

Title	Perform calculations for a tourism workplace		
Level	2	Credits	3

Purpose	People credited with this unit standard are able to perform calculations for a tourism workplace.
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Classification	Tourism > Visitor Services
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Available grade	Achieved
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Explanatory notes

- 1 Definition
Tourism workplace refers to any organisation involved in the domestic tourism industry, the inbound tourism industry, or the outbound tourism industry. Tourism workplaces may include but are not limited 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.

Outcomes and evidence requirements

Outcome 1

Perform calculations for a tourism workplace.

Evidence requirements

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

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

1.4 Commission is calculated using a calculator 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 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.

Planned review date	31 December 2021
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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	N/A

Consent and Moderation Requirements (CMR) reference	0078
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMRs). The CMR also includes useful information about special requirements for organisations wishing

to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact ServicIQ qualifications@ServicIQ.org.nz if you wish to suggest changes to the content of this unit standard.