
**CTH LEVEL 3 CERTIFICATE
IN VA FARES AND
TICKETING
(QAN - 601/4451/8)**

**QUALIFICATION
SPECIFICATION**

DECEMBER 2017

CONTENTS

Introduction to the CTH Level 3 Certificate in VA Fares and Ticketing.....	2
Introduction.....	2
Aims of the Qualification.....	2
Entry requirements.....	2
Qualification Accreditation Requirements.....	3
CTH Support	4
Qualification Level, Size and Structure	5
Qualification Structure (Rules of combination)	6
Qualification Grading criteria.....	7
Assessment Units (details).....	8
Appendix A.....	11
Assessment methodology.....	12
Sample Assessments.....	11
Sample Examination	11
Contact CTH.....	14

Introduction to the CTH Level 3 Certificate in VA Fares and Ticketing

Introduction

The purpose of this qualification specification is to provide an overview of the CTH Level 3 Certificate in VA Fares and Ticketing.

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

- This unit covers being able to construct fares for multi-sector journeys, applying the mileage system and higher intermediate points; constructing and building on a one-way fare using the One-Way Backhaul minimum check; constructing a return fare using the Circle Trip minimum check and a fare applying the principle of lowest combination.
- It also covers how to calculate and identify journeys with cities that break the rule of limitations on indirect travel, domestic and international surface sector journeys; a journey made with different classes of travel and calculating discounted fares and applying associated fare rules.

Entry Requirements

Students need to have completed the CTH Level 2 in VA Fares and Ticketing or a similar qualification.

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.

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 a couple of hours free training (delivered online via Skype 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, lecturer material with extra examples and a map to allow planning of sessions. Reference books are needed from the CTH level 2 in Fares and Ticketing, however if this has not been completed then some must be purchased. 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 3 Certificate in VA Fares and Ticketing 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 3 Certificate in VA Fares and Ticketing 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 3 Certificate in VA Fares and Ticketing					
QAN: 601/4451/8					
Students must achieve:					
<ul style="list-style-type: none"> one Mandatory unit providing 5 credits at Level 3 					
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 Fares and Ticketing	2	5	40	T/506/7018	Open 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 that is used by CTH in conjunction with the unit mark sheets to assess all students' work.

The pass mark is 85%

Level 3	Students who fail:	To achieve a pass students 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

Title	VA Fares and Ticketing (Level 3)		
Unit purpose and aim(s)	This unit covers being able to construct fares for multi-sector journeys, applying the mileage system and higher intermediate points; constructing and building on a one-way fare using the One-Way Backhaul minimum check; constructing a return fare using the Circle Trip minimum check and a fare applying the principle of lowest combination. It also covers how to calculate and identify journeys with cities that break the rule of limitations on indirect travel, domestic and international surface sector journeys; a journey made with different classes of travel and calculating discounted fares and applying associated fare rules.		
Unit Reference No/URN:	T/506/7018		
Level	3	Credit value	5 Credits
Guided Learning Hours (GLH)	40 hours		
Total Qualification Time (TQT)	50 hours		
Learning outcomes	Assessment criteria		
When Certificateed credit for this unit, a student will:	Assessment of this learning outcome will require a student to demonstrate that they can:		
1. Be able to construct fares for multi-sector journeys, applying the mileage system and higher intermediate points	1.1 Calculate normal fares for a given itinerary for a one way and a return trip using the PAT based on the following factors: <ul style="list-style-type: none"> • Mileage System • Neutral Unit of Construction • Rate of Exchange • Rounding Units 1.2 Calculate both One-Way and Return itineraries using Excess Mileage Surcharge 1.3 Calculate both One-Way and Return itineraries using a minimum fare check by checking for Higher Intermediate Points Construct a linear fare calculation		
2. Be able to construct and build on a one-way fare using the One-Way Backhaul minimum check	2.1 Calculate a One-Way Journey implementing the One-Way Backhaul minimum check 2.2 Apply the One-Way Backhaul 'Plus-up' in the correct format 2.3 Construct a linear fare calculation 2.4 Utilise the areas to show calculations		
3. Be able to construct a Return fare using the Circle	3.1 Calculate a Return Journey implementing the Circle Trip minimum check 3.2 Apply the Circle Trip 'Plus-up' in the correct format 3.3 Construct a linear fare calculation		

4. Trip minimum check	4.1 Utilise the areas to show calculations
-----------------------	--

Qualification Units

5. Be able to construct a fare applying the principle of Lowest combination	<p>5.1 Select another appropriate breakpoint when Mileage exceeds the maximum 25%</p> <p>5.2 Construct a linear fare calculation Utilise the areas to show calculations</p>
6. Be able to calculate and identify journeys with cities that break the rule of Limitations on Indirect travel	<p>6.1 Calculate a journey and identify the breakpoint according to one of the methods of Limitations on Indirect travel</p> <p>6.2 Apply the rules of Limitations on Indirect travel Construct a linear fare calculation</p>
7. Be able to calculate and construct a Domestic and International Surface Sector journey	<p>7.1 Calculate a One-Way or Return journey using one of two surface sector methods</p> <p>7.2 Construct a linear fare calculation</p>
8. Be able to calculate a journey made with different classes of travel	<p>8.1 Calculate a One-Way or Return journey using one of two differential methods</p> <p>Construct a linear fare calculation</p>
9. Be able to calculate a discounted fare and apply the fare rules associated with it	<p>9.1 Calculate a Return Journey using a discounted fare</p> <p>9.2 Apply the fare rules associated with the fares</p> <p>9.3 Convert and calculate stopover charges</p> <p>9.4 Apply minimum and maximum stay rules</p> <p>Construct a linear fare calculation</p>

APPENDIX A – SPECIMEN ASSESSMENT MATERIALS

Assessment type: Open Book Written examination

Unit: VA Fares and Ticketing (Level 3)

URN: T/506/7018



VA Fares and Ticketing (Level 3)

Sample Examination Questions

Extracts from the VA Level 2 exam questions are provided out of a total of 7 questions from the full exam.

Instructions for the full exam:

- You have **THREE** hours to answer this paper.
- You will require the VA Fares and Ticketing course material.
- The pass level has been set at **85%**.
- You are permitted the use of a calculator.
- 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 1

Calculate the fare for the journey shown in NUCs, and then convert into Local Currency and complete the automated / linear fare calculation area only.

Route: **AMS**
3954 DEL KL Class of service - Business
2328 HKG CX
1239 BJS CA

TPMs	CL	FROM/ TO	CARR	FARE CALC
		TOTAL FARE CALC		

NVB	NVA

NVB	NVA

FARE CONSTRUCTION POINTS		
GI		
FARE TYPE		
FARE		
RULE		
MPM		
TTL TPM		
EMA		
NEW TPM		
EMS		
HIP		
CALCULATED FARE		

TOTAL NUC	
IATA ROE	
CURRENCY CODE: ROUNDING UNIT	
NOTE(s)	
UNROUNDED FARE	
FARE ROUNDED (L.C.F)	

FARE CALCULATION

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