

<b>Title</b>	<b>Perform calculations for a tourism workplace</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this unit standard are able to perform calculations for a tourism workplace.
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<b>Classification</b>	Tourism > Visitor Services
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<b>Available grade</b>	Achieved
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### Guidance Information

#### 1 Definitions

*Calculation* is the process of using information you already have and adding, taking away, multiplying, or dividing numbers to judge the number or amount of something.

*Tourism workplace* refers to any organisation involved in the domestic tourism industry, the inbound tourism industry, or the outbound tourism industry. Tourism workplaces refer to transport operators, accommodation providers, attraction and activity operators, food and beverage establishments, visitor information centres, travel retailers, travel wholesalers.

- 2 This unit standard may be assessed against in a tourism workplace when appropriate situations arise, or in a training environment if simulated workplace conditions are able to be provided that reflect the standards of a tourism workplace.

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### Outcomes and performance criteria

#### Outcome 1

Perform calculations for a tourism workplace.

#### Performance criteria

- 1.1 Addition calculations with lists of five items are completed without the use of a calculator or current technology to achieve the correct total.

Range evidence is required for lists of – two mileage calculations, two time calculations, four monetary calculations to two decimal places.

- 1.2 Subtraction calculations to two decimal places are completed without the use of a calculator or current technology to achieve the correct total.

Range evidence is required for three monetary calculations and three other calculations.

1.3 Goods and Services Tax (GST) is calculated using a calculator or current technology to achieve the correct total.

Range evidence is required for a minimum of six calculations; three must be from figures including GST.

1.4 Commission is calculated using a calculator or current technology to achieve the correct total.

Range evidence is required for a minimum of six calculations; three must be calculating commission from a gross figure using different percentages, three must be calculating commission based on a net figure using different percentages.

1.5 Foreign exchange is calculated using a calculator or current technology to achieve the correct total.

Range evidence is required for a minimum of six calculations; three must be from New Zealand currency to a foreign currency, three must be from a foreign currency to New Zealand currency.

<b>Planned review date</b>	31 December 2027
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 April 2001	31 December 2018
Review	2	25 January 2008	31 December 2018
Review	3	16 March 2017	31 December 2024
Review	4	27 April 2023	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0112
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

#### Comments on this unit standard

Please contact Ringa Hora Services Workforce Development Council [qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) if you wish to suggest changes to the content of this unit standard.