



Federal Ministry of Education



Regulatory Body



Sector Skills Council

# **NIGERIA SKILLS QUALIFICATION FRAMEWORK**

## **NATIONAL OCCUPATIONAL STANDARDS FOR HOSPITALITY TRAVEL AND TOURISM SECTOR**

### **TRAVEL & TOURISM TRADE**

### **SUPERVISORY CADRE**

### **TOUR OPERATION SUPERVISOR**

### **LEVEL 4**

**REVIEWED BY**

**HOSPITALITY & TOURISM SECTOR SKILLS COUNCIL OF NIGERIA (HTSSCN)  
NIGERIA  
Federal Republic of Nigeria**

**27-28 AUGUST 2025**

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## **GENERAL INFORMATION**

### **1.0 GENERAL INFORMATION**

#### **1.1 The NSQ Framework**

The Nigeria Skills Qualifications Framework (NSQF) was approved by the Federal Executive Council in April 2013. The framework is a learning outcome-based qualifications encompassing all education and training sectors and all forms of learning. It comprises about nine (9) levels, each being identified by a unique set of Level Descriptors. Each qualification has defined learning outcomes (LO), with each unit comprising the qualification mapped against the Level Descriptors. The Level Descriptors are in turn, classified into three separate strands (categories) covering Knowledge, Skills and Competence.

#### **1.2 Context and Goals**

The decision of the Hospitality and Tourism Sector Skills Council of Nigeria (HTSSCN) to review and develop new occupational trade standards based on the Nigeria Skills Qualifications Framework (NSQF) in Nigeria was driven by a number of challenges including:

- links and gaps between qualifications and the labour market is not strong
- lack of consistency in qualifications
- absence of a system for comparing qualifications to each other
- pathways of progression between qualifications is unclear
- value of qualifications to employers and learners is unclear
- update the original standards with new innovations in the occupational trade standards

#### **1.3 Vision of the Occupational Trade Standards**

The vision is for these challenges to be addressed through the development of a comprehensive NSQF that will cut across all sectors of education and training, irrespective of the nature or form of learning. The NSQF is envisaged to:

- provide a stronger basis for the understanding, comparison and recognition of national and foreign qualifications, thereby improving the understanding of employers, parents and learners of the value of qualifications
- provide fit-for-purpose qualifications that have stronger linkages with labour market and learner needs
- increase the accountability of education and training institutions towards maintaining high quality standards in their provisions
- improve the opportunities for mobility and progression of learners within and across higher education, vocational and general education sectors
- promote the concept of lifelong learning through the recognition of all types of learning: formal, non-formal and informal.

#### **1.4 Aim of the Occupational Trade Standards**

The standards are to produce learners with acquired skills and competence capable of carrying out hospitality, travel and tourism and trade operational tasks with stand alone occupational trade career path skills for both training standards and frameworks at levels accordingly.

### **1.5 Design, Level and Credit of the Occupational Trade Standard**

The design and development of occupational trade standards are generally undertaken by the Hospitality and Tourism Sector Skills Council of Nigeria. The Council also has the responsibility for developing, maintaining and updating the standards. The awarding body classifies the qualifications, approves and monitors deliveries at centres and issues qualifications to competent learners.

### **1.6 Validation of Occupational Standards**

All occupational standards placed on the NSQ are to be validated the Council stakeholders to ensure that they are fit-for-purpose and meet validation standards and the needs of learners or the labour market. It also ensures that the validation standards, process and roles of validators are defined and transparent.

As a matter of policy, a Validation Panel of practising employers, professional experts and educators/trainers ensure that each occupational standards meet the Validation Standards which the regulatory body oversees. Panel members were selected in a transparent and objective manner and the Validation Panel only judge the validity of occupational standards using the Validation Standards published as provided in the NSQ Handbook. The Panel assigned a Validity Period of three (3) years for every valid standard.

### **1.7 Enabling Learners with Special Needs**

As a matter of policy, the developed standards creates the environment that enables learners with special needs to be integrated into the education and training systems and recognizing their achievements on the NSQ. By these, the workplaces and centres to handle training must provide equal and suitable opportunities for the integration and access of learners with special needs and recognition of their achievements. Learners with special needs are to be provided with suitable support and resources, and ensure their integration and recognition of achievements.

### **1.8 Promoting Lifelong Learning**

The Council pursuant to the NSQF guideline develop the occupational standards to promote Lifelong Learning which aims to recognize prior learning, and to further enhance progression pathways between education and training sectors. This is by developing a common understanding of Recognition of Prior Learning (RPL) in the context of the NSQ to be on equal terms with formal learning. With guidance, the training centre are to provide mechanisms for RPL in accordance with the NSQ education and training regulations.

### **1.9 Placement of Occupational trade standard on the NSQ**

The occupational trade standards are developed in accordance with the NSQ process for 'Qualification Placement'. These are with the aim of ensuring that Training Provider/ roles and responsibilities in the 'Qualification Placement' process are clear, transparent and the arrangements for placing occupational trade standard on the NSQ.

### **1.10 Method of Assessment**

As validated by the Council, the assessment tasks and activities are designed to ensure that individual learners have the opportunity to demonstrate their achievement of different learning outcomes. One way of ensuring this is directly linking the assessment to the learning outcomes, making the purpose of assessment clear and transparent, including to individual learners. Assessment involves gathering, evaluating, analysing and judging evidence in order to decide whether a learner has achieved the predefined learning outcomes. It relies on a broad range of formative and summative assessment tools and processes the former providing an insight into learner progress while the latter is rather more formal and provides evidence for future credits and awards upon achieving competences on desired trade standards.

