

<b>Title</b>	<b>Demonstrate knowledge of international travel documents and check key features of a passport and visa</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>2</b>

<b>Purpose</b>	People credited with this unit standard are able to: identify international travel documents and explain their purpose; identify and describe key features of a passport and check a passport holder's photo and details; identify and check key features of a visa; and identify supplementary travel documents.
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<b>Classification</b>	Aviation > Airport Customer Service
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<b>Available grade</b>	Achieved
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### Guidance Information

All tasks are to be carried out in accordance with enterprise procedures, the enterprise being the organisation carrying out the work. Enterprise procedures referred to in this unit standard are the applicable procedures found in the following: enterprise exposition, manufacturer publications, government and local body legislation.

### Outcomes and performance criteria

#### Outcome 1

Identify international travel documents and explain their purpose.

#### Performance criteria

1.1 International travel documents are identified and their purpose is explained.

Range may include but is not limited to – passports (including Diplomatic and Official), military papers, Certificate of Identification (Col), Hong Kong document of identity, United Nations laissez-passer, international refugee document, Seaman's Book.

#### Outcome 2

Identify and describe key features of a passport and check a passport holder's photo and details.

**Performance criteria**

- 2.1 Key features of a passport are identified and described in terms of their use and authenticity.
- Range may include but is not limited to – cover, biographical page, micro chip, overall condition, endorsements, visa pages.
- 2.2 Key features of the biographical pages are identified.
- Range may include but is not limited to – country of issue, machine readable, digital or fixed photo, signatures, passport number, date of birth, gender, expiry date, date of issue.
- 2.3 Photo and details are checked against passport holder to determine ownership.
- Range must include but is not limited to – face to passport check, gender confirmation, name verification.

**Outcome 3**

Identify and check key features of a visa.

**Performance criteria**

- 3.1 Visa types are identified in terms of their purpose and use.
- Range may include but is not limited to – single entry, multiple entries, work, returning resident, student.
- 3.2 Visa labels are identified and checked.
- Range may include but is not limited to – paper, machine issued, manually entered, stamps, validity, classification.
- 3.3 United States Visa Waiver Program is explained.
- Range may include but is not limited to – identifying the countries that qualify.

**Outcome 4**

Identify supplementary travel documents.

**Performance criteria**

- 4.1 Supplementary travel documents are identified.
- Range may include but is not limited to – US Green card, permanent resident card, border crossing card, Canadian Nexus card, Singapore Green card.

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<b>Planned review date</b>	31 December 2025
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	15 April 2011	31 December 2019
Review	2	29 March 2018	N/A
Rollover and Revision	3	29 June 2023	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0028
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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.