

National Unit Specification: general information

UNIT Holiday Planning (Intermediate 1)

CODE DM4E 10

COURSE Travel and Tourism (Intermediate 1)

SUMMARY

This is a mandatory Unit of the Travel and Tourism Intermediate 1 Course and is also available as a free-standing Unit.

The Unit has an emphasis on exploring topics as a consumer.

It is designed to enable candidates to demonstrate knowledge of different holidays, holiday destinations and methods of travel. It will also allow candidates to demonstrate the skills required to obtain holiday information from a variety of sources to suit personal requirements.

The specific aims of the Unit are to develop:

- ◆ knowledge and understanding of the range of holiday destinations
- ◆ knowledge and understanding of the range of travel related source material
- ◆ practical understanding and experience of how to book a holiday
- ◆ an understanding of how to compare the relative costs of different holidays

OUTCOMES

1. Identify holiday destination types and methods of travel.
2. Demonstrate an understanding of brochure holidays.
3. Select and book a holiday using travel and tourism resources.
4. Demonstrate knowledge of complex booking issues.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, candidates would normally be expected to have attained one of the following or equivalent:

- ◆ Standard Grade English at Foundation Level
- ◆ Standard Grade in a Social Subject at Foundation Level
- ◆ Access 3 Cluster or Units in Social Subjects

Administrative Information

Superclass NK

Publication date: April 2005

Source: Scottish Qualifications Authority

Version: 1

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National Unit Specification: general information (cont)

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CREDIT VALUE

1 credit at Intermediate 1 (6 SCQF credit points at SCQF level 4*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

CORE SKILLS

There is no automatic certification of core skills or core skills components in this Unit.

National Unit Specification: statement of standards

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Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME 1

Identify holiday destination types and methods of travel.

Performance Criteria

- a) Identify different types of holiday destination.
- b) Select a holiday destination to meet specified needs.
- c) Identify suitable methods of travel to the selected holiday destination.

OUTCOME 2

Demonstrate an understanding of brochure holidays.

Performance Criteria

- a) Identify the components of a brochure holiday.
- b) Explain the range of possibilities for each component of a brochure holiday.
- c) Produce a personal holiday specification from a brochure.

OUTCOME 3

Select and book a holiday using travel and tourism resources.

Performance Criteria

- a) Gather holiday information from a variety of sources to meet the personal holiday specification.
- b) Select a holiday to meet the personal holiday specification and provide details.
- c) Accurately record requirements on a holiday booking form.

OUTCOME 4

Demonstrate knowledge of complex booking issues.

- a) Identify a variety of methods for booking and paying for a holiday.
- b) Identify reasons for differing holiday costs and charges.

National Unit Specification: statement of standards (cont)

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EVIDENCE REQUIREMENTS FOR THIS UNIT

The content of this Unit is given in Appendix One.

Evidence is required to demonstrate that candidates have achieved all of the Outcomes and Performance Criteria.

This Unit should be assessed holistically using short answer and restricted response questions. There will be one instrument of assessment of 50 minutes duration. It will be a closed book assessment completed under supervised conditions. Responses can be written and/or recorded oral.

The assessment will sample the content and skills defined in Appendix One by including questions which reflect the breadth of the content as shown in the bullet points.

Achievement may be determined by the use of a cut off score for the whole assessment.

The standard to be applied and the breadth of coverage are illustrated in the National Assessment Bank items available for this Unit. If a centre wishes to design its own assessments for this Unit they should be of a comparable standard.

National Unit Specification: support notes

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This part of the Unit Specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

The skills and content for this Unit are given in Appendix One.

This Unit introduces the candidate to a variety of factors which influence the choice of different holiday destinations, in a range of contexts and scales: local, British and abroad, and it also introduces the candidate to the sourcing of holiday information. The candidate is planning his/her own holiday as part of a family, a group or alone.