In the course of training, assessment often relies on the use of a number of tools and instruments. Assessment tools and instruments can include, but are not limited to:

- Case Studies
- Observed Practical Exercises
- Observed Performance at Work
- Role-play and/or other targeted Group Activity
- Oral, Audio and Visual Processes and Presentations
- Long-Answer Questions (reports, proposals for action, specialist articles)
- Short Answer Questions and Structured Questions for oral (Skills based and Witten for knowledge-based criteria)
- Selected-Response Items (e.g. multiple-choice).

Assessment processes is both fit-for-purpose, rigorous and fair, and should be aligned with the level and type of learning provided by the occupational trade standards for qualifications. With assessment practices managed and delivered across a broad range of education and training institutions, it is important to ensure that quality assurance mechanisms are in place with a view to ensuring that assessment is efficiently, effectively and consistently delivered, and that internal and external assessment moderation and verification processes exist.

### **1.12 Assessment/evidence requirements for Occupational Trade Standards**

The general assessment method of generating evidences are as follows:-

Direct Observation (OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)

Recognition of Prior Learning (RPL)

**SECTOR: HOSPITALITY TRAVEL AND TOURISM**  
**OCCUPATIONAL TRADE: TRAVEL AND TOURISM**  
**CADRE: SUPERVISOR**  
**CAREER PATH: SUPERVISOR TOUR OPERATION**  
**NSQ LEVEL: 4**

**TABLE OF STANDARDS AND CREDIT LOAD**

<b>S/N</b>	<b>STANDARD TITLE</b>	<b>UNIT REFERENCE NUMBER</b>	<b>CREDIT VALUE</b>	<b>GUIDED LEARNING HOURS</b>
<b>MANDATORY UNITS</b>				
Unit 001	Health, Safety and Environment	HTT-GP-001-L4	4	40
Unit 002	Communication in Work Environment Communication in Work Environment	HTT-GP-002-L4	4	40
Unit 003.	Team Work in Travel and Tourism Business	HTT-GP-003-L4	3	30
<b>OPTIONAL UNITS</b>				
Unit 004.	Delivering Tour Service by Types	HTT-TS-001-L4	4	40
Unit 005	Monitoring and Solving Customer Service Problems	HTT-TS-002-L4	4	40
Unit 006	Transport Legal, Regulatory, Ethical and Social Requirements	HTT-TS-003-L4	4	40
Unit 007	Promoting Leisure Opportunities and Activities for Individuals and Groups	HTT-TS-004-L4	4	40
Unit 008	Processing Travel Documents Using Manual and Computer Application	HTT-TS-005-L4	5	50
Unit 009	Handling Travel Documentation	HTT-TS-006-L4	5	50
Unit 010	Application of Manual And Computer Devices in Passenger and Visitor Check-In in Air, Land and Water Travel	HTT-TS-007-L4	5	50
Unit 011	Customer Hand-Over Service in Air, Land and Water Travels	HTT-TS-008-L4	4	40
Unit 012	Events Execution	HTT-TS-009-L4	5	50
Unit 013	Application of IATA Global Distribution System (GDS) in Leisure, Travel, Hospitality and Tourism Services	HTT-TS-010-L4	5	50
Unit 014	Processing Travel and Tourism Services Payment	HTT-TS-011-L4	4	40



Unit 015	Selling Travel and Tourism Related Products and Services	HTT-TS-012-L4	4	40
Unit 016	Preparing Business Travel Accounts Using Manual and E-Electronic Devices	HTT-TS-013-L4	5	50

**Acronyms:**    **HTT**= Hospitality Travel and Tourism Sector  
                   **GP**= General Practice  
                   **TS**= Travel Tourism Supervisor  
                   **001**= Unit number  
                   **L4**= Level 4

**UNIT 001:**                    **HEALTH, SAFETY AND ENVIRONMENT**

**Unit reference number:** HTT-GP- 001-L4  
**NSQ level:** L4  
**Credit value:** 3  
**Guided learning hours:** 30

**Unit Purpose:**

To enable trainee on the job acquire the knowledge, competence and skills to maintain safe, hygiene and safety measures while on job at work place environment

**Evidences**

Direct Observation (OBS)  
 Question & Answer (QA)  
 Witnesses Testimony (WT)  
 Assignment (ASS)  
 Personal Statement (PS)  
 Reflective/Learning Journal (LJ)  
 Work Product [(WP) attached to OBS/WT]  
 Recognition of Prior Learning (RPL)

**Unit 001: HEALTH, SAFETY AND ENVIRONMENT**

LO (Learning outcome)			Criteria:-				Evidence Type				Evidence Ref Page number			
LO1 Maintain personal health and hygiene	1.1	wear clean, neat and appropriate personal protective equipment												
	1.2	work safely at all times, complying with health, safety and other relevant regulations and guidelines.												
	1.3	get any cuts, grazes and wound treated by the appropriate and qualified person in the work place												
	1.4	Report illness and infection promptly to the appropriate persons.												
	1.5													
LO2 Know how to maintain personal health and hygiene														
	2.1	State responsibility under the health and safety Act as it relates to own occupation												
	2.2	Follow general rules on hygiene that must be followed												
	2.3	identify correct personal												



LO 5:  <b>Emergency procedures</b>	4.4	state hazards that can be dealt with personally and those that should be reported to appropriate personnel									
	4.5	identify risk elements in workplace environment									
	4.6	state how to warn other people about hazards and why this is important									
	4.7	state why accidents and near accidents should be reported in a manner that follow due procedures.									
		follow procedures of raising awareness of hazards									
	5.1	describe the type of emergencies that may happen in the workplace and how to deal with them									
	5.2	Find the first aid equipment and who the registered first aiders is in the workplace									
	5.3	Follow safe lifting and handling techniques that should be followed									
	5.4	Work safely in relevant safety areas									
	5.5	describe organisational emergencies procedures in particular fire and how these are important to be followed									
	5.6	state the possible causes for fire in the workplace									
	5.7	describe how to minimise the possibility of fire in the workplace									

	5.8	Locate alarms and how to set them on and off										
	5.9	explain why a fire should never be approached unless you are trained to do so.										
	5.10	State the importance of following the fire safe rules										
	5.11	describe organisational security procedures and why these are important										
	5.12	Report all unusual or non-routine incidents to the appropriate personnel										

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

**Unit reference number:**      **HTT-GP- 002-L4**  
**NSQ level:**                      **L4**  
**Credit value:**                  **4**  
**Guided learning hours:**      **40**

**Unit purpose:**

The unit enables the learner to communicate effectively and relay information that is responsive and subject to change in meeting workers and employers' need in work environment..

**Unit assessment requirements/evidence requirements**

Direct Observation (OBS)  
 Question & Answer (QA)  
 Witnesses Testimony (WT)  
 Assignment (ASS)  
 Personal Statement (PS)  
 Reflective/Learning Journal (LJ)  
 Work Product [(WP) attached to OBS/WT]  
 Recognition of Prior Learning (RPL)

**UNIT 002: COMMUNICATE IN WORK ENVIRONMENT**

Learning Outcome		Criteria	Evidence type				Evidence reference page number			
<b>LO1</b>  <b>Demonstrate skills in Information recording and reporting</b>	1.1	Record findings in line with travel and tourism operations record keeping								
	1.2	Read and understand instructions								
	1.3	Demonstrate understanding of communication codes								
	1.4	Report information on work activities appropriately and timely.								
<b>LO2</b>										
	2.1	Receive and								

<b>Carry Information Delivery</b>		understand information relating to work routine.										
	2.2	Receive relevant information from the right personnel										
	2.3	Communicate relevant information to the right personnel										
	2.4	Use information to carry out task relating to work routine										
	2.5	Ability to communicate in one local and one internal lang.										
<b>LO3 Demonstrate skills in communication gadgets usage</b>	3.1	Knowledge of different type of comm. gadgets										
	3.2	Use codes of communication in conveying information as specified										
	3.3	Select appropriate communication gadget for a specific information										
	3.4	Identify and apply different channels of communication										
<b>LO4 Demonstrate skills to Communicate technical information to colleagues</b>												
	4.1	Communicate technical information to colleagues clearly and effectively										
	4.2	Confirm information has been understood and										

		provide clarification where necessary									
	4.3	Interpret diagrams and pictorial information									
<b>LO5</b>  <b>Demonstrate skills in produce, Retrieve and process information</b>	5.1	Storage of info as appropriate									
	5.2	Store and retrieve information whenever required									
	5.3	Produce and process information as appropriate									
	5.4	Safety of information and info security system.									

Learner' signature:	Date
Assessor's signature:	Date
IQA Signature (If sampled):	Date
EQA Signature (If sampled):	Date



**Unit reference number:**      **HTT-GP-003-L4**  
**NSQ level:**                      **L4**  
**Credit value:**                   **2**  
**Guided learning hours:**       **20**

**Unit Purpose:**

To equip the candidate with the knowledge and competence to employ skills in carrying out organisational functions to achieve its goals

**Unit assessment requirements/evidence requirements**

Direct Observation (OBS)  
 Question & Answer (QA)  
 Witnesses Testimony (WT)  
 Assignment (ASS)  
 Personal Statement (PS)  
 Reflective/Learning Journal (LJ)  
 Work Product [(WP) attached to OBS/WT]  
 Recognition of Prior Learning (RPL)

**UNIT 003: TEAM WORK IN TRAVEL AND TOURISM BUSINESS**

LO (Learning outcome)			Criteria:-				Evidence Type				Evidence Ref Page number			
LO1 Plan and organise team work routine	1.1	understand what is required for the work												
	1.2	Adhere to instructions accurately												
	1.3	plan and organize task in order of importance												
	1.4	place everything needed for work within reach												
	1.5	keep work areas clean and tidy												
	1.6	keep waste to a minimum												
	1.7	seek assistance if in need and from the relevant person												
	1.8	provide work output in due time as agreed												
LO2 Work effectively with members of own team														
	2.1	support team members when necessary												
	2.2	ensure that any assistance given is within limits of responsibilities												
	2.3	manage time well in spite of assisting others												

	2.4	ensure information transmitted to others in the team is timely and accurate.									
	2.5	maintain cordial working relations with team mates									
	2.6	Discuss and resolve any misunderstanding or incidences between the team mate before reporting relevant person									
	2.7	report any misunderstandings or incidences in relating with team mates to the relevant person									
	2.8	communicate clearly and effectively with team members									
L03  Develop own skills											
	3.1	seek feedback on work and be able to use the feedback constructively									
	3.2	identify with appropriate persons what aspects of work that are up to standard and what areas to improve									
	3.3	agree on what have to be improved during work									
	3.4	agree on a learning plan with the appropriate person									
	3.5	seek opportunity to review and develop and improve learning plan									

