




Apprenticeship standard (England only)

# Travel Consultant

Industry: Travel & Tourism

City & Guilds code: 9056

 **Typical duration:** 12 months  
 **Maximum funding:** £9,000\*  
 **Level 3**

\*Funding information accurate as of July 2019.  
For the most up-to-date information, check the [Institute for Apprenticeships and Technical Education \(IfATE\) website](#).

## About the standard

Travel consultants provide customer service that should be positive and exceed their client's expectations. They deliver a range of often complex travel arrangements, including accommodation bookings and ancillary services to ensure the traveller benefits from the journey and time spent at the destination. Travel consultants specialise in corporate or leisure travel though share the same essential knowledge, skills and behaviours.

City & Guilds will be offering the following pathways:

- Corporate Travel Consultant
- Leisure Travel Consultant.

This standard has been approved by the ESFA. It replaces the Advanced Level Apprenticeship in Travel Services under Specification of Apprenticeship Standards for England (SASE) framework.

## On-programme: what apprentices need to learn

Formative assessment of knowledge, skills and behaviours required in the delivery of the level 3 apprenticeship are broken down into the following areas:

- Geography
- Travel information
- Industry practice
- Travel options
- Product and service
- Customer
- Legal and compliance
- Industry technology
- Business
- Sales
- Team and personal performance
- Communication
- Sustainability.

Refer to the [IfATE website](#) for further details on the standard and assessment plan.

City & Guilds has developed teaching and learning materials to support employers and learning providers to deliver on and off-the-job learning for this standard. For more information, [visit our webpage for Travel Consultant here](#).

## Gateway requirements

Before you can book end-point assessment (EPA), the provider and employer sign off that the apprentice will be ready for EPA.

For this standard, the employer and provider will need to sign a declaration to agree the apprentice has met the relevant Travel Consultant knowledge, skills and behaviours as set out in the standard. The apprentice also must have achieved maths and English at Level 2.

Prior to any assessment occurring an initial meeting will take place with the apprentice, employer and IEPA where the assessment process and schedule of assessments will be discussed and agreed. This may be face to face or via conference call.

As part of our EPA service, City & Guilds will check all gateway evidence before the EPA event so you can have the confidence that the apprentice is ready for EPA.





## EPA: how apprentices demonstrate their learning

As defined in the assessment plan, the assessment events for this standard are:



### Synoptic knowledge test

Two-hour multiple choice test via e-volve, our platform for online testing. Graded distinction, merit, pass or fail.



### Professional discussion

One-to-two hour structured meeting referencing the apprentices' 'my journey' log, graded distinction, merit, pass or fail. Face to face or via our online video conference platform.

City & Guilds will allocate a skilled and experienced professional to assess the apprentice objectively against the standard. All assessments are standardised and quality assured.

To help you prepare apprentices and ensure they feel ready for assessment, we have created a suite of preparation resources, including:

- **EPA pack:** Details behind the standard and assessment plan, guidance on EPA tasks and grading, procedures for re-sits, timelines, venue and resource requirements for EPA. It is important that you are familiar with this information
- **EPA preparation tool:** Personalised login for each apprentice with useful learning resources relevant to the assessment skills

required for their standard, ensuring they feel ready for their EPA experience

- **recording forms:** Supporting you to complete key stages of EPA readiness, we have prepared forms to give you peace of mind and confidence that everything is covered
- **LIEPA report:** A report produced by our lead independent end-point assessor (LIEPA) with insight into the EPA results for this standard and findings across all centres. These reports can help you refine your delivery to improve success rates
- our dedicated **EPA customer success team** will be on hand to support you through your EPA journey.



## Apprenticeship certification

As well as receiving their IfATE apprenticeship certificate, the apprentice will receive a City & Guilds statement of achievement for EPA.

## Why choose City & Guilds?

**Personal support:** Our dedicated EPA customer success team, Technical Advisors, Business Managers and Customer Service teams are on hand to help you throughout your apprenticeship journey.

**Teaching tools and resources:** All of our resources are mapped comprehensively to the standard and designed to draw out the skills, knowledge and behaviour apprentices need so they are confident for assessment and you know that everything is covered.

**EPA support resources:** Our specially created EPA resources will help you to prepare apprentices and ensure a smooth booking process.

**EPA delivery:** We are growing our EPA service, using new technologies to enhance the delivery and management of EPA.

**Pricing that works for you:** When you choose us for EPA, you pay a small registration fee and the balance once the EPA has taken place and results submitted.

**Events and webinars:** We deliver a range of events and webinars run by industry specialists to advise and guide you.

**Progression:** The journey never stops and we're committed to helping learners progress into a job, develop on the job and move into the next job. Visit our website [cityandguilds.com](https://www.cityandguilds.com) for our wider offering in this sector and information about leadership and management apprenticeships.



### More information

If you're a City & Guilds centre, visit Walled Garden or contact your Business Manager for prices and any further information.

If you're a new customer, contact [apprenticeships@cityandguilds.com](mailto:apprenticeships@cityandguilds.com) to find out more.

Or visit [cityandguilds.com/apprenticeships](https://www.cityandguilds.com/apprenticeships) for full information on our apprenticeship products and services.

Visit [i-l-m.com/apprentice](https://www.i-l-m.com/apprentice) for information on management apprenticeships.