



**CTH LEVEL 2 CERTIFICATE
IN VA EARTH
(QAN - 601/3235/8)**

**QUALIFICATION
SPECIFICATION**

DECEMBER 2017

CONTENTS

Introduction to the CTH Level 2 Certificate in VA Earth.....	2
Introduction	2
Aims of the Qualification	2
Access & Entry Requirement.....	2
Qualification Accreditation Requirements.....	3
CTH Support	4
Qualification Level, Size and Structure	5
Qualification Structure (Rules of combination)	5
Grading Criteria.....	7
Assessment Units (details).....	8
Appendix A.....	9
Sample Assessment	10
Contact CTH.....	14

Introduction to the CTH Level 2 Certificate in VA Earth

The purpose of this qualification specification is to provide an overview of the CTH Level 2 Certificate in VA Earth.

This document includes the aim, size, structure and content including learning outcomes and assessment criteria for each unit, together with different types of sample assessments. There is guidance relating to the accreditation, delivery and assessment requirements for this qualification, and details of grading criteria and the grading of units. Further details regarding this qualification are available from CTH, and contained within the more comprehensive qualification and assessment handbooks.

Aims of the Qualification

The aims are to provide a qualification that:

- provides a sound knowledge of geography for students entering any travel or tourism role or sector-related qualification.
- underpins the component of the Travel Consultant Apprenticeship Standard related to Geography.

Access & Entry Requirements

Students do not need any prior background knowledge or experience.

Approved CTH Centres are responsible, prior to admission and enrolment, for ensuring students are deemed able to fulfil the demands of the course and successfully complete the qualification.

CTH would also expect approved Centres to undertake an initial assessment of each student prior to the start of their programme to ensure they are able to provide the student with any necessary additional support.

Qualification Accreditation Requirements

Accreditation

Prospective Centres should apply for approval as an accredited CTH Centre in order to deliver this qualification. Please see the 'Contact CTH' page at the end of this specification for advice on the CTH accreditation process, or contact us if you wish to discuss your curriculum requirements.

The CTH accreditation committee will consider applications from centres against a set of criteria, including the availability of suitable teaching accommodation and staffing, experience of delivering qualifications at a similar level and evidence of expertise in academically-related areas including planning the delivery of courses leading to regulated qualifications, quality assurance and preventing malpractice. A skype conversation with CTH academic and quality staff will form part of the initial accreditation application process

Teaching Rooms

Suitable teaching rooms and IT facilities should be available to students. Accommodation and equipment used for the delivery of the qualification must comply with the relevant legislation relating to Health & Safety.

The approved Centre should ideally also provide an appropriate area and facilities for student relaxation and recreation.

Centre Staffing

Staff delivering this qualification must be able to demonstrate that they meet the following requirements:

- Be occupationally competent or technically knowledgeable in the area for which they are teaching
- Have recent relevant experience in the specific area that they will be assessing or verifying
- Hold a relevant qualification in the area for which they are teaching.

CTH will review the CV's of all teaching staff when a potential Centre seeks approval to deliver the qualification.

Continuing Professional Development

Centres must support their staff to ensure that they have current knowledge of the occupational area, and that delivery, assessment and internal verification is in line with current good practice and takes into consideration relevant international regulatory requirements.

CTH Support

CTH training

New CTH centres are eligible for free training (delivered online in most cases) to help them prepare, then deliver their courses leading to CTH qualifications.

CTH also offers training for teaching staff who may be delivering a unit for the first time.

Resources

New centres are given a copy of the student manual and a map to allow planning of sessions. Final assessment must be taken under exam conditions at the accredited centre.

If you wish to run this course but do not have the expertise and resources to do, CTH is able to provide contacts for independent trainers with considerable industry expertise to deliver as a short 1-week programme.

Assessment opportunities

Assessments are arranged at the convenience of the centre throughout the year. Contact CTH or see the CTH website for more details.

Assessment responsibilities

CTH set and distribute all assessments to centres where learners have been registered. All examination scripts are returned to CTH for marking and moderation.

Qualification Level, Size and Structure

The CTH Level 2 Certificate in VA Earth is a vocationally related qualification on the UK's Regulated Qualification Framework (RQF) and adheres to the Ofqual requirements for assigning a level to a regulated qualification. These requirements and standard Level Descriptors are contained in an Ofqual publication Ofqual/15/5774, Qualification and Component Levels, available via gov.uk. The document URL is: <https://www.gov.uk/government/publications/qualification-and-component-levels>

Qualification size

The qualification is designed to be delivered in 50 hours of TQT (Total Qualification Time) of which 40 are Guided Learning Hours (GLH). TQT is the total amount of time, in hours, expected to be spent by a student to achieve a qualification.

Definitions

- **Guided Learning Hours – GLH**
This is the amount of time the average student is expected to spend in supervised learning and practice, but may vary by student.
- **Total Qualification Time – TQT**
TQT is made up of Guided Learning Hours plus all other time taken in preparation, study or any form of participation in education and training but not under the direct supervision of a lecturer or tutor.

The following activities are indicative of those included in TQT:

- Guided Learning (GLH) when the lecturer is present, e.g. formal classes, lecturers, seminars, tutorials, supervised assessment (e.g. exams or observed practice)
- Independent and unsupervised learning or research
- Unsupervised coursework, or directed activity
- Watching pre-recorded webinars or podcasts
- Work placement, self-study, visits to hospitality or tourism outlets, revision and time spent on written assignments.

