

NSDA Code 2020/TH/DGT/03749
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CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Directorate General of Training (DGT)
Government of India, Ministry of Skill Development and Entrepreneurship,
1st and 2nd Floor, CIRTES Building
Next to Pusa ITI, Pusa Campus
New Delhi - 110012

Name and address of submitting body:

Directorate General of Training (DGT)
Government of India, Ministry of Skill Development and Entrepreneurship,
1st and 2nd Floor, CIRTES Building
Next to Pusa ITI, Pusa Campus
New Delhi - 110012

Name and contact details of individual dealing with the submission

Name: Shri Deepankar Mallick

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List of documents submitted in support of the Qualifications File

1. Competency-based curriculum with following details:

Model Curriculum to be added which will include the following:

- a) Indicative list of tools/equipment to conduct the training: Enclosed with curriculum
- b) Trainers qualification: Indicated in the curriculum
- c) Lesson Plan: All DGT curricula are designed indicating specific practical to be carried out during training along with details of trade theory. Based on this the

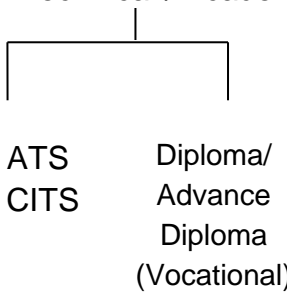
concerned instructor prepares the Lesson Plan and demonstration plan with support of IMPs developed by NIMI, DGT.

d) Distribution of training duration into theory/practical Indicated in the curriculum.

2. Curriculum for Core Skills (Employability Skills).

• **SUMMARY**

1	Qualification Title	'TRAVEL & TOUR ASSISTANT'
2	Qualification Code, if any	DGT/1093
3	NCO code and occupation	5113.0100 - Travel Agent 5113.0200 - Tourist Guide 5113.9900 - Guides, Other
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	Prepare craftsman who plans travels, provides related information and arranges accommodation, itinerary and other facilities for tourists, officials, businessmen and educational or other parties. (long term qualification)
5	Body/bodies which will award the qualification	Directorate General of Training (DGT).
6	Body which will accredit providers to offer courses leading to the qualification	Directorate General of Training (DGT) accredits the Training providers (ITIs/ NSTIs/MSTIs/BTCs/BTPs / Industries / Establishments).
7	Whether accreditation/affiliation norms are already in place or not, if applicable (if yes, attach a copy)	Yes. The accreditation/ affiliation norms and any amendments made from time to time are available on DGT web portal.
8	Occupation(s) to which the qualification gives access	<ul style="list-style-type: none"> • 5113.0100 - Travel Agent • 5113.0200 - Tourist Guide • 5113.9900 - Guides, Other
9	Job description of the occupation	Travel & Tour Assistant accompanies individuals or groups on trips, tours and excursions to the places of interest such as historical sites, industrial establishments and theme parks. Responsibilities are to plan

		travels, provide related information and arrange accommodation, for tourists, officials, businessmen, educational or other parties.		
10	Licensing requirements	Not Required		
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	Not Applicable		
12	Level of the qualification in the NSQF	Level 4		
13	Anticipated volume of training/learning required to complete the qualification	Sl. No.	Course Element	Notional Training Hours
		1.	Professional Skill (Trade Practical)	1200
		2.	Professional Knowledge (Trade Theory)	240
		3.	Employability Skills	160
			Total	1600
14	Indicative list of training tools required to deliver this qualification	As per Annexure I of curriculum.		
15	Entry requirements and/or recommendations and minimum age	Passed 10th class examination. Minimum age 14 years as on first day of academic session.		
16	Progression from the qualification (Please show Professional and academic progression)	An Individual can proceed for:		
		Professional <ul style="list-style-type: none"> • Travel & Tour Assistant • Supervisor • Manager • Entrepreneur 	Technical / Academic 	
17	Arrangements for the Recognition of Prior learning (RPL)	Yes (For more details refer "Guidelines for Private candidate" in DGT website MIS portal).		
18	International comparability where known (research)	-----		

