Title	Produce and check numeric documents for the travel industry		
Level	3	Credits	2

Purpose	People credited with this unit standard are able to produce numeric documents for the travel industry and check numeric documents for the travel industry.

Classification	Tourism > Travel

Available grade	Achieved

Guidance Information

1   Numeric documents must include a minimum of four separate figures and must reflect the style and nature of documents used within the travel industry. Examples may include but are not limited to – invoices, quotes, client ledgers, airline e-tickets, travel insurance returns, bank settlement plan (BSP) billings.

2   Numeric documents may be produced manually or using a computer and must be in accordance with supplier requirements or travel industry workplace policies and procedures.

3   The numeric documents in Outcome 2 must be supplied. The documents must contain some errors to be identified and rectified by the candidate.

4   Definition
     Travel industry workplace policies and procedures refer to documented instructions about workplace expectations. These may include but are not limited to – customer service delivery, personal presentation, legislation, organisational structure, business objectives.

5   All tasks are to be carried out in accordance with travel industry workplace policies and procedures.

Outcomes and performance criteria

Outcome 1

Produce numeric documents for the travel industry.

Performance criteria

1.1   Numeric documents are produced.

        Range   evidence is required for three documents, including two different types.

Outcome 2

Check numeric documents for the travel industry.

Performance criteria

2.1   Numeric documents are checked, and errors are identified and rectified.

        Range   evidence is required for three documents, including two different types.

Planned review date	31 December 2025

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	17 October 2008	31 December 2018
Review	2	16 February 2017	31 December 2022
Review	3	26 November 2020	N/A

Consent and Moderation Requirements (CMR) reference	0112

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Comments on this unit standard

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