

101505T4TTM
TOUR AND TRAVEL CONSULTANT LEVEL 6
TO/OS/TM/CR/08/6
MANAGE TOUR OFFICE OPERATIONS
July/August 2024



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

PRACTICAL ASSESSMENT

INSTRUCTIONS TO CANDIDATE:

- a) *Do not write on the question paper.*
- b) *A separate plain paper will be provided.*
- c) *Return this paper to assessor at the end of the assessment*

This paper consists of 2 printed pages

**Candidates should check the question paper to ascertain that all pages are printed as indicated
and that page is missing**

PRACTICAL ASSESSMENT.

Task:

ROMAKS TOURS and TRAVEL SAFARIS is a new tour company in Nairobi Kenya, they are in need of a human resource policy which will be used to guide their operations.

You are required to:

- i. Prepare a summarized template for human resource policy to be used by a new tour operations company.

You are provided with the following materials to perform the task;

- Foolscaps

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