evidence to be provided)				
19	Date of planned review of the qualification.	5 Yrs from the Date of Approval		
20	Formal structure of the qualification			
	Mandatory components			
	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)		Level
		SKILL	KNOWLEDGE	
TRADE SPECIFIC				
(i)	Perform duties and responsibilities of Travel & Tour service personnel.	60	12	4
(ii)	Work with different hotels & Travel agencies at different tourist Zones in National & International levels.	60	12	4
(iii)	Communicate with the guests; collect information on tourist places, different types of accommodation & different modes of Transport available for the tourists.	120	24	4
(iv)	Exhibit right attitude, politeness & body language during interaction with the guest.	60	12	4
(v)	Arrange & setup linkages with hotels, transport agencies & other segments of tourism Industries.	60	12	4
(vi)	Collect information from the concerned tourism authorities and perform travel formalities.	120	24	4
(vii)	Plan and arrange Tour programmes.	90	18	4
(viii)	Promote Tourism in India.	60	12	4
(ix)	Collect information regarding heritage, classical, religious & other attractive tourism resources & facilities available for tourists.	210	42	4
(x)	Prepare calendars, maps etc. on tourism festivals, Museum & art galleries, Important Tourism	150	30	4

	circuits etc. by collecting information.			
(xi)	Promote tourism marketing and sales activities by applying STP (Segmentation, Targeting & Positioning).	90	18	4
(xii)	Manage travel office, sell the packages by explaining the features & facilities.	60	12	4
(xiii)	Plan tour programmes using costing concept, software packages, websites related to the tourism.	30	6	4
(xiv)	Handle different safety equipment, Identify different sources of accidents & take necessary precautions on tour.	30	6	4
CORE SKILLS				
EMPLOYABILITY SKILLS				
(i)	Apply safe working practices.	-	20	4
(ii)	Comply with environment regulation and housekeeping.	-	20	4
(iii)	Interpret & use formal and technical communication.	-	20	4
(iv)	Apply the concept in productivity & quality management in day to day work to improve productivity & quality.	-	20	4
(v)	List and interpret various acts of labour welfare legislation.	-	20	4
(vi)	Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	-	20	4
(vii)	Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.	-	20	4
(viii)	Utilize basic computer applications and internet to take benefit of IT	-	20	4

NSQF QUALIFICATION FILE
Approved in 24th NSQC, dated: 27th Feb, 2020

Travel & Tour Assistant

	developments in the industry.		
	Total	1600	

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SECTION 1
ASSESSMENT

21	<p>Body/Bodies which will carry out assessment: Controller of Examinations, DGT</p>
22	<p>How will RPL assessment be managed and who will carry it out? DGT will carry out the RPL assessment following the below mentioned eligibility criteria for Trainee:</p> <p>Applicants aspiring to appear as Private Candidates in the AITT under CTS for award of NTC, have been categorized based on their educational background and experience. Subsequently 'Private Candidates' may be admitted under one of the following categories. Category wise 'eligibility criteria' for appearing as 'Private Candidate' in AITT under CTS has been listed below:</p> <p>Category I: Ex-trainees (successful pass-outs) of ITI</p> <p>A. Ex-trainees of ITI who already possess NTC in one of the trades under CTS, are eligible for applying as Private candidate for an allied trade, provided he/ she fulfils all the conditions regarding educational qualification etc. prescribed for that allied trade.</p> <p>B. In addition, the applicant should possess minimum of 1 year experience (as on date of submission of application) post the date of AITT result declaration in the desired allied trade in establishments implementing Apprenticeship Training Scheme (ATS)/ establishments registered under the Apprenticeship portal or registered MSMEs or Entities registered with any government/local authorities / shops covered under Factories Act 1948 and Shops and Establishments Act applicable for the concerned State.</p> <p>Category II: 'Ex-trainees (successful pass-outs) and current trainees under CoE scheme</p> <p>A. The applicant should have the minimum prescribed entry qualification and should fulfil eligibility criteria for the desired trade under CTS, in which he/she intends to appear for AITT as Private Candidate. CoE candidates must register as 'Private Candidate' under CTS in the relevant/mapped CTS trade only.</p> <p>B. There should be a minimum gap of 1 year between successful completions of CoE training i.e. from the date of result declaration to the date of submission of application for 'Private Candidate' certification.</p> <p>C. During this gap of 1 year, the candidate must have undergone Industry training or gained experience in desired trade in establishments implementing Apprenticeship Training Scheme (ATS)/ establishments registered under the Apprenticeship portal or registered MSMEs or Entities registered with any government/local authorities / shops covered under Factories Act 1948 and Shops and Establishments Act applicable for the</p>