The Unit also introduces the candidate to the components of the holiday which need to be considered at the planning stage, and the range of possibilities within each component, which will then allow informed choices to be made. A practical exercise covering all budgeting and cost considerations should be carried out based on brochure prices.

The Unit introduces the candidate to a general awareness of the sometimes complex procedures involved in arriving at an accurate final cost and completing a holiday booking form. It looks at ways of reducing costs.

At this level the candidate should be made aware that these complex issues/procedures exist, and they should be tackled as information rather than involving detailed calculation.

This Unit helps candidates develop their research skills, and this knowledge would be very relevant for candidates wishing to progress to the Intermediate 2 Course in Travel and Tourism.

This Unit is one of the three mandatory Units which together make up the Travel and Tourism Intermediate 1 Course. The other two Units are *Holiday Issues* (Intermediate 1) and *Holiday Destinations* (Intermediate 1).

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

An initial teaching input will be necessary for this Unit and at appropriate times within it. The majority of the content should be achieved by candidate-centred activities, as far as possible, so that the candidate participates in the discovery of the content material. Visits and field trips should be incorporated whenever possible and group work should be encouraged where practicable.

If being delivered as part of the Intermediate 1 Course, it is suggested that the Unit should be delivered before the other two Units.

There is, however, scope for integration between Outcome 1 of this Unit and the Unit *Holiday Destinations* (Intermediate 1).

National Unit Specification: support notes (cont)

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GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Opportunities for further study (if this Unit is being delivered as part of the Course), remediation and consolidation, should be built into this Unit; how this is organised will depend on the teaching approach.

Assessment should be carried out at an appropriate time, normally at the end of the Unit. As reassessment should only follow after further work or remediation, centres might consider it appropriate to delay this until further teaching in other Units has been undertaken.

CANDIDATES WITH ADDITIONAL SUPPORT NEEDS

This Unit Specification is intended to ensure that there are no artificial barriers to learning or assessment. The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*.

National Unit Specification: statement of standards

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Appendix 1 – Unit Content

NB This appendix is within the statement of standards, ie the mandatory requirements of the Unit.

The skills and content which will be sampled to produce the evidence required for the Unit are as follows:

- ◆ identifying types of locations of holiday destinations; including coastal, rural, city and island
- ◆ identifying the variety of qualities of destinations;
 - attractions - scenery, climate, activity, relaxation, culture, history, event, special interest
 - amenities - shopping, entertainment, sporting facilities, accommodation, catering
- ◆ identifying the limitations imposed by time available and season of the year, methods of travel (private and hired car, coach, train, boat, aeroplane), cost, distance and suitability
- ◆ identifying the components of a brochure holiday – duration; time of year; budget; methods and time of travel; range of available accommodation; meal options; range of amenities and attractions; facilities for activities; excursions and events
- ◆ compilation of a list of components which will demonstrate how the holidaymaker's optimum requirements relate to choices made and costs incurred (as itemised in the brochure)
- ◆ identifying sources of general and specific holiday information
- ◆ using specific methods to source holiday information - travel agency visit; phonecall to a travel company; writing to a travel company or Local Tourist Organisation or Tourist Information Centre; advertisements; response using a coupon; use of an information technology source such as teletext or the Internet; or any other method
- ◆ given an available budget, a time of year and a set holiday period for each candidate - using the personal holiday specification to identify an appropriate brochure and select a particular holiday which meets the client's holiday requirements and budget limitations
- ◆ completion of booking forms for a variety of different types of holiday
- ◆ identification and relative merits of the different methods of paying for holidays and their relationship with insurances and cancellation charges
- ◆ alternative bookings and arrangements which alter costs such as - different companies; different departure times; low/medium season; late availability
- ◆ additional costs – insurance; annual insurance; accommodation supplements (single room, under occupancy, sea view balcony etc); travel supplements (airport taxes, transfer costs, flight, ferry, car-hire car insurance, motorail); equipment hire; currency fluctuations; airport car parking; overnight accommodation