<b>Learners Signature:</b>	<b>Date:</b>
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
<b>EQA Signature (if sampled)</b>	<b>Date:</b>

**Date:**  
Date:  
Date:

EQA Signature (if sampled)Date:

**Unit reference number:** HTT-TS-001-L4  
**NSQ level:** L4  
**Credit value:** 4  
**Guided learning hours:** 40

**Unit Purpose:**

To equip the trainee Supervisor on the job with the required skills and competence to professionally plan, organize and manage the delivery of local tour

**Unit assessment requirements/evidence requirements**

Direct Observation (OBS)  
 Question & Answer (QA)  
 Witnesses Testimony (WT)  
 Assignment (ASS)  
 Personal Statement (PS)  
 Reflective/Learning Journal (LJ)  
 Work Product [(WP) attached to OBS/WT]  
 Recognition of Prior Learning (RPL)

**UNIT 004: DELIVERING TOURS BY TYPES**

LO (Learning outcome)			Criteria:-				Evidence Type				Evidence Ref Page number			
LO1  Supervise execution of organize tour	1.1	Supervise execution of tour in accordance with agreed terms.												
	1.2	ensure compliance with programme and timing agreed between the organiser and suppliers												
	1.3	Monitor recording of tour sales activities using the electronic system application												
LO 2  Exhibit skills in delivery of a tour	2.1	supervise delivery of services standards and quality agreed												
	2.2	issue relevant, clear and accurate information to customers at key points throughout the tour												

	2.3	Ensure effective implementation of contingency arrangements when necessary									
	2.4	Look out and handle any unforeseen events to minimise disruption and reassure customers									
	2.5	Ensure and maintain goodwill of external suppliers and customers' positive image of the organiser									
LO3											
<b>Demonstrate skills in caring for customers</b>	3.1	Ensure a maintained welcoming, calm, and professional approach to customers									
	3.2	Ensure maintained customers' comfort, well-being, enjoyment and a positive impression of the organisation									
	3.3	meet the needs and realistic expectations of customers									
	3.4	Ensure maintained balanced customers' awareness of any local expectations									
	3.5	ensure a balanced need and expectations of individuals with those of the whole group									
	3.6	identify hazards that present unacceptable risk to group members									
	3.7	take action in case of problems to minimise the effects of disruption									
	3.8	deal with emergency situations promptly and calmly									

		record emergency action appropriately										
LO4												
<b>Demonstrate skills in organising tour arrangements</b>	3.1	Ensure completion of all required tour records and customer information for safe keep and security										
	3.2	ensure customer and baggage check-in and check-out are smooth and efficient										
	3.3	ensure information bulletins are provided at suitable times and places										
	3.4	ensure all procedures comply with local, national and organisational requirements										
	3.5	Look out for any factors likely to clearly affect future tours and report promptly to relevant officers										

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

**UNIT 005: MONITORING AND SOLVING CUSTOMER SERVICE PROBLEMS****Unit reference number:** HTT-TS -002-L4**NSQ level:** L4**Credit value:** 4**Guided learning hours:** 40**Unit Purpose:**

To acquaint the Supervisory candidate with competence and skills required in dealing satisfactorily with customer having problems with the services provided

**Unit assessment requirements/evidence requirements**

Direct Observation (OBS)

Question &amp; Answer (QA)

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP) attached to OBS/WT]

Recognition of Prior Learning (RPL)

**UNIT 005: MONITORING AND SOLVING CUSTOMER SERVICE PROBLEMS**

LO (Learning outcome)		Criteria:-	Evidence Type				Evidence Ref Page number			
LO1 Solve immediate customer service problems	1.1	ensure prompt response to customer service problems following organisational guidelines								
	1.2	find and solve customer service problems with sufficient authority								
	1.3	guide and work with others to solve customer service problems								
	1.4	ensure to inform customers of the actions being taken								
	1.5	check with customers that they are comfortable with the actions being taken								
	1.6	investigate and solve problems with service systems and procedures that might affect customers before they become aware of them								
	1.7	inform managers and colleagues of the steps taken to solve specific								

[illegible]

Learners Signature:

Date:

Assessors Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)

Date:



**UNIT 006: TRANSPORT LEGAL, REGULATORY, ETHICAL AND SOCIAL REQUIREMENTS****Unit reference number:** HTT-TS-003-L4**NSQ level:** L4**Credit value:** 4**Guided learning hours:** 40**Unit Purpose:**

To equip the Supervisory candidate on the job with the knowledge and skills to ensure compliance with operational tasks at workplace

**Unit assessment requirements/evidence requirements**

Direct Observation (OBS)

Question &amp; Answer (QA)

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP) attached to OBS/WT]

Recognition of Prior Learning (RPL)

