



Rewarding Learning

GCSE

LEISURE, TRAVEL AND TOURISM

**STUDENT
GUIDE**

GCSE Leisure, Travel and Tourism is assessed in three units. Assessment will be by both external examination and Controlled Assessment Tasks (CATs).

A brief summary is provided below.

CONTENT	AREAS OF STUDY
Unit 1: Understanding the Leisure, Travel and Tourism Industry	<p>You study the leisure, travel and tourism industry, and how it continues to be a growth area in the UK economy. You also investigate the range of leisure activities available and facilities and attractions for visitors.</p> <p>This unit is assessed in a 1 hour 30 minutes written examination worth 40% of the overall GCSE qualification.</p>
Unit 2: Promoting and Sustaining the Leisure, Travel and Tourism Industry	<p>You study how organisations promote their products and services. You investigate the positive and negative effects of the economic, social and environmental impacts of tourism development and how the tourism industry ensures sustainability.</p> <p>This unit is assessed in a 1 hour 30 minutes written examination worth 40% of the overall GCSE qualification.</p>
Unit 3: Working in the Leisure, Travel and Tourism Industry	<p>You study the importance of customer service. You look at job opportunities, recruitment and the qualifications and skills you need for a career in the leisure, travel and tourism industry.</p> <p>This unit is assessed by a controlled assessment task worth 20% of the overall GCSE qualification.</p>

In all assessments you will be questioned or given a task using command words. It is important that you familiarise yourself with these command words.

COMMAND WORD	MEANING
Analyse	Break down the content of a topic into components and discuss each in detail in order to interpret.
Assess	Make an informed decision after weighing up the possibilities.
Choose	You must select from a number of different possibilities.
Compare	Identify/comment on similarities and/or differences.
Complete	You need to finish a table, diagram, graph or sentence.
Contrast	Identify/comment on differences.
Define	Give the meaning of a word or phrase.
Demonstrate	Carry out and apply knowledge and understanding.
Describe	You need to set out the characteristics of something. You should not list but answer in full sentences. It should show application of relevant features and information.
Discuss	You must present, in detail, key points about an issue. Generally writing about different aspects, how they are associated and their importance.
Evaluate	You need to weigh up and consider options/information and then make an overall judgement or conclusion.
Explain	You set out the reasons why or how something happens and support with relevant evidence.
Give	Produce an answer from a given source or recall from memory.
Identify	You need to name, select or recognise an answer. (Indicate the main features or purpose of something).
Investigate	Carry out research to increase knowledge and understanding of the application of factual information and tasks.
Justify	Give reasons for choices.
List	A series of names or other items.
Match	You must link the correct term, phrase or image together.
Name	A word or combination of words by which something is known.
Order	Give an order of appropriate steps/placement.

COMMAND WORD	MEANING
Outline	Set out the main characteristics, providing a brief description or reason.
Place	Put in an order.
Select	Choose your answer.
State	Write out the main point/s in a concise manner.

When answering an examination question, it is important that you carefully read each question and follow the command word given. To enable you to focus your answer it is recommended that the key element for each question is identified before giving your response. Your teacher will provide you with past papers to familiarise yourself with the types of questions and the expectations of the examination team.

You will have a variety of questions, from straightforward one word or one sentence to extended writing questions where you will also be assessed on the Quality of Written Communication (QWC). It is important in these questions to demonstrate your knowledge of the terminology specific to Leisure, Travel and Tourism.

In the Controlled Assessment Tasks (CATs):

You will be required to complete **two** tasks, which your teacher will provide for you when you have completed your learning for Unit 3 – Working in the Leisure, Travel and Tourism Industry. These are issued by CCEA and are changed every two years. They are also available on the CCEA website.

Each task will have **two** parts [part (a) and part (b)], addressing **two** issues from the specifications which will require you to apply your learning of the specifications.

You will be required to base your tasks on an organisation – please ensure that you choose a suitable organisation which will allow you to cover all elements of each task.

It is expected that all aspects of the part of the specification which each task addresses are fully covered.

Your Controlled Assessment task will be completed with medium (informal) supervision.

Supervision will be provided by your teacher to ensure that the work you complete is your own and that plagiarism does not take place.

You should try to work independently, and you may ask for help if you need it, however students who work independently can achieve the higher mark bands.

It is very important that all of the work you submit is your own.

Plagiarism is where someone:

- Tries to pass someone else’s work off as their own;
- Fails to acknowledge sources of information.

Tips about Sources

You are advised to use different types of sources. Don't rely on the internet alone.

Where possible choose websites with .uk or .ie addresses when using the internet. Printed sources such as books and leaflets should be up to date.

As you go along, keep a record of the sources you have used for your bibliography. Here are some examples:

- Websites – record the full link for the website and the date accessed.
- Books – record the name of the author, title, publisher and date of publication.
- Television programmes – note the title of the programme, the channel and the date of broadcast.
- Magazine/Newspaper Articles – record title of article, publisher, date of publication (if available) and date accessed.

When including information, diagrams and images from websites you must include the source in your report.

Presentation of your work

- In your report, leave a margin at each side of the page.
- Print on one side of the page only.
- Complete your report in a minimum of 12-point size and a maximum of 14-point. (Titles and subtitles can be bigger.)
- Print your work in black ink. You may highlight with other colours where necessary.
- Your work should be presented in a soft-backed A4 folder (Report folder), without plastic pockets.
- Please ensure your work is well organised and in a logical manner.
- It is recommended that an introduction page is used for each task.
- It is important to clearly identify your evidence to demonstrate where you meet the requirements of the task.
- When you use sources of information (e.g. a quotation from a book, or a picture from a website), you need to state where that information came from – this is called Referencing.
- A Bibliography must be included at the end of your work.
- Appendices: In this section you will include research and resource materials.



Further Presentation Advice

- Present the tasks in the order as requested by CCEA.
- Ensure you read your work carefully to spot spelling or grammar mistakes.
- When using research materials for your assessment task, please include them in your appendix.
- Use images and quotes to enhance your work. (Don't forget to reference!)
- Images may be photographs you have taken yourself, or a graph or a table you have generated from your own research.
- Write your Bibliography – this is a list of all the sources of information you used. List them under categories, e.g.
 - Websites (in alphabetical order) www.tripadvisor.co.uk/ (Aug 2023)
 - Books – list as follows, in alphabetical order of authors' surnames: Author's surname, initial, (date) "Title of Book" Publisher e.g: Cardwell, D., Sutherland, J.(2003) Leisure and Tourism GCSE, Nelson Thomas
 - Leaflets – Giant's Causeway Walking Routes
 - Television programmes (title, date, channel) – YouTube video – Customer Complaint Handling
 - Other sources – Visit to Belfast Zoo
 - Speaker from Hastings Hotel Group

Important – to support the Moderation process

Place your centre and candidate number on the front cover and number all pages which support the evidence you are submitting

Finally,

You will be required to sign a candidate record sheet to confirm that all the work that you are submitting **is your own.**

