

TRANSPORT CPC COURSE NATIONAL
& INTERNATIONAL INFORMATION
AND PRICE LIST



Oxney Road Industrial Estate.
Oxnet Road
Peterborough
PE1 5YW
Tel: 01733 567478

Industrial
& Transport
Training
Provider

Industrial & Transport Training Provider



Oxney Road
Industrial Estate
Peterborough
PE1 5YW
Tel: 01733 567478
Fax: 01733 560708

Dear Sir/Madam

THANK YOU FOR CONTACTING APEX TRAINING SERVICES.

Please find enclosed information you requested on your chosen course(s).

INFORMATION ABOUT OUR TRAINING COMPANY

APEX TRAINING SERVICES have been involved in the transport training industry since 1983. We have experienced instructors who all come from professional driving backgrounds.

With this knowledge and their ability, our instructors are able to ensure you are well equipped for a first time pass. We are able to cater for a wide range of requirements within the **industrial and transport industries** and our high candidate success rate clearly reflects the quality of tuition you will receive.

It is this success that has now placed us in a position of being one of the largest independent Industrial and Transport training providers in and around the Cambridgeshire, Lincolnshire, Bedfordshire, Northamptonshire and surrounding areas.

All our training courses are conducted at our purpose built and fully integrated training centre in Peterborough. Catering for all your training needs, under one roof.

Should you require any further information please do not hesitate to contact us on the above telephone number.

Yours sincerely,

Malcolm Brunyee
Mr M Brunyee
Senior Training Manager

Foreword

This course is aimed at those within the Transport Sector who are responsible for the management of the operation.

The type of operation your business is running will determine the level of qualification that will be required.

If your operation is limited to the UK then the National CPC will be sufficient. To operate outside the UK National and International CPC will be required.

To be able to hold an operators licence, a company what ever its size, will require a qualified CPC holder as their transport manager.

There is also an equivalent qualification for Road Passenger Transport. At present we do not deliver this qualification at our centre. However, we are able to offer the exams and can also arrange a home study pack.

CERTIFICATE OF PROFESSIONAL COMPETENCE **(C.P.C)**

To gain your CPC you must pass the relevant CPC examinations. These are conducted 4 times per year at approved OCR examination centres. Apex Training Services is an approved examination centre.

THE OXFORD, CAMBRIDGE & ROYAL SOCIETY OF ARTS EXAMINATION

The New Examination Syllabus will be as follows: -

Units 1, 2 & 6 (Road Haulage)	60 Question multiple choice	1 x 2 Hour Exam
Unit 4	(Road Haulage) Case study	1 x 2 Hour Exam
Units 1, 3 & 7 (Passenger Transport)		1 x 2 Hour Exam
Unit 5	(Passenger Transport) Case Study	1 x 2 Hour Exam

EXAMINATION DATES

OCR exam dates for 2012 are: - **2nd March, 1st June, 14th September & 7th December.**

If you wish to sit the OCR examination, you must book your place at least **5 weeks** prior to the examination date. OCR will NOT accept entries after this date.

COURSE LOCATION

CPC courses are conducted at our Peterborough training centre. Please see enclosed booking form for course dates.

FEES FOR INTENSIVE TRAINING COURSES

7 Day Freight Course

The course is from Monday to Tuesday excluding Sat & Sun with the OCR exam being sat on the following Friday.

Course cost excluding exam fee: £860.00+Vat

Course fees include all necessary literature a light mid-day lunch.

Exam Fees: £35.00 Multiple Choice £50.00 Case Study

£37.60 (International) No Vat on Exam fees.

Home Study Packs:

National/International Freight - £130.00

(No vat on prices of home study packs, please add £10 per pack for postage and packing)

OXFORD, CAMBRIDGE & THE ROYAL SOCIETY OF ARTS EXAMINATION SYLLABUS

The new National/International Freight Syllabus is divided into four units.

