

Unit 309

Evaluate the provision of business travel or accommodation

UAN:	J/506/1918
Level:	3
Credit value:	4
GLH:	30
Relationship to NOS:	This unit is linked to the Business & Administration (2013) National Occupational Standards: <ul style="list-style-type: none">• CFABAA322 Organise business travel or accommodation.
Assessment requirements specified by a sector or regulatory body:	All Assessment Criteria must be met and assessed in line with Skills CFA Assessment Strategy.
Aim:	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 outcome
The learner will: <ol style="list-style-type: none">1. Understand the provision of business travel or accommodation arrangements.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 explain the factors to be taken into account in setting evaluation criteria for the provision of business travel or accommodation1.2 explain different travel or accommodation-related needs and services1.3 explain different arrangements that could be made for the provision of business travel or accommodation1.4 explain the scope of legal and organisational security and confidentiality requirements relating to business travel or accommodation.

<p>Assessment Guidance</p> <p>Factors:</p> <ul style="list-style-type: none"> • cost • suitability • discounts • delivery and after-sales service charges • reliability and reputation <p>Needs:</p> <p>eg</p> <ul style="list-style-type: none"> • transport; car, train, plane • hotel; 3*, 4* or 5* • foreign currency • visa • budgetary restraints <p>Evidence may be supplied by:</p> <ul style="list-style-type: none"> • report • professional discussion • questioning
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<p>Learning outcome</p> <p>The learner will:</p> <ol style="list-style-type: none"> 2. Be able to evaluate the quality of organisational business travel or accommodation arrangements.
<p>Assessment criteria</p> <p>The learner can:</p> <ol style="list-style-type: none"> 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 or accommodation and their implications 2.4 identify alternative potential providers and ways of providing travel or accommodation.

<p>Assessment Guidance</p> <p>Agreed criteria:</p> <ul style="list-style-type: none"> • cost • quality and safety • service • delivery • social responsibility • convenience • risk • responsiveness <p>Evidence may be supplied by:</p> <ul style="list-style-type: none"> • product • report • professional discussion • questioning

Learning outcome

The learner will:

3. Be able to recommend improvements to organisational business travel or accommodation arrangements.

Assessment criteria

The learner can:

- 3.1 produce costed plans that set out different **options**:
 - a. their benefits
 - b. limitations
 - c. implications
- 3.2 shortlist alternative potential providers of business travel or accommodation against agreed criteria
- 3.3 adhere to:
 - a. organisational policies and procedures
 - b. legal and ethical requirements

when recommending improvements to arrangements for business travel or accommodation.

Assessment Guidance**Options:**

- benefits – special deals, use of corporate credit card etc.
- limitations – only specific chain of hotels possible
- implications – could miss out on better deals

Evidence may be supplied by:

- report
- product
- professional discussion
- questioning.

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Supporting information

Guidance

Whilst working through this unit, any report at this level would need to be in excess of 500 words. The report can be holistic and supported by other methods of evidencing ie observation report, product etc.