



CPC Calling Process & CPC Database User Guide

Version 2.0 December 2024

CPC Calling Process

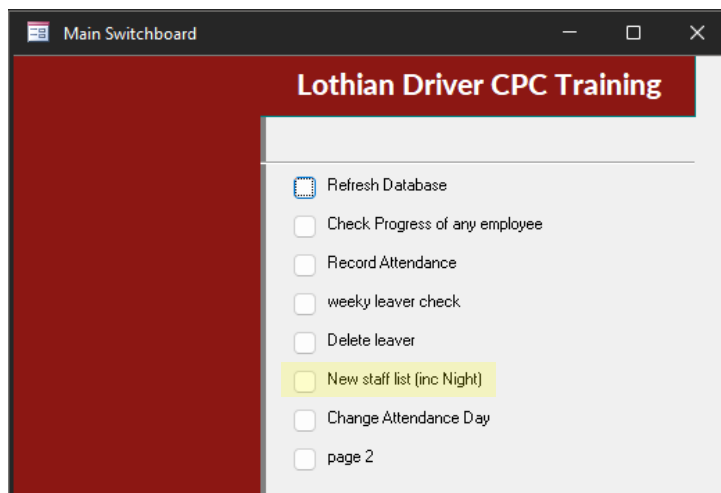
Lothian promotes continuous CPC and CPD training for all staff members. All drivers and support staff who hold a PCV licence will be called to attend Lothian CPC on an annual basis and must make sure that they keep their CPC hours up to date. A Lothian-specific course will be held at Lothian Training School and delivered by an in-house team to deliver messages that are topical, company and industry specific and cover the most recent legislation and issues.

Additional training and CPD needs for all staff will be arranged by the Training School on a regular basis and delivered either in-house, by one of our external training partners (in-person or via e-learning) or through an external awarding body. Additional training needs are decided by HR, the Training School and the staff member's line manager.

Calling a CPC class has multiple steps that must be completed in the correct order in one straight run. If you get interrupted midway through calling a class, the data will be incorrect when it comes time to upload the class into Duty Allocation. Always complete the process from start to finish in one go. CPC should be called on a Thursday due to the order in which the required data sources are updated during the week.

Call CPC Class

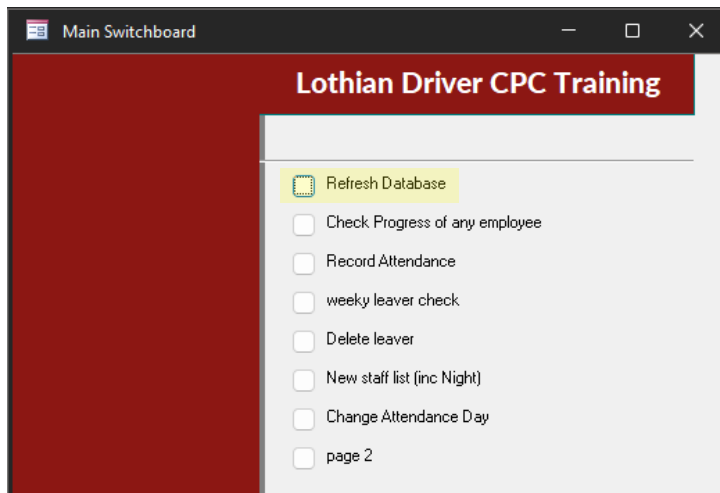
The CPC database runs as a Microsoft Access Database file. The current version is called **cpctrain followed by the year and name of the course. It is a .mdb file.** When the database opens you will be presented with the Main Switchboard.



The table must first be updated by selecting **New staff list (inc Night)** from the list of options.

Now that the table has been updated, login to Duty Allocation and create an absence report for the CPC week that is being called. This can be found under Reports > Employee Reports > Absence Report. Enter the date range of the CPC week you are calling, include holidays = yes and sort by employee. The output type should be set to CSV to Excel. Once the absence report generates, copy the absences into AbsAlisting2.xls which can be found in the CPC Database folder. Repeat this step for each depot.