Unit 1 Syllabus

Structure of Law

Social Legislation

Commercial Conduct of Business

Vehicle Maintenance

Business and Company Law

Financial Management Techniques

General Insurance

Unit 2 Syllabus

General Traffic Regulations

Marketing

Methods of Operating

Weights & Dimensions of Vehicle

Safety of Loads

Drivers Hours and Records

Speed Limits

Vehicle & Goods Insurance

Vehicle Taxation

Commercial Conduct of Business

Operator Licensing

Vehicle Selection

Mechanical Condition

Vocational Driving Licences

Traffic Accident Procedure

The International Freight Syllabus

Unit 6 Syllabus

Import Export Procedure

Customs Documentation

Drivers Hours of Work & The Tachograph

Vehicle & Goods Insurance

Route Planning

Road Traffic Regulations

Community Transit System

Road Permits & Tariffs

Vehicle Costing

Technical Standards of Operating

IMPORTANT INFORMATION ABOUT UNIT

Candidates will have 12 months from 1st January 2012 to add the International Unit to a current National qualification, after that date they will have to sit the new combined examination.

CONFIRMED CPC COURSE DATES FOR 2012

Examination on: Friday 2nd March 2012

Date	Duration	Location	Course
20 th to 28 th February	7 Days	Peterborough	Combined

Closing date for March Exam Monday 6th February 2012

Examination on: Friday 1st June 2012

Date	Duration	Location	Course
21 st to 29 th May	7 Days	Peterborough	Combined

Closing date for June Exam: Tuesday 8th May 2012

Examination on: Friday 14th September 2012

Date	Duration	Location	Course
3 rd – 11 th August	7 Days	Peterborough	Combined

Closing date for September Exam Monday 20th August 2012

Examination on: Friday 7th December 2012

Date	Duration	Location	Course
26 th November to 4 th December	7 Days	Peterborough	Combined

Closing date for December exam: Monday 12th November 2012



L.G.V. & FORKLIFT TRAINING CENTRES
Warehouse & Transport NVQ's - Funded Training

RTITB, OCR, DoT, CITY & GUILDS Approved Training Centre

Apex Training Services
www.apextrainingcentres.co.uk

LGV TRAINING
Category C1, C & C+E

PCV TRAINING
Category D1 & D

ADR & CPC TRAINING

FORKLIFT TRAINING

- Reach • Counterbalance
- Rough Terrain • HIAB Lorry Loader
- Over Head Crane • Narrow Aisle • Scissor Lift
- Forklift Instructor Training

Under RTITB or ITSSAR Accreditation

www.apextrainingcentres.co.uk

PETERBOROUGH 01733 567 478
Oxney Rd. Ind Est. Peterborough, PE1 5YW

BOOKING FORM FOR CPC FREIGHT COURSES

PLEASE SEND THIS TO APEX WITH ATTACHED CPC 6 FORM

Please reserve _____ place(s) on a National / International CPC training course.

Commencing on _____ for _____ days.

Students Full Name: _____

Date Of Birth: _____ Sex: _____

Address _____

Post Code: _____ Tel No _____

Please quote your company purchase order number if required: _____

Please enclose a deposit of £150.00 for the National / International course. The balance of the course fees must be paid at **least 4 weeks** prior to commencement of training.

I enclose the sum of £ _____ payable to 'Apex Training Services'. I have read and accept the terms of the conditions set below.

Signature: _____ Date: _____

Apex Training Services reserve the right to retain all fees due or paid, in the event of cancellation being made within 15 days of the course dates.

Please return this booking form together with your remittance to:-

Apex Training Services,
Oxney Road Industrial Estate,
Peterborough.
PE1 5YW.

Apex reserves the right to cancel a training course for any unforeseen circumstances. Should Apex have to cancel a course then a 10% discount will be available for those who have booked a course.

FOR COMPANY BOOKINGS, PLEASE SUPPLY YOUR COMPANY DETAILS, ADDRESS & CONTACT NAME & NUMBER, IN ADDITION TO, THE STUDENTS DETAILS.

TERMS AND CONDITIONS FOR CANDIDATES ON TRAINING COURSES

Terms and Conditions on Agreement by you with Apex Training Centres to undertake training course as arranged on your assessment (where applicable) or by other means. This contract should be signed and returned to us before any course can be booked. Courses are only provisional until we have received a signed acceptance form.

