

Unit 20: Organise and supervise travel

Unit reference number: Y/602/1840

QCF level: 3

Credit value: 7

Guided learning hours: 45

Assessment requirements

Please see annexe D for assessment requirement document.

Assessment methodology

This unit is assessed in the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Be able to organise travel arrangements	1.1 make the following types of arrangements: <ul style="list-style-type: none"> • method of transport • route • departure and arrival times • stages in the journey • food and drink • comfort and hygiene • overnight accommodation • supervision and support • transport and equipment 			
	1.2 plan travel arrangements that : <ul style="list-style-type: none"> • are appropriate to the requirements of the journey • are appropriate to the needs of the participants • balance efficiency, cost -effectiveness, comfort and concern for the environment • are safe • take account of the likely conditions during the journey 			

Learning outcomes		Assessment criteria			Evidence type	Portfolio reference	Date
2	Be able to supervise journeys	1.3	provide participants and members of staff with clear, correct and up-to-date information about the travel arrangements				
		1.4	provide information relating to travel arrangements in good time				
		1.5	ensure participants and staff are fully prepared for the journey				
		1.6	plan for likely contingencies				
		2.1	provide supervision for journeys which are: <ul style="list-style-type: none"> • self-powered • in an organisation / hired vehicle • by public transport 				
		2.2	take reasonable action to ensure the timely departure and arrival of participants				
		2.3	maintain the safety of participants during the journey				
		2.4	ensure equipment, belongings and travel documents are handled and stored in a way which maintains their safety and security				
		2.5	deal with difficulties which arise in a way which maintains the safety, security, comfort and goodwill of participants				

Learning outcomes		Assessment criteria			Evidence type	Portfolio reference	Date
3	Be able to follow legal and organisational requirements relating to travel	3.1	follow relevant organisational and legal requirements for the journey				
		3.2	keep required records accurate and up-to-date				
		3.3	take reasonable action to ensure that vehicles and attachments being used for journeys conform to organisational and legal requirements				
4	Understand how to organise travel arrangements	4.1	outline the major factors to bear in mind when organising travel				
		4.2	describe the travel arrangements appropriate to the range of participants, journeys and types of programmes related to their work				
		4.3	describe the different types of arrangements and resources that may be required for: <ul style="list-style-type: none"> • adults • children and young people • people with specific needs for travel 				
		4.4	describe the measures that should be taken to ensure the timely departure and arrival of participants				
		4.5	explain how conditions can affect travel and the importance of taking account of variations in condition				

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
5	Understand the organisational and legislative requirements for travel	4.6	explain the importance of providing participants and other relevant individuals with up-to-date, accurate and timely travel information			
		4.7	describe the range of contingency arrangements which are likely to be needed for journeys and how to make these plans			
		5.1	describe the preparations which participants and members of staff would have to make for journeys			
		5.2	summarise the organisational and legal requirements which govern the organisation of travel for participants			
		5.3	outline organisational and legal requirements for the condition and control of vehicles			
		5.4	summarise guidelines and good practice in relation to the parking of vehicles			
		5.5	outline the records which need to be kept in relation to travel and the importance of maintaining these			

Learning outcomes		Assessment criteria			Evidence type	Portfolio reference	Date
6	Understand supervisory responsibilities required during journeys	6.1	explain the importance of ensuring the safety and welfare of participants during the journey and how to do this				
		6.2	describe the types of behaviour which should be discouraged during different types of journeys.				
		6.3	describe the steps which can be taken to manage and discourage undesirable behaviour during journeys				
		6.4	outline the main differences between carrying out supervisory responsibilities for: <ul style="list-style-type: none"> • adults • children and young people • people with specific needs for travel 				
		6.5	describe the measures that should be taken to ensure the safety and security of: <ul style="list-style-type: none"> • equipment • belongings • travel documents 				
		6.6	outline safe handling and storage techniques				

Learner name: _____
Learner signature: _____
Assessor signature: _____
Internal verifier signature: _____
(if sampled)

Date: _____
Date: _____
Date: _____
Date: _____