing any one of the units may re-sit them at the next examination date.

Examinations must be booked no later than **4 weeks** prior to the examination date.

PLEASE NOTE: Proof of identification is required i.e. passport, photographic drivers licence or a signed declaration by a JP, Police Officer, Minister of the Church, Family Doctor, Senior Public Servant or Professional Person who *must* state the number of years he/she has known the candidate (for examination day).

Students are advised to bring with them a highlighter pen, calculator and one passport size photograph.

Students are asked to be at the centre for **08.30** hrs on the first day of the course, and on the examination day please ensure you are at the centre by **09.00** hrs. If you are going to arrive outside these hours please be kind enough to inform us in advance.

Basic Home Study – This is available for those persons who are unable to attend one of the above courses. As with the above National & International course each student receives a full set of course notes once full payment has been received.

Within this basic package you will receive a pack of course notes, and included within this will be stage questions, modular case studies and example examination papers.

There is also a workshop day, which you are under no obligation to attend; it does give you the opportunity to go over anything you are unsure of, or if you would like anything explained to you by the Instructor.

Course Dates for 2009/2010:

National 6-Day Course:

23 Nov – 28 Nov 2009
22 Feb – 27 Feb 2010

International 3-Day Course:

30 Nov - 02 Dec 2009
01 Mar – 03 Mar 2010

Workshop Days (National Only):

03 Dec 2009
04 Mar 2010

Examination Dates for National & International:

04 Dec 2009
05 Mar 2010



CPC BOOKING FORM

Title.....Surname.....Forename.....
 Address.....
Postcode.....
 Date of Birth.....E-mail.....
 Tel No.....Mobile No.....
 Signature.....Date.....

CANDIDATES ATTENDING COURSE (All prices are inclusive of VAT and examination fees)
 PLEASE TICK APPROPRIATE BOXES

National Road Haulage – 6 DAYS	Course Price	Workshop Day (incl. in price)	Exam Fee (incl. in price)
Mon 23 Nov to Sat 28 Nov 2009	£650.00	03 December 2009	04 December 2009
Mon 22 Feb to Sat 27 Feb 2010	£650.00	04 March 2010	05 March 2010
International Road Haulage – 3 DAYS	Course Price	Workshop Day (incl. in price)	Exam Fee (incl. in price)
30 Nov to 02 Dec 09	£350.00	Not applicable	04 December 2009
01 Mar to 03 Mar 2010	£350.00	Not applicable	05 March 2010

HOME STUDY CANDIDATES (All prices are inclusive of VAT)
 PLEASE TICK APPROPRIATE BOXES

National Road Haulage	Package Price	International Road Haulage	Package Price
	£175.00		£135.00

EXAMINATION ONLY & RE-TEST CANDIDATES (All prices are inclusive of VAT)
All examination only / retest candidates must add £60.00 administration fee to their exam costs
 PLEASE TICK APPROPRIATE BOXES

	Unit 1	Unit 2	Unit 4	Unit 6	Workshop Day	Admin Fee
National /Int Exam 04 Dec 2009	£12.50	£21.00	£36.50	£30.00	£60.00 (National Only)	£60.00 compulsory
National /Int Exam 05 Mar 2009	£12.50	£21.00	£36.50	£30.00	£60.00 (National Only)	£60.00 compulsory

Course Fees:

All Fees must be paid in full at the time of booking

Note: Attendance cancellations will incur a £200.00 administration charge unless a minimum 4 weeks notice is given from commencement of course date. Exam only candidates must give a minimum of 4 weeks notice from expected examination date or full costs will be incurred.

PLEASE NOTE: Cheques should be made payable to: **SIGMA STUDIES LTD**

Please return this form and remittance to:
 Sigma Studies Ltd, Sigma House, 121a Corringham Road, Stanford Le Hope Essex SS17 0BA

Office Use Only:			
Date Received:		Amount Paid:	
Confirmation Sent:		Amount Owed:	
Date Package Sent:		Invoice No:	