PAYMENT

Payment must be made no later than 10 working days before commencement of course. (Unless prior agreement has been made in writing.)

DATES / START TIMES

Your appointment card is issued which shows the date of commencement of your course. If in the event of any changes you will be notified by phone or post (where possible) or at the time you start your training course.

Changes to your appointments due to:

- A re-test for other candidates
- Vehicle faults
- Other candidates cancellations
- Circumstances beyond our control

ITEMS TO BRING ON THE FIRST DAY OF YOUR COURSE

- ◆ Your appointment card
- ◆ Payment (Balance) *
- ◆ National Insurance Number *
- ◆ Your signed and valid licence (it is the candidate's responsibility to ensure correct entitlements are in their possession). If in doubt seek advice well in advance of your planned course dates.
- ◆ Name and Address of Employer *

* Where Applicable

TRAINING

You will receive 3 1/2 hours training per training session. Each candidate is allocated 4 hours a day, which includes lunch, breaks etc. Should there be two candidates per vehicle, then training will be of 8 hours duration; unless otherwise stated.

IN THE EVENT OF A VEHICLE BREAKDOWN

Should a vehicle breakdown occur during your training course, Apex will make every effort to either:

- ◇ Repair the fault
- ◇ Replace the vehicle with another training vehicle (where possible)
- ◇ Hire a vehicle (where or if possible). This vehicle may not be the same make or model as your previous training vehicle.
- ◇ Make up time lost during training (where possible)
- ◇ Refund lost time

SHOULD TRAINING TIME BE LOST DUE TO A BREAKDOWN

You may be asked to come in on alternative dates or times due to a vehicle breakdown. Should this not be possible you will receive a refund for the training you did not receive or discount on any future training with Apex.

INSTRUCTORS UNABLE TO ATTEND

You will stay with the same instructor throughout the duration of your course, unless of:

ILL HEALTH

CIRCUMSTANCES BEYOND OUR CONTROL

YOU ARE NOT SATISFIED WITH THE APPOINTED INSTRUCTOR

FAIL A PRACTICAL TEST DUE TO A VEHICLE BREAKDOWN

Should a breakdown occur during your test appointment then Apex will refund or pay for your next test date. You will also receive 1 days training prior to your next appointment plus the day of your test FREE OF ANY CHARGES.

RE-TESTS

Due to the nature of driving tests being allocated by the DSA it may not be possible to re-allocate the same vehicle or instructor to the candidate on sitting a re-test.

Apex will not be held responsible in the event that the candidate is changed to another instructor or vehicle on re-tests. However Apex will endeavour to re-allocate the same vehicle and instructor wherever possible.

APEX SAFETY POLICY

Apex operates a strict safety policy of which must be adhered to at all times.

- * Once entering Apex premises please drive carefully of speeds no more than 5MPH.
- * Once arriving at Apex please go into reception at the front of the building where your instructor will be appointed.
- * Should you hear the fire warning then leave the building immediately and wait near the main gate to receive further instructions.
- * Do not enter any part of the building unless told to do so.
- * In the event you are injured please report your injury to reception for first aid treatment.
- * Under no circumstances may alcohol be consumed on the premises
- * Please be aware of vehicles manoeuvring whilst on company premises at ALL times.
- * YOU MUST inform Apex of any medication / prescribed drugs that you are on as they may effect your driving ability.

ON YOUR FIRST DAY

(please arrive a minimum of 15 minutes before your allocated start times) On the first day of commencement of your course you will be informed of several things:

- ⇒ Start Times and Finish Times (should you have not received them)
- ⇒ Your instructors name

PARKING

Please park your vehicle sensibly at the centre ensuring that you are not blocking the way for other vehicles including training vehicles. Please **park in the designated spaces at the centre or as instructed by centre staff**. Apex will not be held responsible for any loss or damage to your vehicle whilst on company premises. Please ensure that all your personal possessions are locked away and out of sight.

