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

**QUALIFICATION
SPECIFICATION**

DECEMBER 2017

CONTENTS

| | |
|---|-----------|
| Introduction to the CTH Level 3 Award in VA Fares and Ticketing..... | 2 |
| Introduction | 2 |
| Aims | 2 |
| Entry requirements..... | 2 |
| Qualification Accreditation requirements..... | 3 |
| CTH Support | 4 |
| Qualification Level, Size and Structure | 5 |
| Qualification Structure (Rules of combination) | 5 |
| Qualification Grading criteria..... | 7 |
| Assessment Units | 8 |
| Assessment methodology..... | 11 |
| Sample Assessments..... | 13 |
| Examination | 16 |
| Contact CTH..... | 19 |

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

The purpose of this qualification specification is to provide an overview of the CTH Level 3 Award 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

The aims are to provide a qualification that:

- provides for an effective academic progression route;
- enables students to gain credit towards higher education;
- enables students to develop higher level academic skills that can be applied in a vocational context.

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.

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 a couple of hours 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.

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 Award 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 Award in VA Fares and Ticketing are set out in the following table, often referred to as the Rules of Combination.

| CTH Level 3 Award in VA Fares and Ticketing | | | | | | |
|---|------------------------|----------|-----------|---|-------------|-------------------------------|
| QAN: 601/4451/8 | | | | | | |
| Students must achieve: | | | | | | |
| <ul style="list-style-type: none"> One Mandatory unit, providing 20 credits, at level 3 | | | | | | |
| Credit value (CV): 5 | | | | | | |
| Guided Learning Hours (GLH) for Qualification: 40 | | | | Total Qualification Time (TQT) for Qualification: 50 | | |
| Mandatory Units | | | | | | |
| Unit Code | Unit Title | L | CV | GLH | URN. | Assessment Method |
| VA3 | VA Fares and Ticketing | 3 | 5 | 40 | T/506/7018 | Open book written examination |
| Award Total (1 unit) | | | 5 | 40 | | |

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 Award 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.

| 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 |

Assessment Units

| Title | VA Fares and Ticketing | |
|---|--|--|
| 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. | |
| Ofqual ref | T/506/7018 | |
| Level | 3 | |
| Credit value | 20 | |
| GLH | 50 | |
| Learning outcomes | Assessment criteria | Indicative content |
| When awarded 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 1.4 Construct a linear fare calculation | <ul style="list-style-type: none"> • Breakpoints • The mileage system • Ticketed point mileage • Fare quote sheet • Fare calculations • The fare ladder • Currency conversion • Neutral Unit of Construction (NUC) • Conversion to local currency – the rate of exchange (ROE) • Excess mileage allowance system • Excess mileage surcharge system • Higher intermediate points • Routed fares • Fare selection criteria • Reference book 1 and 2 |

| | | |
|--|---|---|
| <p>2. Be able to construct and build on a one-way fare using the One-Way Backhaul minimum check</p> | <p>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</p> | <ul style="list-style-type: none"> • One-Way Backhaul minimum check • Breakpoints • The mileage system • Ticketed point mileage • Fare quote sheet • Fare calculations • The fare ladder • Currency conversion • Neutral Unit of Construction (NUC) • Conversion to local currency – the rate of exchange (ROE) • Excess mileage allowance system • Excess mileage surcharge system • Higher intermediate points |
| <p>3. Be able to construct a Return fare using the Circle Trip minimum check</p> | <p>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 3.4 Utilise the areas to show calculations</p> | <ul style="list-style-type: none"> • Circle Trip minimum check • Breakpoints • The mileage system • Ticketed point mileage • Fare quote sheet • Fare calculations • The fare ladder • Currency conversion • Neutral Unit of Construction (NUC) • Conversion to local currency – the rate of exchange (ROE) • Excess mileage allowance system • Excess mileage surcharge system • Higher intermediate points |
| <p>4. Be able to construct a fare applying the principle of Lowest combination</p> | <p>4.1 Select another appropriate breakpoint when Mileage exceeds the maximum 25% 4.2 Construct a linear fare calculation 4.3 Utilise the areas to show calculations</p> | <ul style="list-style-type: none"> • Breakpoints • The mileage system • Ticketed point mileage • Fare quote sheet • Fare calculations • The fare ladder • Currency conversion • Neutral Unit of Construction (NUC) • Conversion to local currency – the rate of exchange (ROE) • Excess mileage allowance system • Excess mileage surcharge system • Higher intermediate points |
| <p>5. Be able to calculate and identify journeys with cities that break the rule of Limitations on Indirect travel</p> | <p>5.1 Calculate a journey and identify the breakpoint according to one of the methods of Limitations on Indirect travel 5.2 Apply the rules of Limitations on Indirect travel 5.3 Construct a linear fare calculation</p> | <ul style="list-style-type: none"> • Duplicate cities • Breakpoints • The mileage system • Ticketed point mileage • Fare quote sheet • Fare calculations • The fare ladder • Currency conversion • Neutral Unit of Construction (NUC) |