**UNIT 006: TRANSPORT LEGAL, REGULATORY, ETHICAL AND SOCIAL REQUIREMENTS**

LO (Learning outcome)			Criteria:-				Evidence Type				Evidence Ref Page number			
LO1 Plan, organise, coordinate, execute and supervise tour operations	1.1	gather relevant data to plan recreation and tourism destination transport needs												
	1.2	ensure necessary basic knowledge of the health, safety, legal, social and ethical requirements are observed												
	1.3	Supervise transport operations in the required standards												
	1.4	Supervise transport operations with attention on the legal, regulatory , ethical and social requirements												
LO2 Comply with transport legal, regulatory, ethical and social	2.1	monitor the relevant legal, regulatory, ethical and social requirements and the effect that they have on area of responsibility												
	2.2	Ensure adherence to policies and												



**UNIT 007: PROMOTING LEISURE OPPORTUNITIES AND ACTIVITIES FOR INDIVIDUALS AND GROUPS**

**Unit reference number:** HTT-TS-004-L4

**NSQ level:** L4

**Credit value:** 4

**Guided learning hours:** 40

**Unit Purpose:**

To equip the candidate with the knowledge and competence to raise awareness of the value of leisure activities and negotiate specific arrangements for leisure opportunities and activities

**Unit assessment requirements/evidence requirements**

Direct Observation (OBS)

Question & Answer (QA)

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP) attached to OBS/WT]

Recognition of Prior Learning (RPL)

**UNIT 007: PROMOTING LEISURE OPPORTUNITIES AND ACTIVITIES FOR INDIVIDUALS AND GROUPS**

LO (Learning outcome)		Criteria:-	Evidence Type				Evidence Ref Page number			
LO1  <b>Raise awareness of the value of leisure opportunities and activities for individuals</b>	1.1	find out from the audience who may have an interest in leisure opportunities for individuals								
	1.2	review and communicate with the identified audience to establish their current perceptions of and interest in the value of leisure activities for individuals or groups.								
	1.3	verify to present clear, accurate and relevant information to the audience about the benefits that leisure activities can bring to individuals and groups.								

	1.4	execute presentation of clear, accurate and relevant information to the audience about the impact of discrimination, oppression and social exclusion on individuals and groups.									
	1.5	execute clear presentation of accurate and relevant information to the audience about ways of offering leisure opportunities and activities to individuals and groups.									
	1.6	initiate the opportunity to ask questions and confirm their understanding of the information provided									
	1.7	guide people and organisations to other appropriate sources of information when they need information and advice that is outside the expertise to provide									
	1.8	assess challenge constructively in relation to attitudes and behaviour which are ill informed, misguided, abusive or discriminatory									
	1.9	support people and organisations to become champions in the provision of leisure opportunities for individuals, supporting them to raise the awareness for others									
LO2											
<b>Negotiate the provision of leisure opportunities and activities for individuals</b>	2.1	locate people and organisations who are suitable and able to provide leisure opportunities and activities.									
	2.2	explain the role and responsibilities to people and									



	3.6	assess and confirm all agreements in writing								
	3.7	review appropriate actions to enable the leisure opportunities and activities to be accessed								
	3.8	inspect records and reports on processes and outcomes, within confidentiality agreements and according to legal and work setting requirements								

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

**UNIT 008: PROCESSING TRAVEL INFORMATION DOCUMENTS USING MANUAL AND COMPUTER APPLICATION**

**Unit reference number:** HTT-TS-005-L4  
**NSQ level:** L4  
**Credit value:** 5  
**Guided learning hours:** 50

**Unit Purpose:**

To equip the trainee Supervisor with the knowledge and competence to process travel Information documents using manual and computer application

**Unit assessment requirements/evidence requirements**

Direct Observation (OBS)  
 Question & Answer (QA)  
 Witnesses Testimony (WT)  
 Assignment (ASS)  
 Personal Statement (PS)  
 Reflective/Learning Journal (LJ)  
 Work Product [(WP) attached to OBS/WT]  
 Recognition of Prior Learning (RPL)

**UNIT 008: PROCESSING TRAVEL INFORMATION DOCUMENTS USING MANUAL AND COMPUTER APPLICATION**

LO (Learning outcome)			Criteria:-				Evidence Type				Evidence Ref Page number			
LO1 <b>Promote the features and benefits of tourism products and services</b>	1.1	evaluate those features of tourism products and services that accurately match customers' needs												
	1.2	Explain to customer the benefits of tourist product to ensure clear, accurate generation of interest												
	1.3	meet customers to discuss the opportunities to fully explore travel features and benefits												
	1.4	present clearly relevant terms, conditions and legal requirements relating to sale												

	1.5	explain to the customer the relevant terms and conditions connected to sales of tour to the customers										
LO2 <b>Identify customers' requirements</b>												
	2.1	Work out suitable options of tourism products and services that best match the customers' needs are identified and offered										
	2.2	Support opportunities to sell extra tourism products and services at a suitable time in the discussion with customers										
	2.3	offer alternatives relevant to customer travel request										
	2.4	take appropriate action taken where customers' queries cannot be answered										
LO3 <b>Demonstrate skills to close travel sales with customer</b>												
	3.1	review customers' intention to buy at a suitable time in your discussion										
	3.2	monitor to ensure that customers are positively reassured following their buying choice										
	3.3	compile and provide extra tourism products and services to be sold										
	3.4	compare to ensure that the total cost of all products and services is given to customers										
	3.5	assess to ensure that the sale meets the organisation's procedures and legal requirements										
LO 4 <b>Demonstrate understanding and skills in processing electronic</b>	4.1	Identify electronic travel documents processed in air, land and water travels and transport										
	4.2	Carry out processing of e-passport										
	4.3	Carry out process of e-visa										
	4.4	generate visa information										





**UNIT 009: HANDLING TRAVEL DOCUMENTATION****Unit reference number:** HTT-TS- 006-L4**NSQ level:** L4**Credit value:** 5**Guided learning hours:** 50**Unit Purpose:**

To enable the trainee acquire the necessary knowledge, skills and competence to supervise carrying out of necessary travel documentation.

