**BSBADM406 Organise business travel**

# ASSESSMENT INSTRUMENT: PROJECT

# Version 1.0

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

**Candidate instructions:**

The following is a simulated assessment activity. You will be required to conduct additional research for this practical assessment.

You work for an international company, your local office is located in Brisbane, and the head office is in Texas. The annual sales conference is going to be held in Texas in three months’ time and four managers in your office are required to attend.

Your task is to organise the business trip within a specific budget. You have $30,000 in total. Within this budget, you need to organise return airfares for four people and accommodation for the period of time they will be in Texas and for any business related stopovers that might be required while they are in transit. You also need to allocate a meal allowance for each attendee, and allocate funding for any other items that you identify. The company policy is that air travel can be either business class or economy—whatever fits into the budget. All managers have Qantas frequent flyer memberships. The conference will be held on a Monday, Tuesday, and Wednesday. Each day starts at 10 am and will finish at 7 pm. The conference will be held at the Texas Convention Centre.

You are required to compose and gather the following documentation:

|  |  |  |  |
| --- | --- | --- | --- |
| **Travel Document number:** | **Received?** | **Satisfactory or**  **Not Yet Satisfactory** | **Feedback** |
| 1. Travel objectives |  |  |  |
| 1. Suggested daily itineraries |  |  |  |
| 1. Travel insurance details and other health advice | Learner Feedback Form |  |  |
| 1. Details of what has been paid for in full, or deposits only made, and how outstanding amounts should be paid |  |  |  |
| 1. Names of contact persons |  |  |  |
| 1. List of the documents and support materials required for the conference |  |  |  |
| 1. Travel budget |  |  |  |
| 1. Corporate credit card policy |  |  |  |
| 1. Instructions for communicating to you any change requests, whilst the travel is in progress |  |  |  |
| 1. Any instructions for communicating with the office whilst away |  |  |  |

Remember:

1. Detail how you will work with each of the travellers to meet their needs
2. List the travel documents which are necessary
3. List the strategies you would use to find suitable accommodation
4. List the steps you would use to book the flights and accommodation
5. Include in your itinerary information for the travellers about weather forecasts, currency and time zones
6. Detail how you will check and confirm all arrangements prior to travel
7. Detail how you will communicate arrangements to each of the travellers

Please submit all of your documentation to sample@sampletraining.com.au, make sure you clearly identify the document by following the organisation’s file naming protocol.