## SELF-ASSESSMENT GUIDE

### Qualification:
TOUR PACKAGING (FIT AD HOC DOMESTIC) SERVICES NC II

### Units of Competency covered:
- Interpret and respond to request for individual/ independent tour services
- Design and develop a tour package itinerary
- Determine tour package cost and selling price

### Instruction:
Read each question and check the appropriate column to indicate your answer.

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<tr>
<th>Can I?</th>
<th>YES</th>
<th>NO</th>
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#### Interpret and respond to request for individual/ independent tour services
- Determine, analyze, and record client’s details and profile *
- Record and review all information of the individual tour requirements per enterprise procedures *
- Match requested destination and activities with client requirements.*
- Note, interpret, and incorporate special needs and interests. *
- Determine tour objectives. *
- Determines type and mode of response in verbal or written form. *
- Construct contents according to enterprise standards. *
- Deliver response in a timely manner. *
- Address and respond to clarifications, revisions and additional requests.*

#### Design and develop a tour package itinerary
- Determine tour itinerary destinations and duration are based on the client’s requirements.*
- Draft skeletal itinerary based on the client’s requirements.*
- Identify and arrange tour components and services in chronological order.*
- Determine mode of transportation.*
- Determine hotel/lodging category.*
- Schedule sightseeing and activities. *
- Determine Tour Guides and Tour Director services.*
- Incorporate ancillary services.*
- Select suppliers best suited for the tour service required.*
- Complete technical Itinerary based on selected suppliers.*

#### Determine tour package cost and selling price
- Analyze tour components to determine the fixed and variable costs.*
- Review contracted rates of elected suppliers to determine terms and conditions and validity.*
- Calculate tour components costs based on the contracted rates of suppliers (FIT) and type of cost, on a per person basis.*

- Determine lodging cost components by type of room and number of clients per room on a per person basis.*

- Determine supplements and reductions based on lodging cost components.*

- Use costing sheet templates to calculate the tour component costs according to enterprise format.*

- Add mark-up based on market trends, current industry practices and/or enterprise policies to the tour cost.*

- Calculate government taxes and adding based on the tour cost with mark-up.*

- Reflect mark-up and government taxes calculations in the enterprise Costing Sheet Template.*

I agree to undertake assessment with the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.

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<th>Candidate’s Name and Signature</th>
<th>Date</th>
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NOTE: *Critical aspects of competency