

101505T4TTM

TOUR AND TRAVEL CONSULTANT LEVEL 5

TO/OS/TM/CR/08/5/A

PARTICIPATE IN TRAVEL OFFICE OPERATION

Nov/Dec 2023



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

CANDIDATE PRACTICAL ASSESSMENT

Instructions:

1. You will be allocated **15 minutes** to prepare
2. You have **2 hours** to carry out the tasks as outlined.

Task

You are an employee at Kisasa Tours; you are required to;

1. Simulate tour travel office using the items provided
2. Draw a sketch layout of the Front office of a travel office
3. Prepare an organization structure to be used in a travel office
4. File the travel office documents above in a labeled file

Items provided

The institution will provide you with the following resources for the task:

- 2 Manilla papers
- 1 Chair
- 1 Table
- 1 Box File
- Resource materials for writing reports (5 Foolscaps, 2 marker pens of different colors, 2 pencils, 1 eraser, 1 ruler, 1 packet of crayons)
- Wallclock