**Unit assessment requirements/evidence requirements**

Direct Observation (OBS)

Question &amp; Answer (QA)

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP) attached to OBS/WT]

Recognition of Prior Learning (RPL)

**UNIT 009: HANDLING TRAVEL DOCUMENTATION**

LO (Learning outcome)			Criteria:-				Evidence Type				Evidence Ref Page number			
LO1 Receive and treat travel documentation	1.1	supervise welcoming of customer in appropriate manner												
	1.2	Collate details of customer's travel needs												
	1.3	monitor customer's request in relation to existing travel procedures												
	1.4	ensure customer gets travel documentations in request												
	1.5	supervise process for acceptability of travel documents												
	1.6	Supervise guides directed to customer is appropriate with organisation standards												
LO2 Supervise completion of relevant documents for														
	2.1	supervise collection of documents from customer to be processed												
	2.2	inspect recorded documents received for processing												

<b>travel customer</b>	2.3	ensure provision of relevant documents for customer completion											
	2.4	Ensure customer carry out appropriate document completion											
	2.5	Monitor completion of document											
	2.6	Sort out issues relating to travel documentation											
LO3 <b>Refer complex documentation issues to appropriate officer for action</b>													
	3.1	ensure document is forwarded to appropriate office											
	3.2	Supervise and inspect retrieved documents from appropriate office upon completion											
	3.3	direct documents to appropriate office											
	3.4	ensure received documents are recorded											

<b>Learners Signature:</b>	<b>Date:</b>
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
<b>EQA Signature (if sampled)</b>	<b>Date:</b>

## UNIT 010: APPLICATION OF MANUAL AND COMPUTER DEVICES IN PASSENGER AND VISITOR CHECK-IN IN AIR, LAND AND WATER TRAVEL

**Unit reference number:** HTT-TS-007-L4

**NSQ level:** L4

**Credit value:** 5

**Guided learning hours:** 50 GLH

### **Unit Purpose:**

To enable the candidate to acquire the knowledge, skills and competence needed to supervise check-in and check-out passengers and visitors at travel and tourism terminals and entry points

### **Unit assessment requirements/evidence requirements**

Direct Observation (OBS)

Question & Answer (QA)

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP) attached to OBS/WT]

Recognition of Prior Learning (RPL)

LO (Learning outcome)	Criteria:-		Evidence Type				Evidence Ref Page number			
LO1 <b>Receive and check in passenger or visitor</b>	1.1	ensure passenger or visitor is welcome in a polite and friendly manner at all times								
	1.2	ensure passenger or visitor is dealt with in a polite and friendly way at all times								
	1.3	Take passenger through process of documents for validity and applicability								
	1.4	Supervise Handling of documentary discrepancies in line								

		with your organisation's procedures										
	1.5	monitor and ensure process of documents in line with the organisation's procedures and Global best practice										
	1.6	Review allocated seats, services and facilities to passengers and visitors according to their requests, needs and status										
	1.7	ensure provision of ticket and boarding information to passengers according to their needs										
	1.8	monitor to ensure that the information given to passengers is complete, accurate, relevant and meets the organisation's requirements and best Global practice										
	1.9	monitor to ensure appropriate action to deal with passengers who are unfit or incapable of air travel										

	1.10	Make sure passenger requests which are outside the knowledge or experience to appropriate authority as soon as possible										
	1.11	monitor and report any safety or security concerns about passengers to the appropriate authority										
LO2 <b>Supervise Receiving and processing of passenger baggage</b>												
	2.1	Supervise taking of passengers through security questions about baggage in line with the organisation's procedures										
	2.2	explain to passengers about regulations relating to carrying dangerous goods in line with the organisation's security safety procedures and Global best practice.										
	2.3	Supervise inspection and report of unacceptable baggage in line with the organisation's procedures and										

		Global best practice to the appropriate authority											
LO 3  Supervise passenger baggage weigh, label and dispatch in line with the organisation's procedures	3.1	Supervise passenger baggage weigh, label and dispatch in line with the organisation's procedures											
	3.2	monitor implementation of excess baggage charges in line with your organisation's procedures											
	3.3	Evaluate and report security concerns relating to baggage to the appropriate authority											

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

**UNIT 011: CUSTOMER HAND-OVER SERVICE IN AIR, LAND AND WATER TRAVELS****Unit reference number:** HTT-TS- 008-L4**NSQ level:** L4**Credit value:** 4**Guided learning hours:** 40**Unit Purpose:**

To equip the candidate with both the knowledge and skills of routinely supervising effective checking-ins and completion of customer services activities.

