



## ACCREDITATION OF CPC TRAINING PROGRAMMES SELF EVALUATION FORM

Please refer to the Procedural document

Modules (Please ✓ the modules for which you are seeking accreditation)

National Road Haulage \_\_\_\_ International Road Haulage \_\_\_\_ National Road Passenger \_\_\_\_ International Road Passenger \_\_\_\_

1	2	3	4	5	6	7				8	9	10
Code	Subject	Competency	N/I*	H/P*	Course content cover all competencies listed in 3? (please confirm if National and/or International)	Training Methodology*				Total Hours	Training Material	Student Handout(s)
		Refer to Annex One to Council Directive 98/76/EC			For complete details refer to the IRU Academy Standard Document	HS	IL	Pr.	DL		Please list	Please list
A1	Civil law	Be familiar with the main types of contract used in road transport and with the rights and obligations arising therefrom.										
A2	Civil law	Be capable of negotiating a legally valid transport contract, notably with regard to conditions of carriage.										
A3	Civil law	Be able to consider a claim by his 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 his contractual liability.										
A4	Civil law	Be familiar with the rules and obligations arising from the CMR Convention on the contract for the international carriage of goods by road.										
A5	Civil law	Be able to consider a claim by his principal regarding compensation for injury to passengers or damage to their baggage caused by an accident during transportation, or regarding compensation for delays and to understand how such a claim affects his contractual liability.										
AZ	Civil law	OPTIONAL ADDITIONAL SUBJECTS NOT COVERED BY THE DIRECTIVE										

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B1	Commercial Law	Be familiar with the conditions and formalities laid down for plying the trade, the general obligations incumbent upon transport operators (registration, keeping records etc.) and the consequences of bankruptcy										
B2	Commercial Law	Have appropriate knowledge of the various forms of commercial company and the rules governing their constitution and operation.										
C1	Social law	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.)										
C2	Social law	Be familiar with the employers social security obligations										
C3	Social law	Be familiar with the rules regarding 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.).										
C4	Social law	Be familiar with the provisions of Regulation (EEC) No. 3820/85 and Regulation (EEC) No. 3821/85 and the practical arrangements for implementing these Regulations.										
D1	Fiscal law	Be familiar with the laws governing VAT on transport services.										
D2	Fiscal law	Be familiar with the laws governing motor vehicle tax.										

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D3	Fiscal law	Be familiar with the laws governing the taxes on certain road haulage vehicles and tolls and infrastructure user charges.										
D4	Fiscal law	Be familiar with the laws governing income tax.										
E1	Business and financial management of the undertaking	Be familiar with the laws and practices regarding the use of cheques, bills of exchange, promissory notes, credit cards and other means or method of payment.										
E2	Business and financial management of the undertaking	Be familiar with the various forms of credit (bank credit, documentary credit, guarantee deposits, mortgages, leasing, renting, factoring etc.) and with the charges and obligations arising from them.										
E3	Business and financial management of the undertaking	Know what a balance sheet is, how it is set out and how to interpret it.										
E4	Business and financial management of the undertaking	Be able to read and interpret a profit and loss account.										
E5	Business and financial management of the undertaking	Be able to assess the undertaking's profitability and financial position, in particular on the basis of financial ratios.										
E6	Business and financial management of the undertaking	Be able to prepare a budget.										

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E7	Business and financial management of the undertaking	Be familiar with his undertaking's cost elements (fixed costs, variable costs, working capital, depreciation etc.) and be able to calculate costs per vehicle, per kilometre, per journey or per tonne.										
E8	Business and financial management of the undertaking	Be able to draw up an organisation chart relating to the undertaking's personnel as a whole and to organise work plans etc..										
E9	Business and financial management of the undertaking	Be familiar with the principles of marketing, publicity and public relations including transport services sales promotion and the preparation of customer files etc..										
E10	Business and financial management of the undertaking	Be familiar with the different types of insurance relating to road transport (liability, accidental injury/life insurance, non-life and luggage insurance) and with the guarantees and obligations arising therefrom.										
E11	Business and financial management of the undertaking	Be familiar with the applications of electronic data transmissions in road transport.										
E12	Business and financial management of the undertaking	Be able to apply the rules governing the invoicing of road haulage services and know the meaning and implications of Incoterms.										
E13	Business and financial management of the undertaking	Be familiar with the different categories of transport auxiliaries, their role, their functions and, where appropriate, their status										

