



RECOGNISING ACHIEVEMENT

Travel and Tourism

Unit G730 The guided tour
Unit Recording Sheet

 Please read the instructions printed at the end of this form. **One** of these sheets, suitably completed, should be attached to the assessed work of **each** candidate.

Unit Title	11 The guided tour	Unit Code	G730	Session	Jan / June	Year	2	0		
Centre Name						Centre Number				
Candidate Name						Candidate Number				

Evidence: You need to investigate the range of guided tours available and devise and deliver a guided tour.

Criteria			Teacher Comment	Page No.
<p>AO1.1: You demonstrate some knowledge and understanding when you provide a brief account of the range of guided tours available that uses only one or two examples to illustrate the four main types of guided tour; you provide an outline of your guided tour that covers only the main points and may be unrealistic and not identify potential problems or ways of solving these; either or both of these have some omissions;</p> <p style="text-align: right;">[0 1 2 3 4]</p>	<p>AO1.2: you provide an account of the range of guided tours available that considers variations within the types of guided tour and uses a number of relevant examples, demonstrating knowledge and understanding; you provide a plan of the guided tour that covers the main points necessary to run it to planned timings, with procedures/actions to be followed should problems arise; both your account and your plan show some evidence of your knowledge, skills and understanding;</p> <p style="text-align: right;">[5 6 7]</p>	<p>AO1.3: you provide a comprehensive account of the range of guided tours available that investigates sub-divisions of the main types of guided tour, with sufficient appropriate examples, showing full knowledge and understanding; you provide a comprehensive plan of the guided tour that can be used to run it successfully, with details of any procedures to be followed or actioned should problems arise; both your account and your plan demonstrate thorough knowledge, skills and understanding.</p> <p style="text-align: right;">[8 9 10]</p>	Mark 	
<p>AO2.1: You apply knowledge and understanding in the evidence of your delivery of a short guided tour; however the tour lacks detail and has some omissions; its purpose is not clear and it is not of the most appropriate type; you have made little attempt to produce appropriate supporting participants' documents; your use of terminology is not always accurate and written communication lacks detail in accuracy and content;</p> <p style="text-align: right;">[0 1 2 3 4]</p>	<p>AO2.2: you apply knowledge and understanding when producing evidence of your delivery of a guided tour which is detailed but has minor omissions; its purpose is clearly explained, the type of tour chosen is appropriate and there is appropriate evidence of handouts/support material for participants; you present materials suitably, with appropriate use of some terminology, and your understanding is conveyed through use of appropriate language;</p> <p style="text-align: right;">[5 6 7 8]</p>	<p>AO2.3: you provide evidence of your delivery of a well-structured guided tour which is well-delivered, detailed and contains no omissions; its purpose is clearly explained, it is of the most appropriate type and there is extensive evidence of good-quality, appropriate and informative support materials provided for participants which show full application of knowledge and understanding; you present your work logically, showing use of appropriate terminology, and your meaning is clear and accurately conveyed.</p> <p style="text-align: right;">[9 10 11 12]</p>	Mark 	

Criteria			Teacher Comment		Page No.	
<p>AO3.1: You provide some research from limited sources when investigating the range of guided tours available and/or when researching your own guided tour; you compare the different types of guided tour available, briefly using few examples, covering only the main types and identifying only one or two advantages and disadvantages for each; your research is not always relevant and you do not always use the findings of your research effectively;</p> <p style="text-align: right;">[0 1 2 3 4 5]</p>	<p>AO3.2: you provide research from a variety of sources when investigating the range of guided tours available and/or when researching your own guided tour; you analyse, compare and contrast the different types of guided tour, considering variations within them and using a number of examples, identifying a range of advantages and disadvantages for each; your research is mostly relevant and you use most of the findings of your research to inform both your analysis of the different types of guided tour and/or your own guided tour;</p> <p style="text-align: right;">[6 7 8 9]</p>	<p>AO3.3: you provide independent and comprehensive research, using a broad range of sources, when investigating the range of guided tours available and when researching your own guided tour; you provide a comprehensive analysis, comparing and contrasting critically the relative merits and deficiencies of different types of guided tour and sub-divisions within them, using a range of relevant examples; your research is relevant and you use the findings of your research to inform both your analysis of the different types of guided tour and your own guided tour.</p> <p style="text-align: right;">[10 11 12 13]</p>	Mark			
<p>AO4.1: You evaluate your guided tour briefly, using only one or two methods, which may be inappropriately applied, and attempt to make recommendations for improvement, some of which may be unrealistic;</p> <p style="text-align: right;">[0 1 2 3 4 5]</p>	<p>AO4.2: you evaluate your guided tour, drawing supported conclusions and using at least two appropriate methods, and make reasoned judgments and use these to make limited but realistic recommendations for improvement;</p> <p style="text-align: right;">[6 7 8 9 10]</p>	<p>AO4.3: you provide a critical and comprehensive evaluation of your guided tour, which uses more than two appropriate methods to substantiate your findings, and make well-reasoned judgments and use these to make valid and substantiated recommendations for improvement.</p> <p style="text-align: right;">[11 12 13 14 15]</p>				Mark
Total/50						
If this work is a re-sit, please tick	Session and Year of previous submission	Jan / June	2	0	Please tick to indicate this work has been standardised internally	

Please note: This form may be updated on an annual basis. The current version of this form will be available on the OCR website (www.ocr.org.uk).
A completed Centre Authentication form CCS160 **must** accompany the MS1 when it is sent to the moderator.

Guidance on Completion of this Form

- 1 **One** sheet should be used for each candidate.
- 2 Please ensure that the appropriate boxes at the top of the form are completed.
- 3 Please enter *specific* page numbers where evidence can be found in the portfolio, and where possible, indicate to which part of the text in the mark band the evidence relates.
- 4 Circle the mark awarded for each strand of the marking criteria in the appropriate box and also enter the circled mark in the final column.
- 5 Add the marks for the strands together to give a total out of 50. Enter this total in the relevant box.