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## Overview

This unit is about organising and supervising travel for children, young people and adults. Travel may be 'self-powered', for example on foot or by bicycle, in an owned or hired vehicle, or by public transport.

The unit is divided into three parts.

The first part describes the two things you have to do. These are:

1. make travel arrangements
2. supervise travel

The second part describes the knowledge and understanding you must have.

The third part gives some examples and explanations of some words we use in the unit.

This unit is for people who organise travel involving children and young people with adult involvement.

### Performance criteria

*You must be able to:*

#### **Make travel arrangements**

- P1 plan travel arrangements that are appropriate to the requirements of the journey and needs of the participants
- P2 plan travel arrangements that balance efficiency, cost-effectiveness, comfort and concern for the environment
- P3 plan for likely contingencies
- P4 plan travel arrangements that are safe and take account of the likely conditions during the journey
- P5 provide the participants and members of staff involved with clear, correct and up-to-date information about the travel arrangements in good time
- P6 ensure that the participants and staff are fully prepared for the journey
- P7 follow all the relevant organisational and legal requirements for the journey

*You must be able to:*

#### **Supervise travel**

- P8 take reasonable action to ensure the timely departure and arrival of the participants
- P9 maintain the safety of the participants during the journey
- P10 ensure that equipment, belongings and any travel documents are safe and secure during the journey
- P11 supervise the handling of equipment and belongings to avoid injury and damage
- P12 take reasonable action to ensure that vehicles and attachments under your control, and control of these vehicles, conform to organisational and legal requirements
- P13 deal with any difficulties during the journey in a way which maintains the safety, security, comfort and goodwill of the participants
- P14 keep required records accurate and up-to-date

### Knowledge and understanding

*You need to know and understand:*

#### **Make travel arrangements**

- K1 the major factors to bear in mind when organising travel, especially those to do with the safety and security of participants
- K2 resources and arrangements that may be necessary for disabled people
- K3 travel arrangements which are appropriate to the range of participants, the range of journeys and the types of programme in which the candidate is involved
- K4 the importance of ensuring travel arrangements take account of likely conditions and how likely conditions may affect the types of arrangements
- K5 the importance of providing participants and other staff with up-to-date and accurate information about travel arrangements in good time: what can go wrong if this is not done
- K6 the preparations which both participants and members of staff would have to make for the range of journeys
- K7 what kinds of contingencies might occur in the range of journeys and arrangements listed and what plans to make to take account of these
- K8 the organisational and legal requirements which govern organising travel for participants

*You need to know and understand:*

#### **Supervise travel**

- K9 what steps to take to ensure the safe and timely departure and arrival of participants
- K10 the importance of ensuring the safety and welfare of participants during the journey and how to do so
- K11 types of behaviour to discourage during the types of journeys listed and how to do so with the range of participants listed
- K12 how to maintain the safety and security of equipment, belongings and travel documents during the types of journeys listed
- K13 safe handling and storage techniques
- K14 organisational and legal requirements for the condition and control of vehicles
- K15 types of difficulties which might arise during the journey and how to deal with these
- K16 guidelines and good practice concerning the parking of vehicles
- K17 records which need to be kept and the importance of doing so

### Additional Information

#### Scope/range related to performance criteria

1. **travel arrangements**
  - 1.1. method of transport
  - 1.2. route
  - 1.3. departure and arrival times
  - 1.4. stages in the journey
  - 1.5. food and drink
  - 1.6. comfort and hygiene
  - 1.7. overnight accommodation
  - 1.8. supervision and support
  - 1.9. transport of equipment and belongings
2. **journeys**
  - 2.1. self-powered
  - 2.2. in a organisation/hired vehicle
  - 2.3. public transport
3. **participants**
  - 3.1. adults
  - 3.2. children and young people
  - 3.3. people with specific needs for travel

#### Glossary

##### **Children and young people**

Non-disabled and disabled children and young people in the age range 4 – 16 years, both girls and boys, from all cultures and backgrounds

##### **Contingencies**

Things which may go wrong, for example bad weather, accidents, failure of staff to attend as requested etc

##### **Disabled People**

People with impairments who experience barriers to accessing main stream facilities. This includes people with physical and sensory impairments, learning and communication difficulties, medical conditions, challenging and complex needs which may be permanent or temporary

##### **Self-powered**

For example, on foot or by bicycle or canoe

## SKAB228 - SQA Unit Code FT58 04

### Organise and supervise travel

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**Suite** Outdoor Programmes; Playwork

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