
Overview

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

This standard covers two outcomes. These are:

- 1 make travel arrangements
- 2 supervise travel

This standard is for people who arrange travel involving children and young people with adult involvement.

**Performance
criteria**

Make travel arrangements

- You must be able to:
- P1 plan **travel arrangements** that meet 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 contingencies within your travel arrangements
 - P4 plan **travel arrangements** that are safe and take account of the conditions during the **journey**
 - P5 provide the **participants, colleagues** and **other people** with correct and up-to-date information about the **travel arrangements**
 - P6 ensure that the **participants, colleagues** and **other people** are fully prepared for the **journey**
 - P7 follow all the organisational regulations and procedures for the **journey**

Supervise travel

- You must be able to:
- P8 take action to ensure the timely departure and arrival of the **participants, colleagues** and **other people**
 - P9 maintain the safety of the **participants, colleagues** and **other people** 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 ensure that vehicles and attachments under your control and the operation of these vehicles conform to organisational regulations and procedures
 - P13 deal with any **difficulties** during the **journey** in a way which maintains the safety, security, comfort of the **participant, colleagues** and **other people**
 - P14 keep required travel records

Knowledge and understanding

Make travel arrangements

You need to know and understand:

- K1 how to plan travel arrangements that meet the requirement of the journey and needs of the participants
- K2 additional resources and arrangements that may be necessary for disabled people
- K3 how to plan travel arrangements that balance efficiency, cost-effectiveness, comfort and concern for the environment
- K4 what kinds of contingencies might occur and what plans to make to take account of these
- K5 how to plan travel arrangements that are safe and take account of the conditions during the journey
- K6 the importance of providing participants, colleagues and other people with up-to-date and accurate information about travel arrangements in good time: what can go wrong if this is not done
- K7 how to provide the participants, colleagues and other people with correct and up-to-date information about the travel arrangements
- K8 the preparations which both participants, colleagues and other people would have to make for the range of journeys
- K9 how to ensure that the participants, colleagues and other people are fully prepared for the journey
- K10 the organisational and legal requirements which govern organising travel for participants

Supervise travel

You need to know and understand:

- K11 what steps to take to ensure the safe and timely departure and arrival of participants
- K12 the importance of ensuring the safety and welfare of participants during the journey and how to do so
- K13 methods of encouraging positive behaviour and dealing with unacceptable behaviour
- K14 how to ensure that equipment, belongings and any travel documents are safe

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- and secure during the journey
- K15 how to supervise the handling of equipment and belongings to avoid injury and damage
 - K16 how to ensure that vehicles and attachments under your control conform to organisational regulations and procedures
 - K17 the types of difficulties which might arise during the journey and how to deal with these in a way which maintains the safety, security, comfort of the participants
 - K18 which records need to be kept and the importance of doing so

Additional information

**Scope/range related
to performance
criteria**

- | | |
|----------|--|
| 1 | Participants |
| 1.1 | adults |
| 1.2 | children and young people |
| 1.3 | groups whose members do not know each other |
| 1.4 | participants with particular needs in relation to the activity |
| 1.5 | individuals |
| 1.6 | Groups |
| 2 | Colleagues |
| 2.1 | more senior staff |
| 2.2 | working at the same level |
| 2.3 | those working in supporting roles |
| 3 | Other people |
| 3.1 | clients |
| 3.2 | parents |
| 3.3 | other adults such as party leaders |
| 4 | Travel arrangements |
| 4.1 | method of transport |
| 4.2 | route |
| 4.3 | departure and arrival times |
| 4.4 | stages in the journey |
| 4.5 | food and drink |
| 4.6 | comfort and hygiene |
| 4.7 | overnight accommodation |
| 4.8 | supervision and support |
| 4.9 | transport of equipment and belongings |
| 4.10 | safety requirements |

5 Journeys

- 5.1 self-powered
- 5.2 in a organisation/hired vehicle
- 5.3 public transport

6 Difficulties

- 6.1 behaviour causing physical harm
- 6.2 behaviour causing emotional harm
- 6.3 behaviour causing damage

Skills

Listed below are the main generic skills and qualities applied to the delivery of Outdoors Programmes.

- 1 Empathy
- 2 Active listening
- 3 Coaching
- 4 Communicating
- 5 Consulting
- 6 Influencing and persuading
- 7 Delegating
- 8 Diplomacy
- 9 Empowering
- 10 Facilitating
- 11 Following
- 12 Leading by example
- 13 Managing challenging behaviour
- 14 Mentoring
- 15 Motivating
- 16 Negotiating and compromising
- 17 Obtaining feedback
- 18 Planning and evaluating
- 19 Providing feedback
- 20 Setting objectives
- 21 Valuing and supporting others

Glossary

Children and young people

Non-disabled and disabled children and young people in the age range 4 – 16 years (although in some instances it is up to 18 years), both girls and boys, from all cultures and backgrounds

Contingencies

Provision made for events which may occur: weather, accident and emergency, forced changes and how to plan for these. May also include planning for behavioural or welfare issues with participants or other staff.

Disabled Participants

Participants 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

On foot or by bicycle or canoe

Links to other NOS

This standard links with SKOP2, SKAOP3 and SKAOP13

SKAOP15 (SQA Unit Code - HF14 04)
Arrange and supervise travel



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