

MANAGER'S CPC BOOKING FORM 2025

All fields to be completed in full

Company Name:		Candidate Name:	
Candidate Full Address:		Candidate DOB/ Place of Birth	
Post Code:		Order Number:	
Contact No:		Mobile No:	
E-mail of Candidate		Total Cost:	<i>Total cost of all selected courses</i>

HAULAGE INTENSIVE COURSE (NATIONAL/INTERNATIONAL) 10 DAYS

Training	Details	Examinations	Application Deadline	Course Price	Tick
20 th January – 31 st January 2025		4th February 2025	17 th Jan 2025	£1680	
24 th March – 4 th April 2025		8th April 2025	21 st Mar 2025	£1680	
21 st July – 1 st August 2025		5th August 2025	18 th Jul 2025	£1680	
22 nd September – 3 rd October 2025		7th October 2025	19 th Sept 2025	£1680	
17 th November – 28 th November 2025		2nd December 2025	14 th Nov 2025	£1680	

**A £400.00 non-refundable deposit is required at the time of booking the Haulage Intensive Course
You will receive your study material at the time of booking**

HOME STUDY

Course Pack	Price	P&P	Collection	Postage or Collection
National/International Road Haulage Pack	£185.00	£30.00	Free	

EXAM ONLY

(Prices inclusive of VAT)

Additional Exam dates for Home Study or Resist	Multiple Choice P1 - £60.00	Case Study P2 - £70.00	Administration Fee (Compulsory) £115.00
4 th February 2025			✓
8 th April 2025			✓
3 rd June 2025			✓
5 th August 2025			✓
7 th October 2025			✓
2 nd December 2025			✓

Please note: Online exams are an additional £50 per exam

All exams must be booked at least 4 weeks before the examination date

Completed forms can be returned directly to bookings@sigmastudies.co.uk

To make payment by Debit or Credit card please call our office on 01375 671111, alternatively you can pay via BACS

Lloyds Bank - Account No: 01324216 - Sort Code: 30-18-34

Please ensure you put your full name or invoice number as the reference when making a BACS payment

CERTIFICATE OF PROFESSIONAL COMPETENCE-10 DAY INTENSIVE COURSE

For those wishing to undertake employment in the Road Haulage Industry as a transport manager or owner operator, you are required under EC Regulations to undertake a course of instruction and pass examinations of which test standards have been laid out.

Students wishing to hold an Operator's License are required to satisfy the Traffic Commissioner that they meet the criteria laid down by law:

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

Examinations are run by the Chartered Institute of Transport and Logistics (CILT) Examination Board.

Courses are five times a year with exams held 6 times a year only at approved examination centers. Sigma House is based in Grays, Essex.

Courses are run over 2 weeks Monday - Friday from 09.00 – 17.00 (Days may change when Bank Holidays occur)

Each student will receive a full set of student notes on their course.

Home Study - This is available for students who are unable to attend one of the above courses. Students will receive a Home Study pack. Exams will need to be booked as and when students feel ready. Further assistance is available on the phone, during office hours only, if required. **We recommend that exams are booked within 12 weeks of receiving home study materials**

Passing the Exam - To be awarded the Certificate of Professional Competence Qualification, students must pass both the MULTIPLE FORMAT (P1) and CASE STUDY (P2) papers.

Road Haulage Syllabus - Business and Company Law -- Social Legislation -- Financial Management --

Commercial Business Conduct -- General Insurance -- Traffic Legislation -- Taxation --

Marketing -- Methods of Operating -- Operators Licensing -- Vehicle Selection --

Weights and Dimensions of Vehicles and Loads -- Safe Loading – Mechanical Conditions --

Speed Limits -- Mechanical Conditions -- Drivers' Hours and Records

Vocational Driving Licenses

Additional Needs - Call us on 01375 671111 in advance if you have any particular needs, e.g. you need a reasonable adjustment to be made because of a disability.

Please note -

EXAMINATIONS **MUST** BE BOOKED NO LATER THAN **4 WEEKS** PRIOR TO THE EXAMINATION DATE.

EXAMINATIONS **CANNOT** BE CANCELLED ONCE BOOKED. A **NON-REFUNDABLE** DEPOSIT IS REQUIRED TO SECURE YOUR PLACE