Students completing this qualification should be able to demonstrate their ability as independent learners.

Qualification Structure (rules of combination)

The qualification, units and TQT for the CTH Level 2 Certificate in VA Earth are set out in the following table, often referred to as the Rules of Combination. Further information on the unit is provided later in this specification.

CTH Level 2 Certificate in VA Earth					
QAN: 601/3235/8					
Students must achieve:					
<ul style="list-style-type: none"> one Mandatory unit providing 5 credits at level 2 					
Credit Value			5 Credits		
Guided Learning Hours (GLH)			40 hours		
Total Qualification Time (TQT)			50 hours		
Unit title	L	CV	GLH	URN.	Assessment Method
VA Earth	2	5	40	R/506/2778	Closed book written examination
Qualification Total		5	40		
1 unit					

Qualification Grading Criteria

Individual units can be graded either as fail or pass so the qualification is either achieved or not achieved.

In terms of certification, this means that students will receive a certificate that recognises their level of achievement. Note that the Certificate does not allocate a grade.

The following table explains the generic grading criteria set by Ofqual that are used by CTH in conjunction with the unit mark sheets to assess all students' work.

The pass mark is 70%

Level 2	Students who fail:	To achieve a student must:
	<ul style="list-style-type: none"> • do not meet the requirements of the assessment criteria and learning outcomes of the unit 	<ul style="list-style-type: none"> • meet the requirements of the assessment criteria and learning outcomes • demonstrate a level of understanding of key issues in the area of study • produce work that is well presented, clear and well structured

Assessment Unit

Title	VA Earth		
Unit purpose and aim(s)	This unit covers the location of the worlds continents and oceans, the capital cities for the main countries of the world according to the United Nations as well as an understanding of the principles of selling in the tourism and hospitality industry		
QAN: (Ofqual ref)	R/506/2778		
Level	2	Credit value	5 credits
Guided Learning Hours (GLH)	40 hours		
Total Qualification Time (TQT):	50 hours		
Learning outcomes When Certificateed credit for this unit, a student will:	Assessment criteria Assessment of this learning outcome will require a student to demonstrate that they can:		
1. List and identify the location of the worlds continents and oceans	1.1 List the seven continents of the world 1.2 Locate the seven continents on a world map 1.3 List the five oceans of the world 1.4 Locate the five oceans on a world map		
2. Understand the principles of selling in the tourism and hospitality industry	2.1 Describe the relationship between sales and marketing 2.2 Describe the stages of the sales cycle and their impact on sales 2.3 Explain how to identify buyers and their buying motivations 2.4 Distinguish between features and benefits of a product or service 2.5 Describe the use of sales targets and the stages and techniques for selling		
3. List and identify the location of capital cities for the main countries of the world according to the United Nations	3.1 List each countries capital city 3.2 Identify the location of capital cities		

APPENDIX A – SPECIMEN ASSESSMENT MATERIALS

Assessment type: Closed book Written examination

Unit: VA Earth

URN: R/506/2778



Sample Assessment

VA Earth

Examination - sample questions.

Extracts from the VA Earth exam questions are provided out of a total of 7 questions from the full exam.

Instructions for the full exam:

- You have **45** minutes to answer this paper.
- You are not allowed any material as this is a closed book exam.
- The pass level has been set at **70%**.
- You may answer the questions in pen or pencil and in any order.
- Do not begin writing until instructed to by the invigilator
- Make sure that your **name, date of birth, CTH membership number** and **centre name** are clearly marked on the front page and any other material you hand in.

Question 2 (15 marks)

Name the capital city for each of the countries in the table below.

COUNTRY	CAPITAL CITY
Hungary	
Ireland	
Bulgaria	
Italy	
Estonia	

On the map below, label each of the countries listed in the table above.

Example:

Norway



Question 3 (15 marks)

- a. Which country lies to the south of Papua New Guinea?
- b. What is the capital city of The Marshall Islands?
- c. Which country includes Efate Island, Espiritu Santo Island and Port Vila?
- d. Match the cities listed below with the letters on the map, and then complete the table below.

Christchurch Perth Alice Springs Melbourne
Wellington Port Vila



A.	B.
C.	D.
E.	F.

CONTACT CTH

About CTH:

CTH, the Confederation of Tourism and Hospitality, is an Ofqual recognised Certificateing Organisation established in 1982 specialising in gold standard qualifications for the hospitality, culinary, travel and tourism sectors.

CTH employs specialist staff with experience in these industries and links to current industry partners, as well as education or training experience. They are available to discuss your curriculum requirements or queries concerning this qualification.

In addition to our existing portfolio of qualifications currently available (included in Ofqual's Register of Regulated Qualifications), we can also offer individual unit qualifications, or discuss requirements for new qualifications suitable for local needs.

Location:

CTH offices are located in London's West End, opposite to Selfridges entrance in Duke Street. The address is 37 Duke Street, London W1U 1LN

Website:

www.cthCertificates.com

Contact us via:

Email: Please use contact email: info@cthCertificates.com

Telephone: CTH switchboard +44 (0)207 258 9850.

Skype: CTH Certificates

Twitter: @cthCertificates

Facebook: cthCertificates

CTH is a not for profit company limited by guarantee. Registered in England No. 2090576