

## Travel and Tourism

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Skills for Work Travel and Tourism courses are available at National 4 and National 5. This update is intended to offer advice and support for teaching staff responsible for delivering these courses.

### The Qualifications Team

**Angela Baird**

Qualifications Manager

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Qualifications Officer

### Course documentation

Please refer to the Course Specifications, Course Support Notes, Unit Specifications and Unit Support Notes, which are available from the [Skills for Work Travel and Tourism subject pages](#).

### Unit assessment support

At each level, the course consists of four units which cover the following broad areas:

- Employability skills
- Travel and Tourism: Scotland
- Customer Service
- Travel and Tourism: UK and Worldwide

Unit assessment support packs are available to support each unit of the course. These packs contain templates to enable candidates to record their evidence, as well as exemplification to assist centres in making assessment judgements. The packs are available from the SQA secure website, which your SQA Coordinator will be able to access.



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## Prior verification

Prior verification is a free service offered by SQA to centres that choose to either develop their own assessments or significantly change SQA produced assessments to suit their particular needs. This service gives centres confidence that their assessments are fit for purpose and in line with national standards.

More information on prior verification can be found via the following link:

<https://www.sqa.org.uk/sqa/74666.6219.html>

## Verification

Internal verification can help to identify any errors in assessment decisions. During external verification activity, SQA External Verifiers identified some issues which centres may have resolved through internal verification processes.

- [View our guidance on internal verification](#)

For further advice in relation to verification and unit assessment, please refer to the Internal Assessment Report for Skills for Work Travel and Tourism, which is available on the SQA website.

## Understanding Standards event

In 2016, we held an Understanding Standards event for Skills for Work Travel and Tourism. The presenters, who were from centres in Glasgow and East Dunbartonshire, kindly agreed to share with delegates the materials which they used in their presentations. Centres are reminded that these materials have not been through the formal SQA Prior Verification process and, as with any assessment materials, should be used in conjunction with the current Unit Specification.

## Centre approval

Centres are reminded that they must seek approval prior to delivering Skills for Work Travel and Tourism courses. Centres should complete the Qualification Approval Application form, which can be found on the following web page:

<http://www.sqa.org.uk/sqa/76246.html>

Completed approval forms should be submitted to [mycentre@sqa.org.uk](mailto:mycentre@sqa.org.uk)

Should you wish to discuss any aspects of your application prior to submission, please telephone our Business Development and Customer Support team on 0303 333 0330 or e-mail [mycentre@sqa.org.uk](mailto:mycentre@sqa.org.uk)

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