



Oxford Cambridge and RSA

Unit Title:	Support the organisation of business travel or accommodation
OCR unit number	225
Sector unit number	Y/601/2510
Level:	2
Credit value:	3
Guided learning hours:	18

Unit purpose and aim

This unit is about supporting the delivery of business travel or accommodation arrangements following instruction from the organiser or traveller(s).

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will: 1. Understand the purpose of confirming a brief and budget for business travel or accommodation	The Learner can: 1.1 Explain the purpose of obtaining and confirming instructions for arranging business travel or accommodation 1.2 Explain the purpose and benefits of confirming the requirements of a brief and budget for business travel or accommodation arrangements 1.3 Explain the purpose of following the requirements of a brief and budget for business travel or accommodation arrangements 1.4 Describe how to support the organisation of business travel or accommodation to meet expectations 1.5 Describe the main types of business travel or accommodation arrangements that may	Learning outcomes 1 and 2 must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria.

	<p>need to be made and the procedures to follow</p> <p>1.6 Describe how to obtain best value for money when making business travel or accommodation arrangements</p> <p>1.7 Describe how to keep records of business travel or accommodation arrangements</p> <p>1.8 Outline the documents and information to provide to the person who is travelling and how to obtain these</p> <p>1.9 Describe the types of problems that may occur with business travel or accommodation arrangements and the correct procedures to follow in order to deal with these problems</p>	
2. Know the sources of information and facilities available to make business travel or accommodation arrangements	2.1 Describe sources of information, and the facilities available, for making business travel or accommodation arrangements	
3. Be able to support the organisation with business travel or accommodation arrangements	<p>3.1 Confirm the brief and budget for business travel or accommodation arrangements</p> <p>3.2 Check a draft itinerary and schedule with organiser or traveller(s)</p> <p>3.3 Identify suitable business travel or accommodation options</p> <p>3.4 Book suitable business travel or accommodation arrangements, following instructions:</p> <p>a) to meet the brief and budget using available sources of information and facilities</p> <p>b) obtaining best value for money</p>	Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to support the organisation of business travel or accommodation.

	<p>c) making payment or agreeing payment arrangements</p> <p>3.4 Obtain confirmations, and collate documents for business travel or accommodation arrangements</p> <p>3.5 Maintain records of business travel or accommodation arranged</p> <p>3.6 Provide the organiser or traveller(s) with an itinerary and required documents in good time</p> <p>3.7 Confirm with the organiser or traveller(s) that itinerary and documents meet requirements</p> <p>3.8 Resolve or refer problems to the appropriate person</p>	
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Assessment

This unit is centre assessed and externally verified. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, provides evidence across several units. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination of work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements
- recognising prior learning

Evidence requirements

A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Details of travel/accommodation and budget requirements
- Draft itineraries and schedules
- Search results for travel/accommodation

- Confirmation emails, memos, letters
- Purchase order records
- Copies of receipts/invoices
- Copies of travel itineraries and documents
- Correspondence with organiser/traveller

Guidance on assessment and evidence requirements

Refer to sections on Assessment and Evidence requirements above.

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS BAA321 Support the organisation of business travel or accommodation.

Functional Skills

This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards <http://www.gcda.gov.uk/15565.aspx>

Functional Skills Standards					
English		Mathematics		ICT	
Speaking and Listening	✓	Representing	✓	Use ICT systems	✓
Reading	✓	Analysing	✓	Find and select information	✓
Writing	✓	Interpreting	✓	Develop, present and communicate information	✓

Resources

Access to a working environment with associated equipment and resources

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website www.ocr.org.uk.