

101505T4TTM

TOURISM AND TRAVEL MANAGEMENT LEVEL 6

TO/OS/TM/CR/04/6/A

MANAGE TRAVEL SERVICE DELIVERY

Nov /Dec 2023



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

ASSESSOR'S GUIDE

PRODUCT CHECKLIST

Candidate's name & Registration No.			
Assessor's name & Reg. code			
Unit(s) of Competency			
Venue of Assessment			
Date of assessment			
Items to be evaluated:	Maximum marks to allocate	Marks obtained	Comments
Indicate the name of the company, logo and contact details.	03		
Include an introductory statement	02		
Outline the goals and objectives of the survey	02		

Keep the questionnaire short and precise	02		
Use clear language	02		
Include Demographic questions i.e. Age, gender, etc.	02		
Use both close-ended and open-ended questions	02		
Avoid leading questions	02		
Organize questions in a logical sequence	02		
Ask one question at a time	02		
Assure respondents that their responses will remain confidential.	02		
Thank the respondents	02		
TOTAL	25		

The candidate was found to be: **Competent** ☐ **Not yet competent** ☐

(Please tick as appropriate)

(The candidate is competent if s/he gets 50% of the total items correct.)

Feedback from the candidate:

Feedback to the candidate:

Candidate's signature:	Date:	
Assessor's signature:	Date:	