

## **Assignment Cover Sheet for Students**

Cambridge Career Award

## Travel and Tourism Advanced Level

## BUSINESS AND EXECUTIVE TRAVEL (OPTIONAL MODULE) 5263

Before submitting a copy of your assignment, please ensure that your work has met all the Assessment Objectives of the module by completing this Assignment Cover Sheet. Your tutor must also submit a S.A.R with your work, signed and dated by both of you.

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Cand	idate	Name										Date o	of Subm	ission

Your assignment report must include the following:

CIE Unique Candidate Identifier

Centre No. | Year | Cand. No.

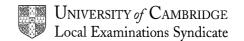
- contents page
- introduction (purpose of assignment and an outline of the work to be included)
- a clear explanation of the investigation you have carried out and methods you have used (steps taken to obtain information e.g. interviews, surveys, visits, research, why these methods were chosen and how they proved to be effective)
- write-up (evidence which is the result of the investigation including practical work, evaluation and conclusions)
- bibliography (i.e. list of reference materials, publications and text books used as reference sources)
- assignment brief (included as an appendix at the end of the assignment)

In addition, your report should:

- be between 1800 and 2500 words long
- be typed, word-processed or hand-written legibly
- have a logical structure with clearly presented and explained sections
- have a clear, legible and business-like layout and format.

Have all these requirements been met?	YES/NO





Please indicate in the boxes where in your assignment the evidence can be found. You may want to add a comment to explain your choice, but this is not necessary.

	Assessment Objectives	Evidence and/or page number	Comments
1.1	Describe the nature of Business and Executive Travel		
1.2	Explain the reasons for the growth of Business and Executive Travel		
2.1	Identify the major business destinations		
2.2	Explain the growth of Business Travel destinations		
3.1	Investigate the role of travel and transport providers		
3.2	Investigate the role of accommodation providers		
4.1	Investigate new technical trends supporting Business Travel		
4.2	Understand the principles of incentive travel		