

Unit Title: Evaluate the provision of business travel or accommodation

OCR unit number: 16
 Level: 3
 Credit value: 5
 Guided learning hours: 30
 Unit reference number: J/506/1918

Unit aim and purpose

This unit aims to develop the knowledge and skills required to evaluate the provision of business travel or accommodation. Upon completion of this unit, learners will have developed an understanding of the provision of business travel or accommodation arrangements. Learners will utilise this knowledge when evaluating the quality of organisational business travel or accommodation arrangements and making recommendations for improvements.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand the provision of business travel or accommodation arrangements	The Learner can: 1.1 Explain the factors to be taken into account in setting evaluation criteria for the provision of business travel or accommodation 1.2 Explain different travel or accommodation-related needs and services 1.3 Explain different arrangements that could be made for the provision of business travel or accommodation 1.4 Explain the scope of legal and organisational security and confidentiality requirements relating to business travel or accommodation	Evaluation criteria may include: <ul style="list-style-type: none"> • Availability • Suitability • Effectiveness
2 Be able to evaluate the quality of organisational business travel or accommodation arrangements	2.1 Assess the performance of providers of travel or accommodation against agreed criteria 2.2 Identify instances of exceptional and inadequate performance 2.3 Evaluate the benefits and limitations of existing arrangements for organising business travel	

Learning Outcomes	Assessment Criteria	Additional Guidance
	or accommodation and their implications 2.4 Identify alternative potential providers and ways of providing travel or accommodation	
3 Be able to recommend improvements to organisational business travel or accommodation arrangements	3.1 Produce costed plans that set out different options, their benefits, limitations and implications 3.2 Shortlist alternative potential providers of business travel or accommodation against agreed criteria 3.3 Adhere to organisational policies and procedures, and legal and ethical requirements when recommending improvements to arrangements for business travel or accommodation	Where possible, adherence to organisational policies and procedures, and 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	<ul style="list-style-type: none"> Organise business travel or accommodation

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.