**BSBADM406 Organise business travel**

# ASSESSOR GUIDE: WRITTEN QUESTIONNAIRE

# Version 1.0

**Assessor instructions:**

Benchmark responses of the questions are in red font. The assessor must mark the learner’s work in accordance with the benchmark responses below. The assessor must provide feedback on all written questions and, if the learner has not met the minimum benchmark response for a question, must provide additional guidance to the learner. The assessor must ensure that the learner has attempted all questions in the written questionnaire. Only if confirmed prior to the assessment, the learner can have access to the learner materials to assist in completing the written questionnaire.

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 via email of the learner’s outcome on this assessment instrument as per organisational policy and procedure.

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| **Question** | **Benchmark Response** | **Result (Assessor use only)** | | |
| S | NYS | Comment |
| 1. Why is it important to make travel arrangements in accordance with an organisation’s policies and procedures? | Understanding each person’s requirements helps you to accommodate health and safety needs as well as personal preferences. Different organisations have different ways of organising business travel – anything different to this might go against company guidelines and cause negative indirect effects. |  |  |  |
| 2. List at least three documents which are commonly required on a business trip. | Documents can include:   * contact person details * daily itineraries with appointments, arrival and departure times, accommodation details * travel diary * documents and support material for meetings * organisational policy and procedures relating to business travel * passports and visas (international travel) |  |  |  |
| 3. What are some examples of legislation which would impact on business travel? | Legislation that might affect aspects of business travel operations includes:   * anti-discrimination legislation * ethical principles * codes of practice * privacy laws * health and safety |  |  |  |