**Unit assessment requirements/evidence requirements**

Direct Observation (OBS)

Question &amp; Answer (QA)

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP) attached to OBS/WT]

Recognition of Prior Learning (RPL)

**UNIT 011: CUSTOMER HAND-OVER SERVICE IN AIR, LAND AND WATER TRAVELS**

LO (Learning outcome) Criteria:-			Evidence Type				Evidence Ref Page number			
LO 1: <b>Organise joint responsibilities in a customer service team</b>	1.1	initiate services or products delivering that rely on effective teamwork								
	1.2	observe steps in the customer service delivery process that rely on exchange of information between colleagues								
	1.3	Supervise completion of customer services as agreed with colleagues responsibility for completing action to another								
	1.4	reconfirm agreement with colleagues how information should be exchanged between one to complete a customer service action								
	1.5	inspect and ensure reminders are passed on responsibility colleague for completing a customer service								





**UNIT 012: EVENTS EXECUTION****Unit reference number:** HTT-TS-009-L4**NSQ level:** L4**Credit value:** 5**Guided learning hours:** 50**Unit Purpose:**

To equip the trainee with the required knowledge, skills and competence to supervise routine operations of event functions

**Unit assessment requirements/evidence requirements**

Direct Observation (OBS)

Question &amp; Answer (QA)

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP) attached to OBS/WT]

Recognition of Prior Learning (RPL)

**UNIT 012: EVENTS EXECUTION**

LO (Learning outcome)		Criteria:-	Evidence Type				Evidence Ref Page number			
LO1 Stage management function	1.1	Supervise implementation of agreed plans for the event								
	1.2	Inspect all resources, personnel in place in readiness for a function								
	1.3	monitor preparation for staff and personnel briefing								
	1.4	confirm authorisation for each stage of the event to take place								
	1.5	supervise the work of key personnel and other stakeholders throughout the event, using effective communication								
	1.6	supervise the running of event and deal effectively with any problem that arise using the risk management plans								
	1.7	Observe changes during the event to minimise disruption								
	1.8	review and keep all those								

		involved in the event and informed of relevant developments										
	1.9	assess and maintain required records on the event										

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

## UNIT 013: APPLICATION OF IATA GLOBAL DISTRIBUTION SYSTEM (GDS) IN LEISURE, TRAVEL, HOSPITALITY AND TOURISM SERVICES

**Unit reference number:** HTT-TS- 010-L4

**NSQ level:** L4

**Credit value:** 5

**Guided learning hours:** 50

### **Unit Purpose:**

To equip the trainee with the knowledge and skills in helping prospective tourists to choose their itinerary, book and process travel documents accordingly.

### **Unit assessment requirements/evidence requirements**

Direct Observation (OBS)

Question & Answer (QA)

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP) attached to OBS/WT]

Recognition of Prior Learning (RPL)

## **UNIT 013: APPLICATION OF IATA GLOBAL DISTRIBUTION SYSTEM (GDS) IN LEISURE, TRAVEL, HOSPITALITY AND TOURISM SERVICES**

LO (Learning outcome)		Criteria:-	Evidence Type				Evidence Ref Page number			
LO1  Help customers in identify their product selection	1.1	monitor and supervise identification of customers' travel services requirements								
	1.2	Maintain recognition of customers' needs.								
	1.3	cross check passenger calculations and add up total costs of the travel arrangements								
	1.4	monitor total of travel arrangement customers								
	1.5	recognise customers' acceptance of the proposed arrangements.								
	1.6	reconfirm customers' consent to record the necessary information.								
	1.7	Supervise and inspect record of information promptly,								

		accurately and in the required format										
	1.8	ensure maintaining of confidentiality of information.										
	1.9	inspect process and store information to meet organisational and legal requirements										
	1.10	review and handle objections to personal information being recorded to maintain good customer relations										
<b>LO2 Travel services bookings and process post-booking documentation</b>												
	2.1	assess and match travel services and any additional services accurately with agreed details										
	2.2	inspect completion of booking to meet organisation's procedures and other legal and regulatory requirements.										
	2.3	assess processing of all booking administration promptly, correctly and following own organisation's procedures.										
	2.4	monitor storage of booking information and documentation securely following your organisation's procedures and legal requirements.										
	2..5	reconfirm bookings' status to matches the booked services.										
	2.6	certify issuance of correct booking documents to the relevant person(s).										
	2.7	assess and refer all matters outside work responsibilities or experience to the relevant person(s).										
	2.8											
<b>LO3</b>												

<b>Issue of travel documentation</b>	3.1	ensure all documentation received matches the travel services booked.										
	3.2	identify any documentation discrepancies before issuance to customers.										
	3.3	inspect and complete accurately assembled documentation and any necessary tickets issued to customers within the required time scale and following organisation's procedure										
	3.4	Inform customer of all travel arrangements in a way they will understand.										
	3.5	guide explanations given to customers on travel arrangements before they leave booking premises.										
	3.6	inspect completion of all customer records and pass such to the relevant person(s) promptly.										
<b>LO 4</b> Demonstrate skills in handling regulatory matters	4.1	Explain to customer the relevant parts of the disability discrimination legislation and implications										
	4.2	Advice customers on 4.1 above										
	4.3	Supervise compliance with regulatory practices										
	4.4	Maintain confidentiality										
	4.5	Keep records										

Learners Signature:

Date:

Assessors Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)

Date:

**UNIT 014: PROCESSING TRAVEL AND TOURISM SERVICES PAYMENT****Unit reference number:** TLT-SP-011-L4**NSQ level:** L4**Credit value:** 4**Guided learning hours:** 40**Unit Purpose:**

To acquaint the trainee with the supervisory role processing payments methods and issuance of related documents.

