

Domain	TOUR GUIDING	Unit ID: 176
Title:	Perform routine workplace estimations and calculations in tour guiding operations	
Level: 2		Credits: 2

Purpose

This unit standard specifies the competency required to perform routine estimations and calculations related to tour guiding operations. It includes performing routine estimations and calculations of time, distance, weight, dimension and cost. This unit standard is intended for those who work as tour guides.

Special Notes

1. Entry information:
 - Prerequisite
 - Unit 170 *Follow occupational health and safety procedures in tour guiding operations* or demonstrated equivalent knowledge and skills.
2. This unit standard is to be delivered and assessed in the context of tour guiding operations and should be assessed in conjunction with other relevant technical unit standards selected from this domain.
3. To demonstrate competence, at a minimum, evidence is required of the completion of 3 estimations and 3 calculations related to realistic tour guiding tasks. These tasks are to be performed ensuring correct verification of results and identification and rectification of errors.
4. Assessment evidence may be collected from a real workplace, or simulated real workplace or an appropriate simulated realistic environment in which tour guiding operations are carried out.
5. *'Routine workplace estimations and calculations'* include time, distance, weight, dimension and cost.
6. Tour guides must comply with the Namibia Tourism Board's Code of Conduct for Tour Guides.
7. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act No 6, 1992
 - Road Traffic and Transport Act, No. 22 of 1999
 - Road Traffic & Transport Regulation of 2001
 - Occupational Health and Safety Regulations No.18, 1997
 and all subsequent amendments to any of the above.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Perform routine estimations related to tour guiding operations

Performance Criteria

- 1.1 Routine workplace estimations of time, distance, cost, weight or dimension are made in completing tour guiding tasks, using standard workplace forms and documents.
- 1.2 Results are verified and recorded in line with task requirements.
- 1.3 Errors in recording or reporting of estimations are identified and rectified in line with organisational procedure.

Element 2: Perform routine calculations related to tour guiding operations

Performance Criteria

- 2.1 Routine workplace calculation method is selected in line with task requirements.
- 2.2 Routine calculations including time, distance, cost, weight or dimension are made in completing tour guiding tasks.
- 2.3 Results are verified and recorded in line with task requirements.
- 2.4 Errors in recording or reporting of results are identified and rectified in line with organisational procedure.

Registration Data

Subfield:	Hospitality and Tourism
Date first registered:	16 November 2006
Date this version registered:	16 November 2006
Anticipated review:	2011
Body responsible for review:	Namibia Training Authority