	<p>concerned State.</p> <p>Category III: SCVT Candidates (admitted till August 2018 session)</p> <p>A. No special provisions have been made for SCVT Trainees to enrol as 'Private Candidate'. Going forward, SCVT trainees have been granted equivalence vide G.S.R 186(E) dated 2nd March 2017 for undergoing apprenticeship training under the Apprentices Act 1961 to obtain 'NAC'.</p> <p>B. Only for SCVT trainees admitted till August 2018 batch, provision has been made for obtaining NTC by appearing in AITT under 'Private Candidate'. Such trainees will continue to be governed by old guidelines for 'Private Candidate'.</p> <p>Category IV: Other Candidates (candidate not falling in any of the above 3 categories, including SCVT trainees enrolled from admission session 2019 onwards)</p> <p>A. The applicant should have the minimum prescribed entry qualification and should fulfil eligibility criteria for the relevant trade under CTS, in which he/she desires to appear for AITT as Private Candidate.</p> <p>B. Applicant should be minimum 21 years of age on the date of submission of application. There is no upper age limit.</p> <p>C. The applicant should possess minimum of 3 years' experience (on the date of submission of application) in the relevant trade in establishments implementing Apprenticeship Training Scheme (ATS)/ establishments registered under the Apprenticeship portal or registered MSMEs or Entities registered with any government/local authorities / shops covered under Factories Act 1948 and Shops and Establishments Act applicable for the concerned State.</p> <p>For detail and updated information please refer to DGT web portal.</p>
<p>23</p>	<p>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</p> <p>(1) Assessment process:</p> <p>The assessment for the qualification is carried out by conducting formative assessments, and end of year examinations (Summative). The formative assessments in respect of each Learning Outcome for practical and related theory are conducted by the concerned instructors for evaluating the knowledge and skill acquired by trainees and the behavioural transformation of the trainees. This formative assessment is primarily carried out by collecting evidence of competence gained by the trainees by evaluating them at work based on assessment criteria, asking questions and initiating formative discussions to assess understanding and by evaluating records</p>

and reports. Summative assessment is carried out by All India Trade Test on Trade Theory, Trade practical and Employability Skills. The question papers for the theory Examinations contain objective type questions.

The marking pattern and distribution of marks for the qualification are as under:

Marking Pattern			
Sl. No.	Type of assessment	Subject for the trade test	Marks
1	Summative Assessment	Practical	250
2		Trade Theory	100
3		Employability Skills	50
4	Formative assessment based on Learning Outcomes		200
TOTAL:			600

(2) Minimum pass marks:

The minimum pass percent for Trade Practical and Formative assessment is 60% & for all other subjects is 33%. There will be no Grace marks.

Testing and certifications for the course:

Controller of examinations, DGT carries out the assessment and issues National Trade Certificate (NTC) following the norms and guidelines issued by the Directorate from time to time.

Overall assessment strategy:

Assessment of the qualification evaluates trainees to show that they can integrate knowledge, skills and values for carrying out relevant tasks as per the defined learning outcomes and assessment criteria. The trainees may choose the preferred language for assessment. The underlying principle of assessment is fairness and transparency. While assessing the trainee, assessor is directed to assess as per the defined assessment criteria

	<p>against the learning outcomes. The evidence of the competence acquired by the trainees can be obtained by conducting theory and practical examinations, observing the trainees at work, asking questions and initiating discussions to assess, understand and evaluate records and reports. The ultimate objective of the assessment is to assess the candidates as per the defined assessment criteria for the learning outcomes.</p> <p>Specific Arrangements for assessment:</p> <ul style="list-style-type: none"> • Assessment is outcome-based. • There are formative and summative assessments in Theory and Practical. • Assessment is carried out in Trade theory, Trade Practical and Employability Skills. • While Trade Theory and Trade Practical are used for assessing Trade-related jobs and Employability skills is used to test the communication, professional language, leadership, entrepreneurship and team-work abilities of the trainee. • In addition to demonstration of theory and practical knowledge, trainees get a chance to present total personality. <p>Quality assurance activities:</p> <p>Question papers are set by external paper setters/ software generated. Evaluation of Theory Examinations in Trade and Employability Skill is done by third-party agency.</p> <p>Trade Practical is examined by External Examiner.</p>
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24. Assessment evidences

