OCR
Oxford Cambridge and RSA

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| **Unit Title:** | **Organise business travel or accommodation** |
| OCR unit number: | 21 |
| Level: | 2 |
| Credit value: | 4 |
| Guided learning hours: | 23 |
| Unit reference number: | D/506/1875 |

## Unit aim and purpose

This unit aims to develop the knowledge and skills required to organise business travel or accommodation. Upon completion of this unit, learners will be able to research business travel or accommodation options for others, and then use the outcomes of that research to make business or travel arrangements for others.

| Learning Outcomes | Assessment Criteria | Additional Guidance |
|---|---|---|
| **The Learner will:**<br>1 Understand the organisation of business travel or accommodation for others | **The Learner can:**<br>1.1 Explain any budgetary or policy constraints relating to business travel or accommodation<br>1.2 Describe financial arrangements relating to business travel or accommodation<br>1.3 Explain how to make arrangements for visas and related foreign travel documentation<br>1.4 Describe the procedures for obtaining or exchanging foreign currency | |
| 2 Be able to research business travel or accommodation options for others | 2.1 Identify different suppliers that are capable of delivering the services required within budget<br>2.2 Recommend travel or accommodation arrangements that best meet the requirements<br>2.3 Recommend suppliers of travel or accommodation that best meet the requirements | |
| 3 Be able to make business travel or accommodation arrangements for others | 3.1 Confirm the requirements for travel or accommodation | |

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| Learning Outcomes | Assessment Criteria | Additional Guidance |
|---|---|---|
| | 3.2 Agree arrangements that specify any **limitations, prohibitions or responsibilities** and which meet the requirements<br>3.3 Prepare and issue itinerary/schedule documentation that reflect agreed arrangements accurately<br>3.4 Obtain travel or accommodation documentation within the required timescale<br>3.5 Confirm the acceptability of payments to be made within the limits of their own authority<br>3.6 Keep up-to-date records of travel or accommodation arrangements and agreed commitments<br>3.7 Adhere to **organisational policies and procedures, legal and ethical requirements** when making business travel or accommodation arrangements for others | **Limitations, prohibitions or responsibilities** may include:<br>• Budget<br>• Time constraints<br>• Organisational preferences<br>• Limitations of individual authority<br><br>Where possible, adherence to **organisational policies and procedures, legal and ethical requirements** should be confirmed by a line manager or experienced colleague. |

## Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

## Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

## National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

| Occupational standards | Unit number | Title |
|---|---|---|
| Business & Administration (2013) National Occupational Standards: | CFABAA322 | • Organise business travel or accommodation |


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## Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .