

## **National Certificate in Travel (Level 4) [Ref: 0113] Review - update for workplaces**

ATTTO has commenced the review of the National Certificate in Travel (Level 4) [Ref: 0113], any feedback you have on the unit standards that comprise the National Certificate in Travel (Level 4) [Ref: 0113] version 8 would be greatly appreciated. Please note some unit standards have already been reviewed as part of the Travel Level 3 review. The unit standard IDs, titles, levels and credits are shown in the link below.

**[The unit standard IDs, titles, levels and credits are detailed on the next page.](#)**

Industry have already highlighted a number of new unit standards that need to be developed to fill gaps within this qualification, however if you have any suggestions in regards to new unit standards that need to be developed for this qualification please let us know. The deadline for feedback is 5.00pm on Friday 19 June 2009.

This review will also include the following unit standards from the Travel Domain:

- 3749 – Control capacity and yield in air travel (Level 5, 4 Credits)
- 5068 – Supervise staff in the travel industry (Level 5, 6 Credits)
- 9725 – Organise preparation and verification systems for travel and Inland Revenue returns (Level 5, 4 Credits)
- 9726 – Complete advanced fare construction and ticketing of mileage system airfares (Level 5, 4 Credits)
- 9727 – Apply the principles and techniques of commercial negotiation in a travel industry environment (Level 6, 8 Credits)
- 9729 – Operate a computerised system as a travel management tool (Level 5, 6 Credits)
- 9730 – Devise and implement compliance procedures for legislation relating to the travel industry (Level 5, 10 Credits)
- 9731 – Apply specific travel management functions (Level 5, 6 Credits)

An Industry Advisory Group (IAG) is currently being formed to review the qualification and unit standards. If you are interested in being involved in the feedback process please contact the Qualifications Developer, Lara Franklin via email [lara.franklin@attto.org.nz](mailto:lara.franklin@attto.org.nz) or phone on (04) 815-9848.

Field                      Service Sector  
 Subfield                Tourism  
 Domain                  Travel

Id	Title	Level	Credit
18225	Sell tourism and travel products to customers and demonstrate knowledge of customer databases This unit standard has already been reviewed as part of Travel Level 3 and was replaced by unit standard 25499.	4	6
18282	Advise customers of regulatory requirements for international air travel This unit standard has already been reviewed as part of Travel Level 3.	3	5
18205	Demonstrate knowledge of and process reservations for cruises outside New Zealand	4	4
18206	Demonstrate knowledge of and process reservations for coach and overland tours outside New Zealand	4	4
18208	Process service fee charges in a travel environment This has been covered in unit standard 25504 Retail Travel Operations which is in Travel Level 3. If you feel there is still need for this unit standard then please provide reasons why.	4	2
18218	Construct and ticket air fares using International Air Transport Association (IATA) principles	4	15
18219	Demonstrate knowledge of and process international air travel	4	6
18222	Research and market a group tour	4	8
18283	Sell and process travel requests in a travel industry environment This unit standard has already been reviewed as part of Travel Level 3 and was replaced by unit standard 25499.	4	8
3727	Demonstrate knowledge of the Pacific Islands as a tourist destination This unit standard has already been reviewed as part of Travel Level 3.	3	10
18207	Demonstrate knowledge of selected countries as tourist destinations This unit standard will be reviewed This unit standard will be reviewed so it aligns (has the same format) with the other destination unit standards that have already been reviewed.	3	10
18213	Demonstrate knowledge of the United Kingdom and Eire as a tourist destination This unit standard will be reviewed so it aligns (has the same format) with the other destination unit standards that have already been reviewed.	3	10
18214	Demonstrate knowledge of the United States and Canada as a tourist destination This unit standard will be reviewed so it aligns (has the same format) with the other destination unit standards that have already been reviewed.	3	10

If you would like to provide feedback about any fields/subfields and domains that you think should be included in the reviewed qualification, please let us know and state reasons why.

<b>Field</b>	<b>Subfield</b>	<b>Domain</b>
Business	Business Administration	Business Information Processing
	Management – Lapsing	First Line Management – Lapsing
		Quality Management – Lapsing
		Small Business Management – Lapsing
	Marketing	Generic Marketing
		Sales Organisation and Management – Lapsed (no longer exists)
Service Sector	Retail and Wholesale – Lapsing	Retail and Wholesale Frontline Sales – Lapsed (no longer exists)
	Retail, Distribution, and Sales	Retail and Distribution Core Skills
		Sales Transactions
	Service Sector Skills	Sales Promotion – Lapsing
		Selling Skills – Lapsing