Title of Component: Formative Assessment Breakup

(on half yearly average of the learning assessment covered)

Means of assessment

Assessment will be evidence based comprising the following for each Learning Outcome:

Serial No.	Terminal Competency	Maximum Weightage (%)
1	Safety consciousness	15
2	Workplace hygiene	5
3	Attendance/ Punctuality	10
4	Ability to follow Manuals/ Written instructions	5
5	Application of Knowledge	10
6	Skills to handle tools / equipment/ Instruments/ Devices	10
7	Economical use of materials	5

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Travel & Tour Assistant

	8	Working Strategy	10
	9	Quality in workmanship/ Performance	15
	10	VIVA	15
		Total Maximum Weightage (%)	100

Pass/Fail

The minimum pass percentage is 60% marks for formative assessment.

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ASSESSMENT CRITERIA

LEARNING OUTCOME (TRADE SPECIFIC)	
LEARNING OUTCOME	ASSESSMENT CRITERIA
1. Perform duties and responsibilities of Travel & Tour service personnel	Familiarization with the Significance of Training in the travel & tour assistant field.
	Setting up of tables - handling of service equipment
2. Work with different hotels & Travel agencies at different tourist Zones in National & International levels.	Video show of the different hotels & Travel agencies to understand their working.
	Study the Arts & Maps of different tourist Zone in National & International levels.
3. Communicate with the guests; collect information on tourist places, different types of accommodation & different modes of Transport available for the tourists.	Practice on communication skills specifically on how to interact with the guest.
	Prepare a small questionnaire for the tourist to understand the motivation of their travel.
	Collect the pictures & information on popular tourist places.
	Collect the information on different categories of accommodation & modes of Transport available for the tourists.
4. Exhibit right attitude, politeness & body language during interaction with the guest.	Visit hotels & travel agencies to understand the employees' interaction with the guest with special reference to their attitude, politeness & body language.
5. Arrange & setup linkages with hotels, transport agencies & other segments of tourism Industries	Organizational setup linkages and arrangements with hotels, Airline, transport agencies & other segments of tourism Industries
	Interact with different transportation agency like airline, railways, taxis etc. to find out their routes, timings of flights and trains, fares of airlines, Trains & rental taxis including radio cabs
	Visit the surrounding areas to find alternative accommodation available (other than hotel), holiday homes, guest houses and motels' etc.
	Enquire about their tariff, types of rooms available & other facilities.

6. Collect information from the concerned tourism authorities and perform travel formalities.	Collect the information : From the State Tourism board regarding the policy of state Govt. for the development of Tourism in the State and upcoming projects. From the foreign regional registration offices regarding the stay formalities for the foreign nationals of different nationalities.
	Make a case study of Thomas cook as well as develop a case study of any successful travel agency of your city.
	Develop Questionnaires for the tourist & try to find out the impact of Tourism on the environments.
	Collect the different forms a formats a learn to fill those forms a formats regarding registration with hotel, "C" Form, Booking of baggage with Airlines / Railways & taxes applicable.
7. Plan and arrange Tour programmes.	Make a report on the capitals of the countries, their currencies, National Airlines & their Airports
	Make the survey of a particular tourist destination with total arrangement of local tourist guide.
	Tour planning & programming for Inbound & Outbound for national & international, taking into consideration factors such as food habit, 'sensitivity, interpreter, caterer etc.
	Procedure for booking Cancellation/changing of Concession given in different respects.
	Follow-up terms of conditions to become travel & Tour assistant of sub agents/agents of IATA approval agencies, capital investment & risk market potential.
	Visit to passport office and procedures to get passport for a tourist, explaining the features of Visa & embassy guide.
	To visit the Office of regional transport office to learn registration procedure of different types of vehicles and the formalities involved for registration of the vehicle.
8. Promote Tourism in India.	Make a project report on the development of Travel from ancient, medieval & modern time
	Collect the information regarding places of Art &

