

Travel and Tourism Extended Diploma Level 3

Level 3 (Year 1) is a key foundation year, so it is essential that learners arrive at college prepared and ready to engage with their learning.

Generally, we require all learners to have:

- A folder and dividers – to keep your work organised and neat.
- Pencil case with pens, rule, pencils and a calculator (basic calculator is fine).
- A4 Notebook or Notepad – Taking notes in every lesson is important and will help you to ensure that you are able to complete assignments.
- Laptop or tablet – Some students may have a laptop or tablet to take notes instead of writing them.

Staff Contact:

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Summer Task: Work Experience Placement

You are required to complete **60 hours of work experience** over the year, which must take place within a Travel and Tourism environment. As part of your summer task, you should begin researching potential placements that interest you. This will not only help you prepare for your work experience but will also support your studies in your work experience unit on the course.

Step 1: Choose Placements

Select **three different work placement named businesses** that interest you. These could include:

- Travel agents
- Visitor attractions (e.g. theatres, museums, zoos)
- Local councils
- Hospitality businesses (e.g. hotels, restaurants)
- Holiday parks such as Centre Parcs

Step 2: Research Opportunities

Research your chosen placements by:

- Using the internet
- Contacting organisations directly (e.g. visiting, emailing, or calling)

Step 3: Create a Table

Produce a table that includes at least three suitable work experience opportunities. Your table should include:

- Name of the organisation
- Type of business
- Location
- Description of the role
- How to apply

Step 4: Explain Your Findings

Using your table, write a detailed explanation for each placement, including:

- Roles and responsibilities (what you would be expected to do)
- Skills required (e.g. communication, teamwork)
- Working patterns (e.g. shifts, weekends, full-time/part-time hours)

Step 5: Compare Your Findings;

Using your table and explanations of each placement, you now need to compare them by:

- Similarities between the three placements
- Differences between the three placements

This task will help you understand different roles within the travel and tourism industry and prepare you for future employment in the industry.