**BSBADM406 Organise business travel**

# ASSESSMENT PLAN

# Version 1.0

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| **Unit of competency**  **(code and title)** | BSBADM406 Organise business travel | | | |
| **Assessor name** | Mr. Artie Ohe | | | |
| **Location of assessment** | Classroom | | **Date of Assessment:** | 05 November 2016 |
| **Purpose of assessment** | The purpose of assessment is for learner’s to demonstrated their skills and knowledge required to organise domestic and overseas business travel, including developing associated itineraries, booking travel and accommodation, preparing travel related documentation and making travel arrangements. | | | |
| **Target learner group**  (describe the learner characteristics) | * Age - 18 years old and over * Administration experience * Interest in travel * Works for medium-large organisation * Personal assistants | | | |
| **Specialist support/resources required for assessment** | Learner’s with identified LLN needs will be given appropriate assistance depending on the type of assessment task. The assistance will not damage the integrity of the assessment. See reasonable adjustment strategies for more information. | | | |
| **Was the unit contextualised?**  If yes, explain how. | yes  no  (tick only one) | Students have the opportunity to refer to their own personal preferences and experiences when submitting materials. Learners currently in the industry should develop materials which best represent their current situation. | | |
| **Assessment methods to used** | Written questioning  Practical activity (project)  Oral presentation | | | |
| **Assessment tools to be used** | Written questionnaire  Practical assessment checklist  Assessor observation checklist | | | |
| **Work, health and safety (WHS) requirements for conducting assessment** If yes, please provide details. | yes  no  (tick only one) | Practical assessment must ensure that learners are aware of the WHS implications of their selected instrument. | | |
| **Legal, ethical and organisational requirements for assessment**  If yes, please provide details. | yes  no  (tick only one) | Assessments must be conducted in accordance with the principles of assessment. All relevant organisational workplace health and safety policies and procedures must be adhered to. Assessment document storage must comply with the privacy act. | | |
| **Evidence to be collected from the candidate** | Completed written questionnaire  Business travel identified in Project 1  Assessor observation report | | | |
| **Materials and resources needed for assessment**  (e.g. equipment, supplies, documentation, supports, resources for candidates with special needs) | Pen and paper  Discussion topic  Business travel templates identified in Project 1 | | | |
| **Reasonable adjustment strategies** | * Allow the student to provide written answers due to a hearing impairment * Allow the student to answer oral questions if they have writing difficulties | | | |
| **Special arrangements and contexts for assessment**  (e.g. OHS/WHS assessment tasks and control strategies, access and equity organisational procedures and documentation) | Trainer must conduct a risk assessment of the interview room prior to conducting the practical activities. The trainer must also be aware of, and familiar with the WHS requirements of the organisation. | | | |
| **Timeline for assessment** | Written questionnaire – 1 hour  Oral presentation – within 4 weeks of topic allocation  Practical assessment – 2 weeks | | | |
| **Final recording and reporting arrangements of the assessment** | Assessment evidence will be scanned and saved to the student’s file on the company server. The assessment result will be entered into the quality management system. The employer will be notified of the student’s results.  Assessment evidence must be retained for a minimum of 6 months from the date the decision of competence was determined in case of ASQA audit. AQF certification documentation issued by the RTO must be kept on record for 30 years. | | | |
| **Confirmed assessment arrangements with appropriate personnel**  (i.e. list personnel job titles) | Administration department, students. | | | |