	architecture of tourism significant & also find out how to reach that places & other facilities available there for the tourists.
9. Collect information regarding heritage, classical, religious & other attractive tourism resources & facilities available for tourists.	Collect the information regarding world heritage monuments & other prominent monument of India, how to reach & other facilities available for a tourist.
	Collect the Information regarding Indian classical dance, folk dances, Music & musical instruments, art and handicraft, fairs & festivals in one calendar year & their Significance in the promotion of tourism.
	Collect the detailed information regarding religious tourism resource such as important shrines & centers of the major religions of India & what is the best time to travel & other facilities available for the tourism.
	Collect the detailed information on aero sports, water based sports, land based sports.
	Best time to visit such places & also learn about the companies organizing such sports activities.
10. Prepare calendars, maps etc. on tourism festivals, Museum & art galleries, Important Tourism circuits etc. by collecting information.	Make a calendar of tourism promotional festivals of India Significance of festivals, time to visit such festivals, mode of transportation and staying facilities
	Collect the detailed information of museum and art galleries of India & their significance in the promotion of tourism
	Do a map work & find out the train routes, especially for palace on wheel, Heritage on wheel and Royal ancient express, Deccan odyssey fairy queen, Metro trains and hill trains of India,
	Learn reading of railway time table, E- reservation & cancelation and package tours organized by Indian Railway
	Plan on Itineraries for important circuits specially for golden Triangle, Buddhist circuit, Southern Triangle & Green triangle etc.
	Try to fetch information regarding chain hotels of India and facilities available for tourist, Tariff etc.

	Make a Project on Regional festive cuisines of India.
	Study of maps, longitude & latitude, International date time, variations, time difference.
11. Promote tourism marketing and sales activities by applying STP (Segmentation, Targeting & Positioning).	Study & prepare of brochures for the different tourist destinations to draw chart on tourism systems interacting tourism markets, transportation destination & their marketing
	Basis of segmentation-identifying target market, types of tourism project of tourism, establishing a product, creating a position statement.
	Collection of advertisement from newspapers, magazines & making an analysis of the same
	Collection of brochures from tourist office & hotels etc. to understand tour promotion of tourist activities to being done.
12. Manage travel office, sell the packages by explaining the features & facilities.	Maintaining & compilation of different records used in travel office,
	Procedure of travel office management.
	Procedure of opening a travel office
	Demonstration on selling the package by explaining the features facilities in polite way- Accommodation budget, site & preparation of budget & currency exchange.
13. Plan tour programmes using costing concept, software packages, websites related to the tourism.	Practice in computer using MS office, Internet & other software packages related to the tourism
	Accessing websites, e-mail, sending & receiving mails, search engines, Access to sites, online message etc.
	Planning & Programming tour for Inbound & outbound in India & abroad- costing concept, various tour suppliers & also estimate the different tour packages.
14. Handle different safety equipment, Identify different sources of accidents & take necessary precautions on tour.	Identify different sources of accidents & precaution to be considered on tour, Handling the different safety equipment, practice the use of first aid specially in reference to heart attacks, strokes, Major loss of blood etc.

LEARNING OUTCOME (CORE SKILL)	
LEARNING OUTCOME	ASSESSMENT CRITERIA
EMPLOYABILITY SKILLS	
1. Apply safe working practices	Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements and according to site policy.
	Recognize and report all unsafe situations according to site policy.
	Identify and take necessary precautions on fire and safety hazards and report according to site policy and procedures.
	Identify, handle and store / dispose off dangerous goods and substances according to site policy and procedures following safety regulations and requirements.
	Identify and observe site policies and procedures in regard to illness or accident.
	Identify safety alarms accurately.
	Report supervisor/ Competent of authority in the event of accident or sickness of any staff and record accident details correctly according to site accident/injury procedures.
	Identify and observe site evacuation procedures according to site policy.
	Identify Personal Protective Equipment (PPE) and use the same as per related working environment.
	Identify basic first aid and use them under different circumstances.
	Identify different fire extinguisher and use the same as per requirement.
2. Comply with environment regulation and housekeeping	Identify environmental pollution & contribute to the avoidance of instances of environmental pollution.
	Deploy environmental protection legislation & regulations
	Take opportunities to use energy and materials in an environmentally friendly manner.
	Avoid waste and dispose waste as per procedure
	Recognize different components of 5S and apply the same in the working environment.
3. Interpret & use formal and technical communication.	Obtain sources of information and recognize information.
	Use and draw up technical drawings and documents.
	Use documents and technical regulations and occupationally related provisions.
	Conduct appropriate and target oriented discussions with

