

NOTICE TO CENTRES

FAO: Exams Officer/CPC Co-ordinator

Date: November 2010

Subject: New online entries for Certificates of Professional Competence

MAKE YOUR CPC ENTRIES ONLINE VIA INTERCHANGE

We are pleased to announce an important improvement to the way that Certificates of Professional Competence will now be administered. Instead of making entries using time-consuming paper-based forms, you will be able to make entries online – quickly and easily – via our secure extranet, Interchange (<https://interchange.ocr.org.uk>). This will then allow you to create and submit your own attendance lists online.

For guidance on making CPC entries online, we've produced a handy step-by-step guide, which can be downloaded from the OCR website at www.ocr.org.uk/interchange.

The entry window opened for the March 2011 series on 22 November and you can make entries until the deadline of **11 February 2011**.

The following units are available in the March 2011 series:

- 05598: Understanding the Legal and Business Context for Road Transport Operations (Unit 1)
- 05599: Understanding National Road Haulage Transport Operations (Unit 2)
- 05606: Understanding National Road Passenger Transport Operations (Unit 3)
- 05608: Managing National Road Haulage Transport Operations (Unit 4)
- 05609: Managing National Road Passenger Transport Operations (Unit 5)
- 05610: Managing International Road Haulage Transport Operations (Unit 6)

Although we will still accept paper entries for the March series, please be aware that paper entry forms are only available on request.

Using Interchange

If your centre is not currently registered to use Interchange, all you need to do is return the Interchange Agreement, which can be downloaded from the OCR website at www.ocr.org.uk/interchange. However, if your centre already uses Interchange but you are not a registered user, please contact your Centre Administrator who will be able to create a suitable account for you.

If you have any queries about this notice, please call our Customer Contact Centre on 02476 851509.