

**101505T4TTM**  
**TOURISM AND TRAVEL MANAGEMENT LEVEL 5**  
**TO/OS/TM/CR/02/6**  
**DEVELOP TRAVEL PACKAGE**  
**Nov. /Dec. 2023**



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

<b>Product Checklist</b>			
<b>Candidate's name &amp; Registration No.</b>			
<b>Assessor's name &amp; Reg. code</b>			
<b>Unit(s) of Competency</b>	Develop travel packages		
<b>Venue of Assessment</b>			
<b>Date of assessment</b>			
<b>Items to be evaluated:</b>	<b>Marks Available</b>	<b>Marks Obtained</b>	<b>Comments</b>
<b>RESPONDING TO CUSTOMER ENQUIRIES VIA EMAIL. (The assessor to provide a working email to the candidate)</b>			
<b>Procedure:</b>			
<ul style="list-style-type: none"> <li>Opened the email conversation with an appreciation</li> </ul>	<b>02</b>		
<ul style="list-style-type: none"> <li>Clearly stated what the inquiry was about to demonstrate an understanding of the client's needs.</li> </ul>	<b>02</b>		

