

# Qualification factsheet

## Qualification overview

<b>Qualification title</b>	NCFE Level 3 Award in Business Travel		
<b>Qualification number (QN)</b>	603/5136/6		
<b>Total qualification time (TQT):</b>	80	<b>Guided learning hours (GLH)</b>	62
<b>Entry requirements:</b>	There are no specific recommended prior learning requirements for this qualification. Entry is at the discretion of the centre but learners should be aged 16 or above.		

## About this qualification

This Level 3 Award is designed to enable learners aged 16 and above to develop and improve their knowledge and understanding of the business travel industry. This will support their progression into a career in the industry.

The qualification is suitable for use within a Travel and Tourism Study Programme offering additionality to the Core qualifications. It will provide learners with increased career opportunities in this rapidly growing area of the corporate travel sector.

The qualification is endorsed by:

- British Travel Association (BTA)
- Clarity

This qualification is designed to give learners appropriate knowledge and understanding to work in the business travel industry. Learners will gain the necessary skills by successfully completing the 3 mandatory units in this specific area of the travel industry.

The qualification considers how business travel has developed, explores 21st century travel management and considers how it's evolving in an increasingly competitive and technological market.

The objectives of this qualification are to:

- gain an understanding of the business travel industry particularly:
  - the structure of the business travel sector and how it's evolving
  - the role and benefits of using a Travel Management Company
- develop an understanding of the demands of the 21st Century traveller and to deliver a personalised trip
- demonstrate knowledge of the business travel sector including market dynamics, the global economy and business management and leadership.

## Qualification structure

To be awarded this qualification, learners are required to successfully complete 3 mandatory units.

### Mandatory units

Unit 01 Introduction to business travel (T/617/8162)
Unit 02 21st Century travel management (A/617/8163)
Unit 03 Evolution of the business travel industry (F/617/8164)

## Assessment

This is a knowledge-based qualification which comprises a portfolio of evidence. Learners must complete the 3 mandatory units to successfully complete the qualification. It is 100% internally assessed and externally quality assured by NCFE.

An eLearning platform is available for full delivery and assessment of this qualification. It has been developed by Travilearn. It's an easy-to-use eLearning platform, created by experienced travel industry experts and provides access to comprehensive, but fun, content including videos, presentations, quizzes and gamification. It provides increased flexibility for centres, it's available 24/7 and it can be accessed via desktop and mobile devices.

## Progression opportunities

Learners who achieve this qualification could progress to:

- NCFE Level 3 Introductory Certificate in Travel and Tourism (603/4140/3)
- NCFE Level 3 Certificate in Travel and Tourism (603/4141/5)
- NCFE Level 3 Extended Diploma in Travel and Tourism (601/7936/3)
- NCFE Level 3 Introductory Diploma in Travel and Tourism (601/7934/X)
- NCFE Level 3 Diploma in Travel and Tourism (601/7935/1)



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