



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **SISSCOP203A Develop a travel and accommodation plan**

**Release: 2**

## **SISSCOP203A Develop a travel and accommodation plan**

### **Modification History**

Not Applicable

### **Unit Descriptor**

This unit describes the performance outcomes, skills and knowledge required to make own travel and accommodation bookings.

### **Application of the Unit**

This unit applies to current or aspiring elite athletes who are competing in individual or team sports at a state, national or international level. It may also apply to those in sports development or coaching roles.

### **Licensing/Regulatory Information**

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

### **Pre-Requisites**

Nil

### **Employability Skills Information**

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

### Elements and Performance Criteria

#### ELEMENT

#### PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

1. Determine appropriate travel and accommodation needs for a particular event.

- 1.1. Clarify *purpose of travel* and proposed itinerary.
- 1.2. Identify *travel* and *accommodation* requirements.
- 1.3. Assess travel and accommodation arrangements suitable for the situation in accordance with *identified needs*.

2. Make travel and accommodation bookings.

- 2.1. Make bookings in line with identified needs according to *organisational policies and procedures*.
- 2.2. Receive confirmation of bookings.
- 2.3. Finalise itinerary for the particular event and distribute to appropriate persons.

## Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

### Required skills

- literacy and numeracy skills to:
  - clarify information on purpose of the travel
  - effectively understand the presented information and use this to accurately develop a travel and accommodation plan
- use of technology in order to make the necessary travel and accommodation bookings
- problem-solving strategies to assess alternatives if the first option is not available
- communication skills to explain needs to booking agencies.

### Required knowledge

- organisational policies and procedures to enable compliant travel and accommodation bookings to be made
- booking systems in order to effectively and efficiently develop a travel and accommodation plan
- confirmation systems to enable travel details to be checked and confirmed.

## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

### Overview of assessment

#### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Evidence of the following is essential:

- makes travel and accommodation bookings according to organisational and personal requirements
- accesses, compares and selects most suitable travel and accommodation option.

#### **Context of and specific resources for assessment**

Assessment must ensure the development of multiple travel and accommodation plans that are of sufficient duration and breadth to allow the demonstration of competency and consistency of performance.

Assessment must also ensure access to:

- appropriately equipped office or theory space
- real or simulated travel and accommodation needs that replicate the candidates current or intended role.

#### **Method of assessment**

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of accessing travel and accommodation information
- oral or written questioning to assess knowledge of organisational requirements
- portfolio showing evidence of accessing a range of travel and accommodation information relevant to organisational and personal requirements.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

## Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

- Purpose of travel*** may include:
- competition
  - conference
  - presentation
  - media event
  - interview.
- Travel*** may include:
- aeroplane
  - car
  - bus
  - boat.
- Accommodation*** may include:
- hotel
  - motel
  - on-site.
- Identified needs*** may include:
- length of stay
  - meeting room provision
  - accessibility
  - dietary needs
  - standard of accommodation.
- Organisational policies and procedures*** may include:
- protocols for booking arrangements
  - protocols involving payments
  - documentation requirements
  - insurance requirements.

## Unit Sector(s)

Sport

## Competency Field

Career Oriented Participation