	higher authority and within the team.
	Present facts and circumstances, possible solutions & use English special terminology.
	Resolve disputes within the team.
	Conduct written communication.
4. Apply the concept in productivity & quality management in day to day work to improve productivity & quality.	Explain the concept of productivity and apply during execution of job.
	Explain the concept of quality tools and apply during execution of job.
5. List and interpret various acts of labour welfare legislation.	Explain basic concept of labour welfare legislation, adhere to responsibilities and remain sensitive towards such laws.
	Knows benefits guaranteed under various acts.
6. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	Explain the concept of energy conservation, global warming, pollution and utilize the available resources optimally & remain sensitive to avoid environment pollution.
	Explain standard procedure for disposal of waste.
7. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.	Explain personnel finance and entrepreneurship.
	Explain role of various schemes and institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non-financing support agencies to familiarize with the policies/ programmes, procedure & the available scheme.
	Prepare a report to become an entrepreneur for submission to financial institutions.
8. Utilize basic computer applications and internet to take benefit of IT developments in the industry.	Explain the basic hardware of personal computer.
	Use common application software viz., word, excel, power point etc., in day to day work.
	Awareness about useful internet websites, search relevant information pertaining to the assigned tasks.

SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Travel & Tour Assistant			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level descriptors	NSQF Level
Process	<p>Work in Familiar, Predictable, Routine Situations of Clear Choice</p> <ul style="list-style-type: none"> • Work with different hotels & Travel agencies at different tourist Zones in National & International levels. • Communicate with the guests; collect information on tourist places, different types of accommodation & different modes of Transport available for the tourists. • Arrange & setup linkages with hotels, transport agencies & other segments of tourism Industries. • Collect information regarding heritage, classical, religious & other attractive tourism resources & facilities available for tourists. • Plan tour programmes using costing 	<p>In the learning outcomes for example ‘Communicate with the guests; collect information on tourist places, different types of accommodation & different modes of Transport available for the tourists’, the learner will be required to work with different hotels and travel agencies. The work is however done within a familiar, predictable and routine range of situations to achieve the tolerance levels and accuracy demanded as per the job.</p> <p>Thus, the learner requires to demonstrate ability to work in familiar, predictable, routine, situation of clear choice.</p> <p>Hence NSQF Level is 4 for this Descriptor.</p>	4

NSQF QUALIFICATION FILEApproved in 24th NSQC, dated: 27th Feb, 2020*Travel & Tour Assistant*

Title/Name of qualification/component: Travel & Tour Assistant			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level descriptors	NSQF Level
	concept, software packages, websites related to the tourism.		

NSQF QUALIFICATION FILE

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Travel & Tour Assistant

Title/Name of qualification/component: Travel & Tour Assistant			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level descriptors	NSQF Level
Professional knowledge	<p>Basic facts, process and principle applied in trade of employment</p> <ul style="list-style-type: none"> • Tourism Infrastructure: Types, forms & Significance. • Travel formalities - Passport, Visa, Visa formalities, Health requirements, taxes, customs, currency, travel Insurance, baggage and airport Information. • Travel Information & cancellation of the Tourism reservation. • Market research & tour package formulation, assembling, processing & disseminating information in destination. Preparation of Itinerary & post tour managements. • Economic Impact of Tourism: Income and employment multipliers of Tourism, balance of payment foreign exchange etc. • Tourism promotional festivals of India. Museum & art galleries of India. 	<p>The learner demonstrates basic facts, process and principle in the field of Travel and Tour based on tourism infrastructure, travel formalities and information related to cancellation, reservation and tourism promotions.</p> <p>The learner demonstrates knowledge of tour package formulation, processing and disseminating information.</p> <p>Hence NSQF Level is 4 for this Descriptor.</p>	4
Professional	<ul style="list-style-type: none"> • Exhibit right attitude, politeness & body 	The learner works independently and	4

