



IRU Academy CPC Manager Programme for the Middle East

The IRU Academy has established training standards for the Certificate of Professional Competence (CPC) in international and national transport for road haulage on the basis of international legal instruments and best practices.

The IRU Academy CPC Manager Middle East Programme is aimed to transport operators and other professionals who are required to hold a Certificate of Professional Competence in order to comply with the requirements to access to the profession. The programme also suits the needs of managers and other staff who would like to improve their career prospects and develop their management skills and transport knowledge as well as to entrepreneurs and operators who would like to start their own transport enterprise.

The IRU Academy course standards have been developed to allow maximum flexibility to the Accredited Training Institutes (ATI) to adapt their training programmes to meet national needs and specific features. However, all Accredited Training Institute CPC programmes must cover the following subjects:

- **Civil Law** – Contracts, contract negotiations, claims, CMR Convention.
- **Commercial Law** – Business organisations and legal obligations, constitution and operation and dissolution of commercial companies
- **Social Law** – Codes of practice in industrial relations, role and function of various social institutions (trade unions, arbitrators, government agencies, etc.), rights of employers and employees, social security legislation, employment law and industry codes of practice, driving and working time regulations.
- **Fiscal law** – Motor vehicle tax, infrastructure user charges, tolls and taxes, corporate and personal income tax, double taxation, international and national rules on VAT.
- **Business and financial management of the undertaking** – Payments, bank credit, guarantee deposits, mortgages, leases, hire purchase, content and layout of balance sheets, profit and loss account assessment of undertakings profitability and financial standings, budgets, financial ratio analysis, cash flow management and cost management, organisational structure, work planning, marketing and public relations, financial risk management and insurance, electronic data transmissions, GPS utilisation, route and load planning, invoicing, quotations, Incoterms, strategic partnerships, relationships and interface with other transport modes, freight forwarders, trade facilitation organisations, stock control, quality management and human resources management control, quality management and human resources management.

- **Access to the market** – Operator licensing, renting, sub-contracting, admission to the occupation, authorisations, inspections and sanctions, registration requirements, required documents and legal compliance, ECMT quota, customs rules, TIR system and Community Common Transit system, ATA carnets, procedures at frontiers.

- **Technical standards and aspects of operation** – National and international legislation governing the weights and dimensions of vehicles, vehicle requirements according to the needs of the undertaking, legislation and regulation to type approval, measures and practices for reducing noise and decreasing air pollution, vehicle construction, technical inspection, periodic maintenance, cargo handling and loading, piggy-back, roll-on roll-off combined transport, safety issues, legislation on the carriage of dangerous goods and waste, regulations and procedures on the carriage of perishable foodstuffs, rules on the transport of live animals, routing and scheduling vehicles, traffic management.

- **Road safety** – Driving licences and permits, medical certificates, vocational driving and theory tests, minimum age, penalties and appeals, harmonisation of social legislation, driving and working times, AETR rules, current practice in safe driving, traffic and parking restrictions, special zones, traffic rules, main provisions of the Convention on Road Traffic, safe working practices and risk assessment procedures and systems, traffic accidents and offences, main route network, driving techniques and driver assessment and incentives.

- **Health** – Implementation of procedures which will contribute to maximise personnel's physical and mental ability.

It is left to individual training organisations to deliver the programme and modify its sequence according to local needs, methodologies and pedagogical approaches. Additionally, where and when applicable, relevant national legal provisions have to be included in the programme.