

WHAT YOU MUST DO

Task 1 – Information Sheet

You must produce an information sheet for a short break in Copenhagen.

Use both paper-based and ICT-based sources to research the information needed for the information sheet.

(a) Produce no more than a two page word-processed document to include:

- The company information and logo
- Places of interest
- The weather
- Travel options
- Currency used and exchange rates
- One relevant image
- Accommodation – three different star options

(b) Produce a list of steps that you took to find the information about the weather from either the paper-based or ICT-based source.

(c) Write an evaluation of your information sheet and suggest improvements.

Do not forget to keep a note of your resources for Task 4.

(Total 10 marks)

Task 2 – Travel Itinerary

Sunset Leisure Ltd has requested a team building exercise weekend for an executive group. There are eight members of the company taking part. The event will be held in the Lake District. The group will travel together and should arrive at the venue before 10am.

The itinerary for the trip will be sent to the Human Resource Manager, Sean Taylor, at Sunset Leisure Ltd in the form of a two-page document.

(a) Produce a formal two-page document that will provide Sean with the necessary information for the trip. The first page will be the confirmation letter, the second page will contain the itinerary that will be copied and passed on to the group.

The itinerary should include:

- Departure point
- Departure time
- Arrival point
- Arrival time
- Method of travel
- Price of travel
- Accommodation costs
- Total price of the trip for the entire group


(b) Produce one screen print of the search engine showing the search criteria you have used to find the information for the itinerary.

Do not forget to keep a note of your resources for Task 4.

(Total 9 marks)

Task 3 – Data Protection Document



Create a one-page information sheet for the staff of Globetrotters that explains the purpose of the Data Protection Act and its principles. Make sure that the information sheet is fit for purpose. 

Do not forget to keep a note of your resources for Task 4.

(Total 5 marks)

Task 4 – Bibliography



You must make a list of the information sources that you have used to complete Tasks 1 to 3.

You must give enough detail to enable other people to find your sources of information.

(Total 3 marks)