Travel & Tour Assistant

Title/Name of qualification/component: Travel & Tour Assistant			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level descriptors	NSQF Level
skill	<p>language during interaction with the guest.</p> <ul style="list-style-type: none"> Plan and arrange Tour programmes. Promote Tourism in India. Prepare calendars, maps etc. on tourism festivals, Museum & art galleries, Important Tourism circuits etc. by collecting information. 	<p>demonstrates practical skill, routine and repetitive in narrow range of application for the learning outcomes such as 'Plan and arrange Tour programmes' and 'Prepare calendars, maps etc. on tourism festivals, Museum & art galleries, Important Tourism circuits etc. by collecting information'. The learner will also be responsible for own quality of work and have to ensure conformance to requirements of the job.</p> <p>Hence NSQF Level is 4 for this descriptor.</p>	4
Core skill	<p>Basic Mathematical and Algebraic principles</p> <ul style="list-style-type: none"> Apply the concept in productivity & quality management in day to day work to improve productivity & quality. <p>Basic understanding of social political and natural environment</p> <ul style="list-style-type: none"> Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources. Explain personnel finance, 	<p>The learner applies basic mathematical and algebraic principles for doing his/her day to day work to improve productivity & quality.</p> <p>The learner is able to communicate orally & in written using simple English language and has strong listening skills. Works as a team player and able to explain technical terms with required clarity. The learner performs the job complying environment regulation and housekeeping by applying safe working practices. Maintains energy conservation, prevents global warming &</p>	4

NSQF QUALIFICATION FILE

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Travel & Tour Assistant

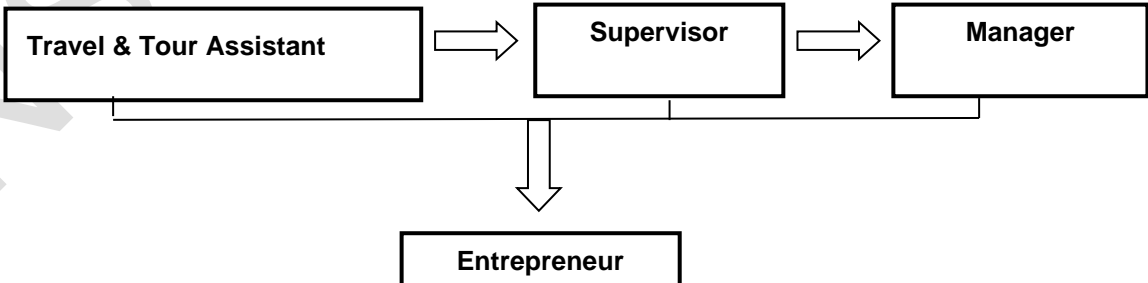
Title/Name of qualification/component: Travel & Tour Assistant			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level descriptors	NSQF Level
	<p>entrepreneurship and manage/organize related task in day to day work for personal & societal growth.</p> <p>Language to communicate written or oral, with required clarity</p> <ul style="list-style-type: none"> • Interpret & use formal and technical communication. • List and interpret various acts of labour welfare legislation. 	<p>pollution by optimally using available resources in day to day work.</p> <p>Hence NSQF Level is 4 for this descriptor.</p>	
Responsibility	<ul style="list-style-type: none"> • Perform duties and responsibilities of Travel & Tour service personnel. • Promote tourism marketing and sales activities by applying STP (Segmentation, Targeting & Positioning). • Manage travel office, sell the packages by explaining the features & facilities. • Plan tour programmes using costing concept, software packages, websites related to the tourism. • Handle different safety equipment, Identify different sources of accidents & take necessary precautions on tour. 	<p>The role of Travel & Tour Assistant is independently responsible to perform the work for example 'Manage travel office, sell the packages by explaining the features & facilities' and applying the concepts, processes, principles and standards of Tourism industry.</p> <p>Hence NSQF Level is 4 for this descriptor.</p>	4