PERSONAL BELONGINGS

Apex Training services cannot be held responsible for the loss or damage of any personal belongings or property whilst on our premises.

ADVERSE WEATHER CONDITIONS

It may become necessary to change your appointment dates and times during your course. This may be caused by adverse weather conditions (Fog, Snow etc.)

CANCELLATION

Cancellation or postponement of training courses must be notified to the office 12 clear working days prior to commencement of the course (excluding bank holidays and weekends) Failure to do so will mean:

- Except in extenuating circumstances the full cost of the course WILL be charged
- Any test fees or deposits paid will be non-refundable.



By confirming your booking for any of our services, either in writing or verbally, you agreeing to the above Stated Terms and Conditions.

(REVISED MARCH 2006)



DRIVER TRAINING

LGV (HGV) C1 (7.5tonne)
Rigid - (Category C)
Artic - (Category C+E)

Intensive Courses - 1 to 10 days.
Sure Pass Available
Theory Training / Driver Assessments

LGV INSTRUCTOR TRAINING
Advanced Tuition (Assessor
DSA Registration)

Parts 1 & 2

PCV
Up to 16 seats (Category D1) - over
16 seats (Category D)

Intensive Courses - 1 to 10 days.
Individual Lessons Available.

CPC (Certificate of Professional Competence)
Freight National and International

O.C.R Approved Examination
Centres.

ADR (Hazardous Substances)
Tankers, Packages & - Chemical
Classes

City & Guilds Approved
Initial & Refresher Training Available.

MOTORCYCLE TRAINING
CBT - 125cc - 500cc Accelerated
Access & Direct Access

Novice, Experienced, C.B.T. Hourly,
Pre-Test or Intensive Bike Courses.

FORKLIFT TRUCK TRAINING
All Types i.e.
Counterbalance, Reach, Pedestrian...
On Site & Off Site Training

These R.T.I.T.B. and I.T.S.S.A.R.
Accredited Courses are available at
our fully equipped training centres.

FORKLIFT INSTRUCTOR TRAINING
R.T.I.T.B. or I.T.S.S.A.R.

R.T.I.T.B. and I.T.S.S.A.R. Accredited
instructor training and advice

PLANT OPERATOR TRAINING
Rough Terrain - Telescopic - Lorry
Loaders

These R.T.I.T.B. and I.T.S.S.A.R.
Accredited Courses are available on
an employers premises.

REFRESHER TRAINING
Car / Motorcycle / L.G.V. /
PCV /Forklift
Tachograph Training Courses
Loading, Roping & Sheeting Courses

Refresher training courses available
for all types of vehicles.
These training courses are available
on or off site..

NVQ
Driving Goods Vehicles
N.V.Q. F.L.T. S.P.A.M.O.
Warehouse and Distribution

Possibly funded if criteria met



Other Industrial Training Courses Available -

Manual Handling

We are constantly adding to our list of
Training Courses. Please contact the
Training Office should you require
further information.



HOW TO FIND US

PETERBOROUGH

A1 (M) Northbound from Cambridge

Leave A1 (M) at Junction 17-A1139 Fletton Parkway (Peterborough). Stay on This road for approx 10K until sign for Eastfield / Regional Collage. At traffic lights turn right onto Oxney Road. At next 2 roundabouts, straight ahead. On bend turn left. After about 1k after left hand bend take left turn.

A1 Southbound from Stamford

Leave A1 at the A47 junction and head for Peterborough. Stay on A47 until you come to the roundabout junction with the A15. Take the third exit onto the A15 sign posted Eastern Industry. At next roundabout, straight ahead onto Parnwell Way. At next roundabout take 1st exit onto Oxney Road. On bend turn left. After about 1k after left hand bend take left turn.

A47 from Wisbech

Stay on A47 until until you come to the roundabout junction with the A15. Take the 1st exit onto the A15 sign posted Eastern Industry. At next roundabout, straight ahead onto Parnwell Way. At next roundabout take 1st exit onto Oxney Road. On bend turn left. After about 1k after left hand bend take left turn.

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Peterborough . PE1 5YW

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