**BSBADM406 Organise business travel**

# ASSESSMENT INSTRUMENT: ORAL DISCUSSION

# Version 1.0

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| **ASSESSMENT COVER SHEET: ORAL DISCUSSION** |
| **Special Arrangements/Modifications:**  |
|  |
| **Result:** |  □ **Competent** □ **Not Yet Competent**  |
| **Assessor’s Comments:** |
|  |
| **Assessor’s Signature:** |  | **Date:** |  |
| **Candidate’s Signature:** |  | **Date:** |  |

**Candidate instructions:**

You will be required to complete an oral discussion based on the previous simulated project. The discussion will be with your assessor who will act as your supervisor. The oral discussion should not go for longer than 15 minutes. Below are the marking criteria that will be used during the oral discussion:

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| **Criteria:** | **Satisfactory or** **Not Yet Satisfactory** | **Feedback** |
| Confirm purpose and requirements of domestic or overseas travel including planned itinerary, budget, meeting requirements and traveller preferences |  |  |
| Identify points of contact and names of contact persons, and make and confirm arrangements for meetings in accordance with planned itinerary |  |  |
| Make bookings in accordance with organisational policies and procedures for business travel |  |  |
| Identify and arrange travel documents in accordance with itinerary and individual requirements |  |  |
| Confirm and check travel arrangements and dispatch confirmation documents to the traveller within designated timelines |  |  |
| Negotiate and confirm alternative arrangements in response to changed requirements |  |  |
| Record travel details and itinerary in accordance with organisational requirements |  |  |
| Negotiate and confirm communication arrangements in accordance with organisational requirements |  |  |
| organise business-related travel for others, including scheduling and developing itineraries and travel-related documents |  |  |
| finalise all booking and travel arrangements including any necessary credit requirements according to predetermined budgets and time constraints |  |  |
| Uses appropriate vocabulary, pitch and intonation to convey relevant information |  |  |
| Listens and asks questions to confirm requirements or clarify understanding |  |  |
| Collaborates and negotiates with others to achieve agreeable outcomes, playing an active role in facilitating agreement |  |  |
| Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role |  |  |
| Applies formal processes when planning complex tasks, producing plans with logically sequenced steps, reflecting an awareness of time constraints |  |  |
| Takes responsibility for the outcomes of routine decisions related directly to own role |  |  |
| Utilises a range of features within digital applications to improve personal productivity, optimising software functions for specific purposes |  |  |