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### SELF-ASSESSMENT GUIDE

<b>Qualification:</b>	<b>TOUR PACKAGING (FIT AD HOC DOMESTIC) SERVICES NC II</b>		
Units of Competency covered:	<ul style="list-style-type: none"> <li>• Interpret and respond to request for individual/ independent tour services</li> <li>• Design and develop a tour package itinerary</li> <li>• Determine tour package cost and selling price</li> </ul>		
<b>Instruction:</b> Read each question and check the appropriate column to indicate your answer.			
<b>Can I?</b>		<b>YES</b>	<b>NO</b>
<b>Interpret and respond to request for individual/ independent tour services</b>			
• 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.*			
<b>Design and develop a tour package itinerary</b>			
• 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.*			
<b>Determine tour package cost and selling price</b>			
• 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.		
<b>Candidate's Name and Signature</b>		<b>Date</b>

NOTE: \*Critical aspects of competency