

101505T4TOG

TOUR GUIDE LEVEL 5

TO/OS/TG/CR/03/05

Acquire Tour Resources (Human Resource, Tools and Equipment)

July/August 2025



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

PRACTICAL ASSESSMENT

TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATE

Makombo safaris limited a tour company specializing in outdoor activities has devised new ways of keeping their records in a proper filing system. As the lead Tour Guide of the organization, you are required to:

1. Demonstrate how you would open and organize tour resource acquisition files in accordance with the organization's procedures.

You are provided with ;

- I. Assessment room and a holding room with enough seats and desk
- II. Spring files
- III. Manilla
- IV. Masking tape

- V. Foolscaps
- VI. White board marker
- VII. Requisition form
- VIII. Purchase order
- IX. Financial documents/invoices

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