

Next generation BTEC First Diploma in Travel and Tourism (NQF)* Sample One Year Delivery Plan

Clear unit planning and understanding of key deadlines are essential for a successful delivery programme.

We have produced a sample delivery plan showing how the next generation **BTEC First Diploma in Travel and Tourism (NQF)** could be delivered over one year, highlighting assessment milestones and indicating where you can co-teach units.

The plan is intended to be used as guidance.

External **Units 1** and **7** - it may be useful for learners to complete these units in the first term to provide an opportunity for the first examination window in January (if learners are ready for assessment at this point) and a resit (if required) in the summer term.

Units 2 and **4** are core and mandatory units (respectively) which could be completed early in the course if learners need to reduce the size of their qualification. If these units are successfully achieved, learners may still be eligible to achieve an extended certificate, certificate or award size qualification if they are unable to complete and pass all the necessary units for the full diploma.

Unit 10 - it may be more effective to complete the study visit unit in the second term, to give learners an opportunity to apply the underpinning knowledge they have learnt in the first term. If a learner is unable to complete the visit (due to illness for example), there would still be time in the summer term to complete a second visit if required.

Units 11 and **15** - completing these units in the second half of the year would allow students to develop their confidence and underpinning knowledge in the first term, before applying their customer service skills in the workplace. Completing these units concurrently may help to provide linked opportunities for assessment, for example dealing with a range of customer types whilst on work placement.

Unit 16 - the holiday representative unit is very practical and may be suited to delivery and assessment towards the end of the programme when learners have sufficiently developed their confidence, presentation and customer service skills. Assessment methods may rely less on written work and more on practical skills demonstration, reducing the amount of written work at the end of the programme. This unit is often very engaging for learners and may be a good motivator towards the end of a long programme.

TERM 1 September to December (see page 2 for Terms 2 and 3)

| Unit | Unit Title | Guided Learning Hours (GLH) | 01/09/2014 | 08/09/2014 | 15/09/2014 | 22/09/2014 | 29/09/2014 | 06/10/2014 | 13/10/2014 | 20/10/2014 | 27/10/2014 | 03/11/2014 | 10/11/2014 | 17/11/2014 | 24/11/2014 | 01/12/2014 | 08/12/2014 | 15/12/2014 | 22/12/2014 | 29/12/2014 | Hours |
|--------------|---|-----------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 1 | The UK Travel and Tourism Sector | 30 | | 2 | 2 | 2 | 2 | 2 | 2 | | 2 | | 2 | 2 | 2 | 2 | 2 | 2 | | | 26 (of 30) |
| 2 | UK Travel and Tourism Destinations | 30 | | 4 | 4 | 4 | 4 | 4 | 4 | | 4 | | 2 | FD | | | | | | | 30 (of 30) |
| 3 | The Development of Travel and Tourism in the UK | 30 | | 4 | 4 | 4 | 4 | 4 | 4 | | 4 | | 2 | | | FD | | | | | 30 (of 30) |
| 4 | International Travel and Tourism Destinations | 30 | | 3 | 3 | 3 | 3 | 3 | 3 | | 3 | | 3 | 3 | 3 | | | | FD | | 30 (of 30) |
| 5 | Factors Affecting Worldwide Travel and Tourism | 30 | | | | | | | | | | | 4 | 4 | 4 | 4 | 4 | 4 | | | 24 (of 30) |
| 7 | Travel and Tourism Business Environments | 60 | | 2 | 2 | 2 | 2 | 2 | 2 | | 2 | | 2 | 2 | 2 | 2 | 2 | 2 | | | 12 (of 30) |
| 10 | Organising a Travel and Tourism Study Visit | 30 | | | | | | | | | | | | | | | 2 | 2 | | | 4 (of 30) |
| 11 | Delivering the Travel and Tourism Customer Experience | 60 | | | | | | | | | | | | | | | | | | | 0 (of 60) |
| 12 | Marketing in Travel and Tourism | 60 | | | | | | | | | | | | | | | | | | | 0 (of 60) |
| 14 | Travel and Tourism Research Project | 60 | | | | | | | | | | | | | | | | | | | 0 (of 60) |
| 15 | Work-related Experience in Travel and Tourism | 60 | | | | | | | | | | | | | | | | | | | 0 (of 60) |
| 17 | UK Travel Agency Operations | 30 | | | | | | | | | | | | | 1 | 4 | 2 | 2 | | | 9 (of 30) |
| 16 | Holiday Representatives | 30 | | | | | | | | | | | | 3 | 3 | 3 | 3 | 3 | | | 15 (of 30) |
| Hours | | 480 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | | 15 | 0 | 15 | 14 | 15 | 15 | 15 | 15 | | | |
| Week | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | |

Jan exam entries deadline

BTEC registrations deadline 1 Nov

Unit 2 Final Deadline

Unit 3 Final deadline / work-related experience guest speaker visit

Unit 4 Final Deadline

Holidays

Next generation BTEC First Diploma in Travel and Tourism (NQF)* Sample One Year Delivery Plan

| | | | TERM 2 January to March (see page 1 for Term 1) | | | | | | | | | | | | | | TERM 3 April to June (see page 1 for Term 1) | | | | | | | | | | | | | | | | | | |
|--------------|---|-----------------------------|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------|----|----|--|--|--|-----|
| Unit | Unit Title | Guided Learning Hours (GLH) | 05/01/2015 | 12/01/2015 | 19/01/2015 | 26/01/2015 | 02/02/2015 | 09/02/2015 | 16/02/2015 | 23/02/2015 | 02/03/2015 | 09/03/2015 | 16/03/2015 | 23/03/2015 | 30/03/2015 | 06/04/2015 | 13/04/2015 | 20/04/2015 | 27/04/2015 | 04/05/2015 | 11/05/2015 | 18/05/2015 | 25/05/2015 | 01/06/2015 | 08/06/2015 | 15/06/2015 | 22/06/2015 | 29/06/2015 | Hours | | | | | | |
| 1 | The UK Travel and Tourism Sector | 30 | 2 | 2 | | | | | Half-Term | | | | | | | Holidays | | | | | | | | | | | | | | | | | | | |
| 2 | UK Travel and Tourism Destinations | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | The Development of Travel and Tourism in the UK | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | International Travel and Tourism Destinations | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Factors Affecting Worldwide Travel and Tourism | 30 | 4 | 2 | | FD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Travel and Tourism Business Environments | 60 | 2 | 2 | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Organising a Travel and Tourism Study Visit | 30 | 2 | 2 | | 2 | 2 | 2 | | | 2 | 2 | 2 | 8 | 2 | | | | | | | | FD | | | | | | | | | | | | |
| 11 | Delivering the Travel and Tourism Customer Experience | 60 | | | | 3 | 2 | 2 | | | 2 | 6 | 3 | | 3 | | | | | 3 | 3 | 3 | | | | | FD | | | | | | | | |
| 12 | Marketing in Travel and Tourism | 60 | | | | 3 | 3 | 3 | | | 4 | 3 | 4 | | 4 | | | | | 4 | 4 | 4 | 4 | 4 | | | 4 | 4 | 4 | 4 | 4 | | | | |
| 14 | Travel and Tourism Research Project | 60 | | 2 | | 2 | 3 | 3 | | | 3 | 3 | 3 | 6 | 3 | | | | | 3 | 3 | 3 | 3 | 3 | | | 5 | 4 | 4 | 4 | 4 | | | | |
| 15 | Work-related Experience in Travel and Tourism | 60 | 2 | 2 | | 2 | 2 | 2 | | | 4 | WX | 2 | 3 | 5 | | 3 | | | 3 | 3 | 3 | 3 | 3 | | | 3 | 3 | 3 | | | | | | |
| 17 | UK Travel Agency Operations | 30 | 3 | 3 | | 3 | 3 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Holiday Representatives | 30 | | | | | | | | | | | | | | | | | | 2 | 2 | 2 | 5 | 5 | | | 3 | 4 | 4 | 3 | | | | | |
| Hours | | 510 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 510 |
| Week | | | 16 | 17 | 18 | 19 | 20 | 21 | | | 22 | 23 | 24 | 25 | 26 | | 27 | | | 28 | 29 | 30 | 31 | 32 | | | 33 | 34 | 35 | 36 | 37 | | | | |

Unit 5 Final Deadline

Unit 17: visit to travel agency

Preparation briefing for work-related experience
Unit 15: 1 week intensive work experience. At least 6 hours per day x 5 days

Customer Service Role Plays / Jan exam results released

Standards Verification Visit (first sample deadline June 2015)

Unit 10 Final Deadline

Holiday Rep Role Plays

Holiday Rep Role Plays

Unit 1 Exam June resit opportunity / Unit 11 Final Deadline

Unit 7 Exam June resit opportunity