| | | |
|---|--|--|
| | | <ul style="list-style-type: none"> • Conversion to local currency – the rate of exchange (ROE) • Excess mileage allowance system • Excess mileage surcharge system • Higher intermediate points |
| 6. Be able to calculate and construct a Domestic and International Surface Sector journey | <p>6.1 Calculate a One-Way or Return journey using one of two surface sector methods</p> <p>6.2 Construct a linear fare calculation</p> | <ul style="list-style-type: none"> • Surface sectors • Breakpoints • The mileage system • Ticketed point mileage • Fare quote sheet • Fare calculations • The fare ladder • Currency conversion • Neutral Unit of Construction (NUC) • Conversion to local currency – the rate of exchange (ROE) • Excess mileage allowance system • Excess mileage surcharge system • Higher intermediate points |
| 7. Be able to calculate a journey made with different classes of travel | <p>7.1 Calculate a One-Way or Return journey using one of two differential methods</p> <p>7.2 Construct a linear fare calculation</p> | <ul style="list-style-type: none"> • Different Classes of Travel • Breakpoints • The mileage system • Ticketed point mileage • Fare quote sheet • Fare calculations • The fare ladder • Currency conversion • Neutral Unit of Construction (NUC) • Conversion to local currency – the rate of exchange (ROE) • Excess mileage allowance system • Excess mileage surcharge system • Higher intermediate points |
| 8. Be able to calculate a discounted fare and apply the fare rules associated with it | <p>8.1 Calculate a Return Journey using a discounted fare</p> <p>8.2 Apply the fare rules associated with the fares</p> <p>8.3 Convert and calculate stopover charges</p> <p>8.4 Apply minimum and maximum stay rules</p> <p>8.5 Construct a linear fare calculation</p> | <ul style="list-style-type: none"> • Minimum/Maximum stay • Stopover charges • Transfers and Stopovers • Breakpoints • The mileage system • Ticketed point mileage • Fare quote sheet • Fare calculations • The fare ladder • Currency conversion • Neutral Unit of Construction (NUC) • Conversion to local currency – the rate of exchange (ROE) |

APPENDIX A – SPECIMEN ASSESSMENT MATERIALS

Assessment type: Written examination

Sample Assessments

VA Fares and Ticketing (T/506/7018)

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|-------------------------------|
| Assessment methodology |
| Open book written examination |



VA Fares and Ticketing

Mock Examination

Instructions

- 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.

This page is for background information on the unit only and is not part of the examination.

| | |
|--|--|
| Students must show that they meet the Learning Outcomes (LOs) and Assessment Criteria (AC) of the unit of assessment. Therefore, consideration will be given to whether candidates achieved the following: | |
| Learning Outcome 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: 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 1.4 Construct a linear fare calculation |
| Learning Outcome 2: Be able to build on and construct 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 |
| Learning Outcome 3: Be able to construct a Return fare using the Circle Trip minimum check | |
| | 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 3.4 Utilise the areas to show calculations |
| Learning Outcome 4: Be able to construct a fare applying the principle of Lowest combination | |
| | 4.1 Select another appropriate breakpoint when Mileage exceeds the maximum 25% 4.2 Construct a linear fare calculation 4.3 Utilise the areas to show calculations |
| Learning Outcome 5: Be able to calculate and identify journeys with cities that break the rule of Limitations on Indirect travel | |
| | 5.1 Calculate a journey and identify the breakpoint according to one of the methods of Limitations on Indirect travel 5.2 Apply the rules of Limitations on Indirect travel 5.3 Construct a linear fare calculation |
| Learning Outcome 6: Be able to calculate and construct a Domestic and International Surface Sector journey | |
| | 6.1 Calculate a One-Way or Return journey using one of two surface sector methods 6.2 Construct a linear fare calculation |
| Learning Outcome 7: Be able to calculate a journey made with different classes of travel | |
| | 7.1 Calculate a One-Way or Return journey using one of two differential methods 7.2 Construct a linear fare calculation |

Learning Outcome 8: Be able to calculate a discounted fare and apply the fare rules associated with it

- 8.1 Calculate a Return Journey using a discounted fare
- 8.2 Apply the fare rules associated with the fares
- 8.3 Convert and calculate stopover charges
- 8.4 Apply minimum and maximum stay rules
- 8.5 Construct a linear fare calculation

CONTACT CTH

About CTH:

CTH, the Confederation of Tourism and Hospitality, is an Ofqual recognised Awarding 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

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