

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Principles of Booking Travel and Making Travel Arrangements
Unit Reference Number:	L/507/5268
Level:	Level 2
Credit Value:	2
Minimum GLH:	19

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand how to book travel for others	1.1 Describe the features of different types of business travel
	1.2 Explain the importance of confirming the requirements of the business traveller prior to booking
	1.3 Describe how to make applications for visas and other documentation which may be required for foreign travel
	1.4 Describe how to research different travel options based on the requirements of the traveller
	1.5 Explain the importance of working within budgetary constraints when booking travel
	1.6 Explain the importance of making recommendations of different options to the traveller
2. Understand how to make travel arrangements for others	2.1 Explain the importance of producing an accurate itinerary or schedule for travel
	2.2 Explain the importance of ensuring the relevant travel documentation is received within the timescales

2.3 Explain the importance of adhering to organisational policies, procedures, legal and ethical requirements when making travel arrangements for others

2.4 Explain the importance of keeping up-to-date records of all travel arrangements