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E14	Business and financial management of the undertaking	Be able to apply the rules governing fares and pricing in public and private passenger transport.										
E15	Business and financial management of the undertaking	Be able to apply the rules governing the invoicing of road passenger transport services.										
EZ	Business and financial management of the undertaking	OPTIONAL ADDITIONAL SUBJECTS NOT COVERED BY THE DIRECTIVE										
F1	Access to the market	Be familiar with the occupational regulations governing road transport for hire or reward, industrial vehicle rental and sub-contracting, and in particular the rules governing the official organisation of the occupation, admission to the occupation, authorisation for intra- and extra-Community road transport operations, inspections and sanctions.										
F2	Access to the market	Be familiar with the rules for setting up a road transport undertaking.										
F3	Access to the market	Be familiar with the various documents required for operating road transport services and be able to introduce checking procedures for ensuring 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.										

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F4	Access to the market	Be familiar with the rules on the organisation of the market in road haulage services, on freight handling and logistics.										
F5	Access to the market	Be familiar with frontier formalities, the role and scope of T documents and TIR carnets and the obligations and responsibilities arising from their use.										
F6	Access to the market	Be familiar with the rules on the organisation of the market in road passenger transport.										
F7	Access to the market	Be familiar with the rules for introducing road passenger transport services and be able to draw up transport plans.										
G1	Technical standards and aspects of operation	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 which constitute an exception to these rules.										
G2	Technical standards and aspects of operation	Be able to choose vehicles and their components (chassis, engine, transmission system, braking system etc.) in accordance with the needs of the undertaking										
G3	Technical standards and aspects of operation	Be familiar with the formalities relating to the type approval, registration and technical inspection of these vehicles.										
G4	Technical standards and aspects of operation	Understand what measures must be taken to reduce noise and to combat air pollution by motor vehicle exhaust emissions.										

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G5	Technical standards and aspects of operation	Be able to draw up periodic maintenance plans for the vehicles and their equipment.										
G6	Technical standards and aspects of operation	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.)										
G7	Technical standards and aspects of operation	Be familiar with the various techniques of "piggy-back" and roll-on roll-off combined transport.										
G8	Technical standards and aspects of operation	Be able to implement procedures for complying with the rules on the carriage of dangerous goods and waste, notably those arising from Directive 94/55/EC, Directive 96/35/EC and Regulation (EEC) No. 259/93.										
G9	Technical standards and aspects of operation	Be able to implement procedures for complying 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).										
G10	Technical standards and aspects of operation	Be able to implement procedures for complying with the rules on the transport of live animals.										

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GZ	Technical standards and aspects of operation	OPTIONAL ADDITIONAL SUBJECTS NOT COVERED BY THE DIRECTIVE										
H1	Road safety	Know what qualifications are required for drivers (driving licence, medical certificates, certificates of fitness etc.).										
H2	Road safety	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.).										
H3	Road safety	Be able to draw up drivers' instructions for checking their compliance with the safety requirements concerning the condition of the vehicles, their equipment and cargo, and concerning preventive measures to be taken.										
H4	Road safety	Be able to lay down procedures to be followed in the event of an accident and to implement appropriate procedures for preventing the recurrence of accidents or serious traffic offences.										
H5	Road safety	Have elementary knowledge of the layout of the road network in the Member States.										
HZ	Road safety	OPTIONAL ADDITIONAL SUBJECTS NOT COVERED BY THE DIRECTIVE										

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