**BSBADM406 Organise business travel**

# ASSESSOR GUIDE: PROJECT

# Version 1.0

**Assessor instructions:**

The learner must submit the following documents to meet the evidence requirements for the project. Red font indicates what should be contained, as a minimum, within each travel document required to be submitted. Learners should submit documents in accordance with file naming protocol and clearly label what is contained in each document.

The assessor must complete the assessment record (located in the assessment instrument) and provide an overall result of satisfactory or not yet satisfactory. This result must be given back to the learner within ten (10) business days via email. Assessment records must be retained for at least six (6) months on the company server in accordance with ASQA requirements in case of an audit. The assessor must notify the administration department of the learner’s outcome via email on this assessment instrument as per organisational policy and procedure.

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| **Travel Document:** | **Benchmark** |
| 1. Travel objectives
 | Travel objectives should be based around attending the conference. The business travel would not occur without the international conference. This document can be brief. If a learner provides more than four travel objectives the assessor should suggest narrowing it down. |
| 1. Suggested daily itineraries
 | Daily itinerary should involve details on all of the traveller’s movements on each day they are overseas. It should include any flight time, public transport, eating times, free time, conference time, etc.  |
| 1. Travel insurance details and other health advice
 | A travel insurance quote must be submitted. |
| 1. Details of what has been paid for in full, or deposits only made, and how outstanding amounts should be paid
 | List of accounts must be detailed and consistent with the travel budget. This includes all travel, accommodation, food, conference time, and leisure time. |
| 1. Names of contact persons
 | List of contact persons should include the organisation and the other travellers. |
| 1. List of the documents and support materials required for the conference
 | The list of documents should include all of the other mentioned travel documents in this list. |
| 1. Travel budget
 | Budget must comply with the organisational guidelines. Evidence of the numbers must be present. |
| 1. Corporate credit card policy
 | Answers will vary depending on the learner. The credit card policy can be simulated but at least be consistent throughout the entire project. |
| 1. Instructions for communicating to you any change requests, whilst the travel is in progress
 | This document should at least be 250 words long. The instructions must be clear and consistent with the other travel documentation for this project. It must be similar to an organisational policy. |
| 1. Any instructions for communicating with the office whilst away
 | This document should at least be 150 words long. The instructions must be clear and consistent with the other travel documentation for this project. It must be similar to an organisational policy. |