

CFABAA321 SQA Unit Code FD9P 04
Support the organisation of business travel or accommodation



Overview

This standard is about supporting the organisation of business travel or accommodation arrangements. It includes checking the itinerary and schedule with the traveller, making arrangements that are the best value for money and keeping accurate records. It is for administrators who support the organisation of business travel or accommodation.

**Performance
criteria**

- You must be able to:*
- P1 confirm business travel or accommodation and budget requirements from the organiser
 - P2 check draft itinerary and schedule with the traveller
 - P3 research and book business travel arrangements or accommodation as agreed, obtaining best value for money
 - P4 obtain and collate documents and information for business travel or accommodation
 - P5 maintain records of business travel or accommodation and store any confidential information securely, including financial records
 - P6 follow arrangements for payment facilities for business travel or accommodation
 - P7 follow the correct procedures when there are problems with business travel or accommodation arrangements
 - P8 provide the traveller with an itinerary, documents and information in good time
 - P9 confirm with the organiser or traveller(s) that itinerary, documents and information meet requirements

Knowledge and understanding

You need to know and understand:

- K1 the purpose of confirming the brief and budget for travel or accommodation
- K2 how to support the organisation of business travel or accommodation to meet expectations
- K3 the main types of business travel or accommodation arrangements that may need to be made and the procedures to follow
- K4 the sources of information and facilities that are used to make business travel or accommodation arrangements
- K5 how to obtain best value for money when making business travel or accommodation arrangements
- K6 how to keep records of business travel or accommodation arrangements
- K7 the documents and information to provide to the person who is travelling and how to obtain these
- K8 the types of problems that may occur with travel or accommodation arrangements and the correct procedures to follow in order to deal with these problems

Additional Information

Skills

1. communicating
2. checking
3. decision making
4. evaluating
5. managing time
6. negotiating
7. planning
8. problem solving
9. researching
10. organising

Links to other NOS Events and Meetings; Communications

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Developed by Skills CFA

Version number 2

Date approved January 2013

Indicative review date December 2016

Validity Current

Status Original

Originating organisation Skills CFA

Original URN CFABAA321

Relevant occupations Business, Administration and Law; Administration; Administration and Secretarial Occupations

Suite Business and Administration (2013)

Key words Business; administration; travel; accommodation