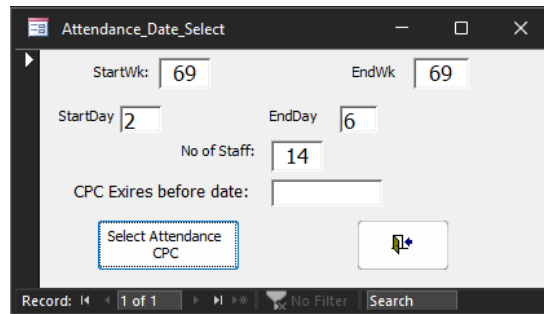
Now return to the CPC database and run **Refresh Database**. This does another refresh of the database to make sure the dataset is up-to-date.



Now navigate to page 2 and click **Select for training (day)**. Enter the CPC week number of the course you are going to call. Note that CPC week numbers are different to calendar or business week numbers (see yellow below).



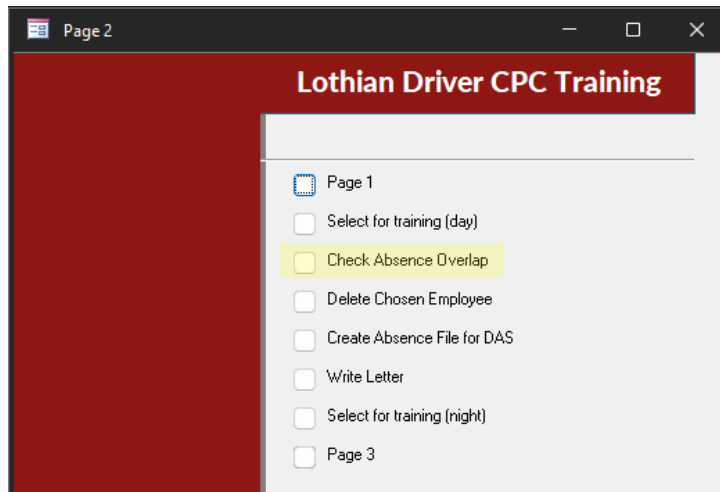
Select **days 2-6** and **14 people**. This selects the drivers that will be attending in the week being called.



A dialog box titled "Attendance_Date_Select" with the following fields and controls:

- StartWk: 69
- EndWk: 69
- StartDay: 2
- EndDay: 6
- No of Staff: 14
- CPC Expires before date: (empty text box)
- Buttons: "Select Attendance CPC" and a button with a right-pointing arrow.
- Status bar: "Record: 1 of 1", "No Filter", and "Search".

Now return to page 2 and Check Absence Overlap.



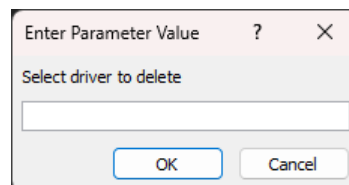
A screenshot of "Page 2" from the "Lothian Driver CPC Training" application. The page features a list of options with checkboxes:

- Page 1
- Select for training (day)
- Check Absence Overlap
- Delete Chosen Employee
- Create Absence File for DAS
- Write Letter
- Select for training (night)
- Page 3

Make a note of the day numbers of the absence overlap and the quantity of people absent on each day. Now run **Select for training (day)** again for each of the days that have absence overlaps. For example:

*If 4 absent on Monday
CPC week: 69
Day: 2
No of Staff: 4*

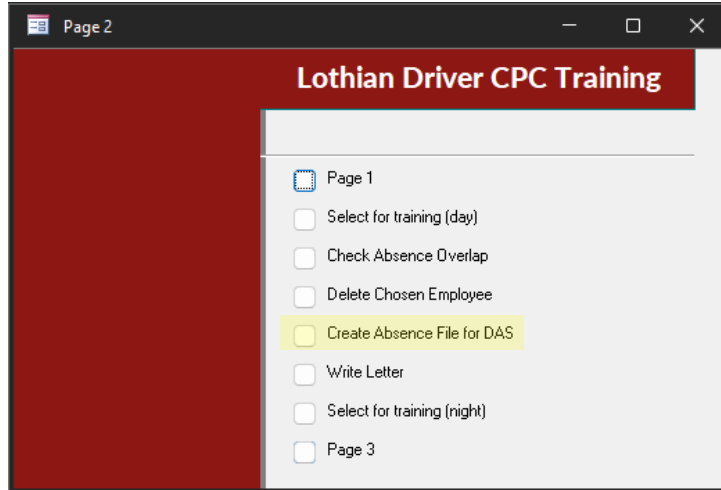
Repeat this process until the number of absences is showing zero. Use the **Delete Chosen Employee** function in the database to delete those from the call who are absent.



