

101506T4TTM
TOURISM AND TRAVEL MANAGER LEVEL 6
TO/OS/TM/CR/09/6/A
MANAGE TRAVEL OFFICE OPERATIONS

NOV/DEC 2023



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

PRODUCT CHECKLIST

CANDIDATE'S NAME & REGISTRATION NO.			
ASSESSOR'S NAME & REG. CODE			
UNIT(S) OF COMPETENCY	Manage Travel Office Operations.		
VENUE OF ASSESSMENT			
DATE OF ASSESSMENT			
Items to be evaluated:	Maximum marks to allocate	Marks obtained	Comments
Company Information indicated <ul style="list-style-type: none"> • Name • Contact Address/Physical Address 	2		
Components of the report <ul style="list-style-type: none"> • Title • Table of contents • Introduction 	2 2 2		

Body to include			
• Booking Information	2		
• Sales Report	2		
• Financial report	2		
• Staff report	2		
• Key performance indicators	2		
• Conclusion	4		
• Recommendations	4		
• References	2		
• Presentation	2		
TOTAL	30		
<p>The candidate was found to be: Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/></p> <p><i>(Please tick as appropriate)</i></p> <p><i>(The candidate is competent if s/he gets 50% of the total items correct.)</i></p>			
Feedback from candidate:			
Feedback to candidate:			
Candidate's signature:	Date:		
Assessor's signature:	Date:		