



the voice of business travel

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GTMC
Euston Fitzrovia
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27th January 2016

Dear Darrin,

GTMC is the UK's leading professional body for travel management companies. The diverse membership accounts for over 80% of UK expenditure on managed business travel, delivering value for money and great service to business travellers in the private, public and not-for-profit sectors.

One of the strengths of the GTMC since is the relationship with key travel industry suppliers.

The support of the Partners (airlines, hotel companies, rail, car rental and technology providers) allows us to work together on issues of mutual interest and deliver practical solutions to cross industry issues.

GTMC welcome the development of an industry specific qualification, this will allow learners the opportunity to choose a career with one of the travel management companies.

We would like to provide our support to City & Guilds, as a Professional Association for the business travel sector, we feel that the following qualification is suitable for learners over the age of 16 studying full time and will give that young person an advantage when going on to applying for a job or progressing onto further education.

- City & Guilds Level 3 Advanced Technical Diploma in Business Travel (450)

We believe this qualification is suitable for someone wanting to work in business travel, whilst it also provides key transferable skills.

On completion of this qualification, the learner will have the required knowledge to apply and gain employment within one of the travel management companies.



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This qualification allows the learner to gain the skills and knowledge, which we consider important to a role of this type in our industry. A learner would be expected to achieve all the mandatory topics as well as 1 optional topic.

Mandatory topics:

- Communications and business Skills for Business Travel
- Sales and Marketing in Business Travel
- Travel Management
- Arranging business travel
- Products and services for Business Travel

Optional topics:

- Air Fares and Ticketing
- GDS
- Conferences and events

We confirm that we consent to our company name (and logo) being made publicly available on the DfE and City & Guilds websites.

Yours sincerely

A handwritten signature in blue ink that reads "Paul A. Wait".

Paul Andrew Wait
GTMC
CEO