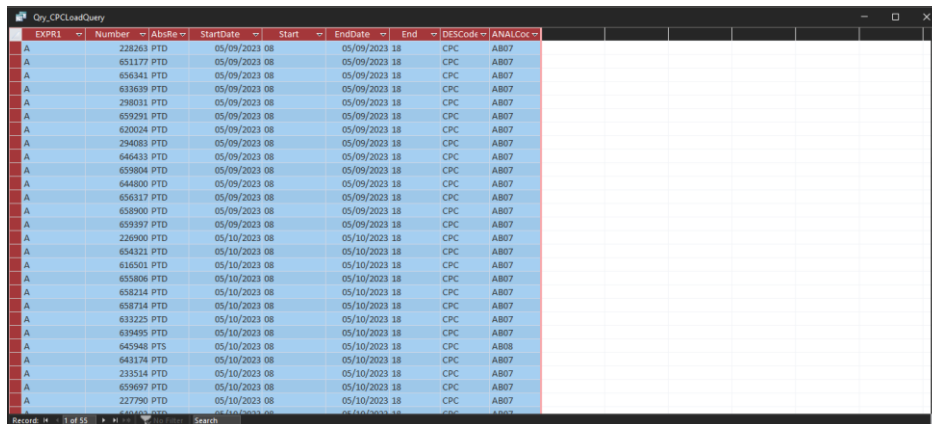
A dialog box titled "Enter Parameter Value" with a question mark icon and a close button. It contains a text input field labeled "Select driver to delete" and two buttons: "OK" and "Cancel".

Create Absence File

Now that the class has been called, an absence file needs to be created to enter PTD and PTS into Duty Allocation for the attendees of the class. This is done using the **Create Absence File for DAS** option on page 2 of the Main Switchboard.

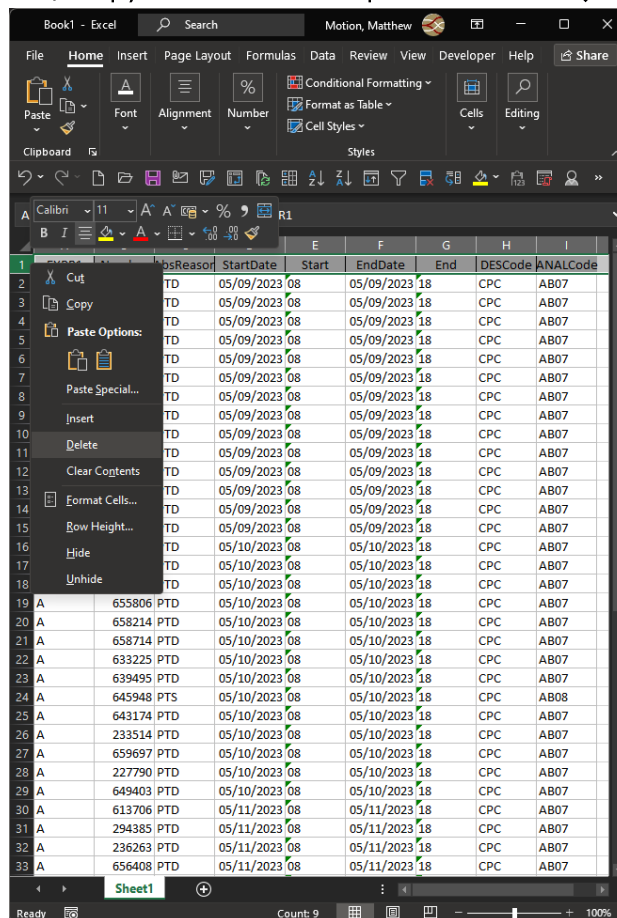


Enter the CPC week number of the class you have just called and then copy all the data into a new Excel sheet.



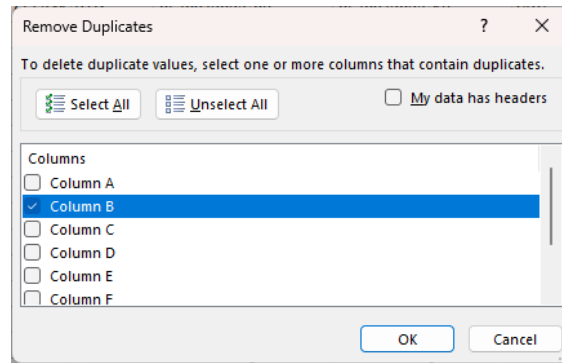
EXPR1	Number	AbsRe	StartDate	Start	EndDate	End	DESCode	ANALCoc
A	22826	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
A	631177	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
A	656341	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
A	633639	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
A	298031	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
A	659291	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
A	620024	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
A	294089	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
A	646433	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
A	659804	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
A	644800	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
A	656317	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
A	658900	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
A	659399	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
A	226900	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
A	654321	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
A	616501	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
A	655806	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
A	658214	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
A	658714	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
A	633225	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
A	639495	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
A	645948	PTS	05/10/2023	08	05/10/2023	18	CPC	AB08
A	643174	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
A	233514	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
A	659697	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
A	227790	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07

↑ Copy from Access and paste into Excel ↓

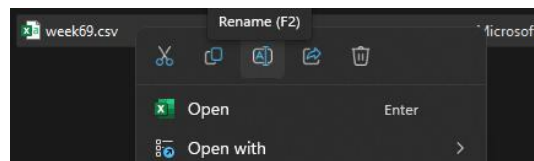


	Expr1	Number	AbsReason	StartDate	Start	EndDate	End	DESCode	ANALCode
2	A	22826	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
3	A	631177	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
4	A	656341	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
5	A	633639	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
6	A	298031	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
7	A	659291	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
8	A	620024	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
9	A	294089	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
10	A	646433	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
11	A	659804	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
12	A	644800	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
13	A	656317	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
14	A	658900	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
15	A	659399	PTD	05/09/2023	08	05/09/2023	18	CPC	AB07
16	A	226900	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
17	A	654321	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
18	A	616501	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
19	A	655806	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
20	A	658214	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
21	A	658714	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
22	A	633225	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
23	A	639495	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
24	A	645948	PTS	05/10/2023	08	05/10/2023	18	CPC	AB08
25	A	643174	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
26	A	233514	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
27	A	659697	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
28	A	227790	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
29	A	649403	PTD	05/10/2023	08	05/10/2023	18	CPC	AB07
30	A	613706	PTD	05/11/2023	08	05/11/2023	18	CPC	AB07
31	A	294385	PTD	05/11/2023	08	05/11/2023	18	CPC	AB07
32	A	236263	PTD	05/11/2023	08	05/11/2023	18	CPC	AB07
33	A	656408	PTD	05/11/2023	08	05/11/2023	18	CPC	AB07

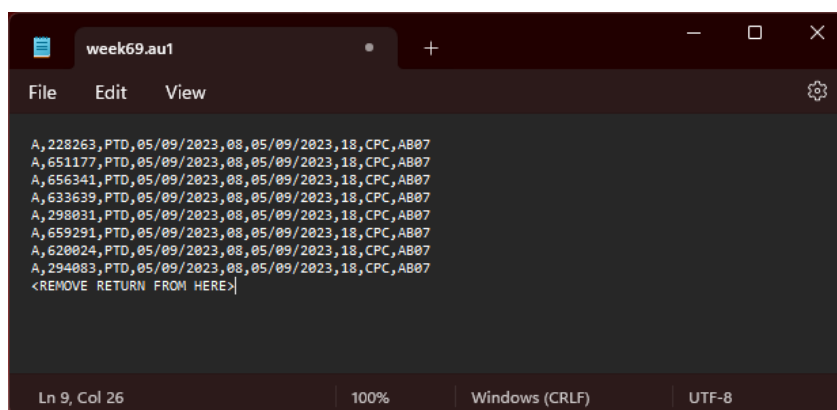
In Excel, delete the first row and then select all (ctrl + A) and use Excel's remove duplicates function to remove duplicate values on column B.



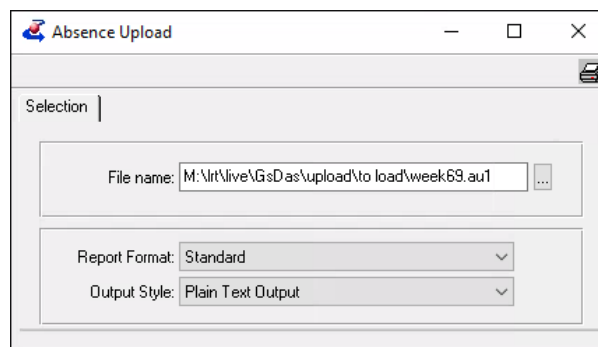
Save As **week69.csv** (CSV MS-DOS) in the CPC 2020/Guidas Uploads folder. Find the file in File Explorer and change the file type from **.xlsx** to **.au1** by right clicking on the file and selecting Rename.



Open the **.au1** file you have just created and remove the return and commas from the very bottom. Save the file.

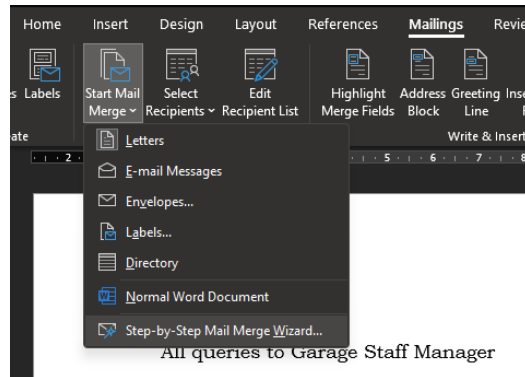


Return to Duty Allocation and go to Data Load > Absence Upload. Select the **.au1** file and wait for a successful report.



Write Letters

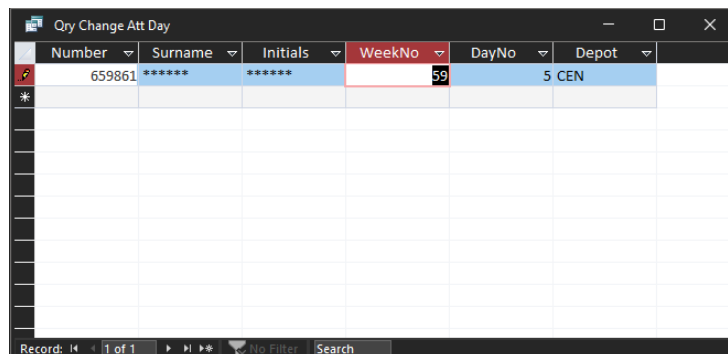
Letters must now be created to print and send to the attendees. On page 2 select **Write Letter** – this opens a Word document for you to start a mail merge. Go to Mailings > Start Mail Merge. Follow the step-by-step mail merge instructions and then print the letters in colour.



Ensure your letters all print correctly before proceeding to the next step.

Process CPC Swaps

At this point check your emails for any CPC swap requests and process these requests where possible. Use the Change Attendance Day feature on the Main Switchboard to complete each swap. Enter the payroll number of each employee involved in the swap and edit their attendance week and day to the new date on which they will now be attending. Repeat until all parts of all swaps have been processed.



Number	Surname	Initials	WeekNo	DayNo	Depot
659861	*****	*****	59		5 CEN
*					

Reply to the Staff Manager requesting the swap that it has or has not been completed.

Complete The Week

Navigate to page 3 on the Main Switchboard and select **Completed Week**. Enter **next week's CPC week number**.

Send Weekly Lists

The week's attendee lists must now be sent to garages. On the Main Switchboard select **Send Weekly List to Depots** and enter the week number. Select all (ctrl + A) and copy the data into a new Excel sheet. Save this into CPC Weekly Attendance and send out to the respective Staff Manager. Repeat this step for every garage.

Next week's attendee lists must now also be sent to the Training School. Repeat the above step but using the **Send Weekly List to Training**.

Create Certificates

To create certificates, navigate to the CPC Letters folder in **File Explorer**. Complete the same mail merge steps as you did for the letters by running a step-by-step mail merge. Print these files to PDF and save back in the folder.

Email the certificates and attendance lists to the training school.

Version	Author	Date	Changes
1.0	M Motion	26/06/2023	First version
1.1	M Motion	30/04/2024	Amended to remove name of 2023 database. New screenshots of updated database. New layout to match OM125.
2.0	M Motion	13/12/2024	Updated process to take in new 2025 database and streamline the absence print steps