

101505T4TTM

TOUR AND TRAVEL CONSULTANT LEVEL 5

TO/OS/TM/CR/02/5/A

DEVELOP TRAVEL PACKAGES

July/Aug 2023



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

ASSESSOR'S GUIDE

OBSERVATION 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
<p>Gather Travel Information</p> <ul style="list-style-type: none"> • Travel dates • Trip Duration • Destination Airports • Preferred Flight times • Any special requirements e.g. seat preferences, Meal preferences, Special Assistance <p><i>Award 2 marks for each point demonstrated.</i></p>	10		
<p>Search for Flights:</p> <ul style="list-style-type: none"> • Utilize Flight booking systems to search for availability of flights that meets the passenger's requirements. • Consider factors such as price, airline preferences, lay overs <p><i>Award 2 marks for each point demonstrated.</i></p>	04		
<p>Selecting Flights:</p> <ul style="list-style-type: none"> • Present available flight options to the passenger, including relevant details such as airline flight numbers, Departure and Arrival times, Costs etc <p><i>Award 2 marks for each point demonstrated.</i></p>	02		
<p>Confirm Passenger Information:</p> <ul style="list-style-type: none"> • Verify passenger personal information i.e Full name, date of birth, contact details, passport information, etc. <p><i>Award 2 marks for each point demonstrated.</i></p>	02		
<p>Provide Fare Details and Payment Options:</p> <ul style="list-style-type: none"> • Communicate fare details i.e, base fare, taxes and any additional fees. 			