SECTION 3
EVIDENCE OF NEED

26	<p>What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?</p> <table border="1" data-bbox="339 506 1434 1648"> <thead> <tr> <th data-bbox="339 506 627 651">Basis</th> <th data-bbox="627 506 1434 651">In case of other Awarding Bodies (Institutes under Central Ministries and states departments)</th> </tr> </thead> <tbody> <tr> <td data-bbox="339 651 627 1032">Need of the qualification</td> <td data-bbox="627 651 1434 1032"> <p>Tourism and Hospitality Sector has a significant presence of organized as well as unorganized skilled manpower requirement. This sector is poised to grow exponentially in the years to come and is highly labour intensive and there are many emerging trends in this sector.</p> <p>Hence the qualification has been designed keeping in view to cater to the ever-increasing demand of skilled manpower in consultation with stakeholders.</p> </td> </tr> <tr> <td data-bbox="339 1032 627 1458">Industry Relevance</td> <td data-bbox="627 1032 1434 1458"> <p>The job role defined for the qualification is as per the National Classification of Occupations 2015 which is developed by Employment Directorate under the ministry of Labour and Employment in collaboration with different industry partners and as per ILO guidelines. Moreover, the training is imparted in ITIs/NSTIs/MSTIs/ BTC/ BTPs/ Industries / Establishments etc. where such requirement is available. This justifies the qualification is very much relevant for industry.</p> </td> </tr> <tr> <td data-bbox="339 1458 627 1581">Usage of the qualification</td> <td data-bbox="627 1458 1434 1581"> <p>The Proposed qualification will create Travel & Tour Assistant for various establishments in different Sectors.</p> </td> </tr> <tr> <td data-bbox="339 1581 627 1648">Estimated uptake</td> <td data-bbox="627 1581 1434 1648"> <p>The present seating capacity is approximately 182</p> </td> </tr> </tbody> </table>	Basis	In case of other Awarding Bodies (Institutes under Central Ministries and states departments)	Need of the qualification	<p>Tourism and Hospitality Sector has a significant presence of organized as well as unorganized skilled manpower requirement. This sector is poised to grow exponentially in the years to come and is highly labour intensive and there are many emerging trends in this sector.</p> <p>Hence the qualification has been designed keeping in view to cater to the ever-increasing demand of skilled manpower in consultation with stakeholders.</p>	Industry Relevance	<p>The job role defined for the qualification is as per the National Classification of Occupations 2015 which is developed by Employment Directorate under the ministry of Labour and Employment in collaboration with different industry partners and as per ILO guidelines. Moreover, the training is imparted in ITIs/NSTIs/MSTIs/ BTC/ BTPs/ Industries / Establishments etc. where such requirement is available. This justifies the qualification is very much relevant for industry.</p>	Usage of the qualification	<p>The Proposed qualification will create Travel & Tour Assistant for various establishments in different Sectors.</p>	Estimated uptake	<p>The present seating capacity is approximately 182</p>
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27	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences.</p> <p>The qualification, originally designed for Craftsman Training Scheme is in existence for many years and approved by DGT (Regulatory Body) under Ministry of Skill Development and Entrepreneurship, Govt. of India.</p>										

28	<p>What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</p> <p>The qualification is originally designed and approved by DGT for the Craftsman Training Scheme and is in existence for many years. No such duplicate qualification of same duration and competencies exists.</p>
29	<p>What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here</p> <ul style="list-style-type: none"> • The research wing of CSTARI & DGT reviews and updates the qualification, in consultation with industries and other stakeholders, on a regular basis by conducting trade committee meetings. • DGT will monitor any duplicity by comparing existing qualifications with upcoming ones in the National Qualifications Register (NQR) and relevant sectors.

SECTION 4
EVIDENCE OF PROGRESSION

30	<p>What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector? Show the career map here to reflect the clear progression</p> <p>On completion of the training the trainee will have an opportunity to move in vertical/horizontal pathways to promote to higher designations. The learner can further undergo other specialised courses to excel in the relevant field.</p>  <pre> graph LR A[Travel & Tour Assistant] --> B[Supervisor] B --> C[Manager] A --> D[Entrepreneur] B --> D C --> D </pre>
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