**Unit assessment requirements/evidence requirements**

Direct Observation (OBS)

Question &amp; Answer (QA)

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP) attached to OBS/WT]

Recognition of Prior Learning (RPL)

**UNIT 014: PROCESSING TRAVEL AND TOURISM SERVICES PAYMENT**

LO (Learning outcome)		Criteria:-	Evidence Type				Evidence Ref Page number			
LO1 Receive payments	1.1	ensure customers are aware of the amount to be paid								
	1.2	Inform customers of the methods of payments that are acceptable and any charges or restrictions that any be attached								
	1.3	monitor to ensure the organisation's policies and procedures are followed regarding payment discrepancies, non- cash payments, transaction values, and limits								
	1.4	monitor to ensure that change is given for cash payments where necessary								
	1.5	monitor to maintain the security of cash and other payments								



	1.6	monitor to ensure correct procedures to maintain confidentiality of customers' purchases and payment information										
LO2 <b>Issue receipts and store payments</b>												
	2.1	monitor to ensure all internal payment records are completed accurately and follow the organisation's procedures										
	2.2	ensure that customers receive legible and accurate receipts										
	2.3	monitor to ensure all payments are stored securely and protected										
	2.4											

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

**UNIT 015: SELLING TRAVEL AND TOURISM -RELATED PRODUCTS AND SERVICES****Unit reference number:** HTT-TS-012-L4**NSQ level:** L4**Credit value:** 4**Guided learning hours:** 40**Unit Purpose:**

To assist in making customers aware of the choices available to them when booking leisure or business travel and any additional services that they need.

**Unit assessment requirements/evidence requirements**

Direct Observation (OBS)

Question &amp; Answer (QA)

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP) attached to OBS/WT]

Recognition of Prior Learning (RPL)

**UNIT 015: SELLING TRAVEL AND TOURISM -RELATED PRODUCTS AND SERVICES**

LO (Learning outcome)		Criteria:-	Evidence Type				Evidence Ref Page number			
LO1  <b>Supervise attendance to customers' travel and tourism needs</b>	1.1	Supervise delivery of travel and tourism products and services that best match the customer's needs								
	1.2	Collate customer's information, record, process and store on books and computer to meet the organisation's procedures and legal requirements								
	1.3	monitor any additional requirements of the customer								

	1.4	Respond to customers' queries, and give solutions to issues										
	1.5	Monitor information issued on travel and tourism services, costs, legal requirements and additional services at the close of the sale										
LO2												
<b>Supervise promotion activities on travel tourism features and benefits</b>	2.1	supervise sales to customers on travel and tourism services that match their needs and are in line with organisational policies										
	2.2	Create awareness on benefits of travel services to generates further interest from the customer										
	2.3	offer opportunities for customers to fully discuss and explore features and benefits										
	2.4	Deal with customers' objections positively										
	2.5	Ensure customer's access relevant terms, conditions and legal requirements relating to sale clearly										
LO3												
<b>Close sales on leisure travel and tourism services</b>	3.1	Engage customers' attention to buy tour service at a suitable time in the discussion										
	3.2	Carry out effective sell of extra travel and tourism products and services that are identified										
	3.3	ensure the total cost of all products and services is given to customers										
	3.4	monitor operations to ensure any follow-up with customers										

		complies with organisational and legal requirements										
	3.5	Secure and reassure customers by following their buying decision										
	3.6	Follow up and check organisation's procedures and legal requirements in sales of tour product and services										

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

## UNIT 016: PREPARING BUSINESS TRAVEL ACCOUNTS USING MANUAL AND E-ELECTRONIC DEVICES

**Unit reference number:** HTT-TS-013-L4

**QCF level:** L4

**Credit value:** 5

**Guided learning hours:** 50

### **Unit Purpose:**

To assist the trainee Supervisor with the required knowledge and skills competence to track and ensure supply of business travel information in relation to usage and costs against agreed travel policies

### **Unit assessment requirements/evidence requirements**

Direct Observation (OBS)

Question & Answer (QA)

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP) attached to OBS/WT]

Recognition of Prior Learning (RPL)

## **UNIT 016: PREPARING BUSINESS TRAVEL ACCOUNTS USING MANUAL AND E-ELECTRONIC DEVICES**

LO (Learning outcome)		Criteria:-	Evidence Type				Evidence Ref Page number			
LO1  <b>Supervise supply of information on business travel usage</b>	1.1	gathered travel-related information from relevant internet/manual sources on a regular and frequent basis, using time and cost-effective methods								
	1.2	supervise travel arrangements and costs accurately recorded and tracked against agreed current travel policies								
	1.3	Monitor cost control for the customers based on valid and accurate information								

	1.4	supervise travel-related information supply and advice to the relevant person(s) in accurate, current and prompt manner to assist the updating of travel fares policies								
	1.5	Apply manual and e-electronic sources to monitor and supply of accurate business travel usage information supplied to the relevant person(s) in the correct format at the time required								
LO2										
<b>Supervise adherence to travel policy observance</b>	2.1	monitor to ensure profile of the traveller established with the travel booking personnel is accurate, complete and current								
	2.2	compare the requested travel arrangements against the traveller's current profile and company travel policy before making any travel arrangements								
	2.3	investigate any deviations from current policy are tactfully pointed out and the traveller is guided in gaining the necessary authorization								
	2.4	rectify suitable and cost effective alternative recommendations are made to enable them to keep within their budget and meet their requirements								
	2.5	monitor to ensure travellers are aware of any current incentives that would enable them to keep within budget and or enjoy improved services								

[illegible]

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date: