

**101505T4TTM****TOUR AND TRAVEL CONSULTANT LEVEL 5****TO/OS/TM/CR/03/5/A****PARTICIPATE IN TOUR DELIVERY****Nov/Dec 2023**

**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION  
COUNCIL (TVET CDACC)**

**ASSESSOR'S GUIDE**

**OBSERVATION CHECKLIST**

| Candidate's Name & Reg. No.                                                    |                         |                  |         |
|--------------------------------------------------------------------------------|-------------------------|------------------|---------|
| Assessor's Name & Reg. Code/ID No.                                             |                         |                  |         |
| Unit of Competence                                                             | SUPERVISE TOUR DELIVERY |                  |         |
| Venue of Assessment                                                            |                         |                  |         |
| Date of Assessment                                                             |                         |                  |         |
| (Award maximum marks if correct and zero marks if wrong)                       |                         |                  |         |
| Items to Be Evaluated                                                          | Marks<br>Allocated      | Marks<br>Awarded | Comment |
| <b>The candidate demonstrate knowledge on the structure of the commentary.</b> |                         |                  |         |
| <b>Title</b>                                                                   | 2                       |                  |         |
| <b>Introduction</b>                                                            |                         |                  |         |
| • Background (location of the tour)                                            | 4                       |                  |         |
| • General expectations at the end of the tour                                  | 4                       |                  |         |

|                                                                                                                                                                                                                                                                                                                                    |                                                 |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--|--|
|                                                                                                                                                                                                                                                                                                                                    |                                                 |  |  |
| <b>Body</b> <ul style="list-style-type: none"> <li>• Key areas</li> <li>• Key Personalities</li> <li>• Unique tales about areas and personalities</li> </ul>                                                                                                                                                                       | 15<br><br><br>3                                 |  |  |
| <b>Conclusion</b> <ul style="list-style-type: none"> <li>• Lessons learnt</li> <li>• Challenges experience</li> <li>• Recommendations</li> </ul>                                                                                                                                                                                   | 3<br><br>3<br><br>3                             |  |  |
| <b>Commentary overall format</b>                                                                                                                                                                                                                                                                                                   | 5                                               |  |  |
|                                                                                                                                                                                                                                                                                                                                    |                                                 |  |  |
| <b>Presentation</b><br><b>Greetings</b><br><b>Brief explanation (sites attractions personalities)</b><br><b>Time for questions</b><br><b>Other aspects</b> <ul style="list-style-type: none"> <li>• Mastery of content</li> <li>• Neatness/well organized</li> <li>• Mastery of content</li> <li>• Confidence</li> </ul>           | 2<br><br>5<br><br>2<br><br><br>1<br>1<br>1<br>1 |  |  |
| <b>Total Marks</b>                                                                                                                                                                                                                                                                                                                 | <b>52</b>                                       |  |  |
| <b>The candidate was found to be (Please tick as appropriate)</b><br><div style="display: flex; justify-content: space-around; align-items: center;"> <span>Competent <input type="checkbox"/></span> <span>Not Yet Competent <input type="checkbox"/></span> </div> <b>(The candidate is competent if s/he gets at least 50%)</b> |                                                 |  |  |
| <b>Feedback to Candidate:</b>                                                                                                                                                                                                                                                                                                      |                                                 |  |  |