

## *Organise Business Travel and Accommodation*

Level: 2  
Credits: 4  
Learning Time: 40

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>
<i>The learner will:</i>	<i>The learner can:</i>
1 Be able to make business travel and accommodation arrangements to meet a deadline and in line with budget requirements	1.1 Identify the details of the travel and accommodation requirements  1.2 Identify options within budget  1.3 Prepare a preliminary itinerary  1.4 Make and confirm bookings
2 Be able to produce and collate travel documentation within an appropriate timescale	2.1 Produce an itinerary  2.2 Produce supporting documents to meet a deadline
3 Understand the importance of checking travel plans immediately prior to the journey	3.1 Check on current traffic/travel situations and update travellers accordingly

### Unit aim

This unit aims to equip the learner to administer business travel and accommodation arrangements for another person or persons. The learner will be able to interpret requirements, research options and make and confirm bookings, culminating in the production of a workable itinerary supported by relevant documentation. These tasks should be undertaken in accordance with organisational procedures and with due regard to confidentiality, security and relevant legislation.