

## ATTTO Approved Gateway Standards

ATTTO supports the following unit standards for workplace learning. Your school and potential employer will help you to select the standards that suit your needs and those of the workplace.

Credits in any of these standards can be credited to a National Certificate.

Level	U.S. No.	Title	Credit
2	18224*	Work in a team	2
	18230	Demonstrate knowledge of computer applications and produce text on a computer for the tourism and travel industry	3
	18231	Work roles in Tourism & Travel	3
	18232	Read and write in English	3
	18233	Communicate in English	2
3	18210	Communication and customer service skills	3
	18221	Complete Tourism and Travel Administration tasks and use office equipment	3
	18280*	Demonstrate knowledge of and use email and Internet in the tourism and travel industry	3
	18226	Demonstrate cross-cultural communication for the tourism and travel industry	3
	18227	Demonstrate knowledge of support mechanisms for visitors with special needs	3
	21231	Demonstrate knowledge of the sales function and process in tourism and travel workplaces	5
	5070*	Develop personal plans for a work role in a tourism and travel industry environment	3
<p>*  <b>Note: Entry for all standards is open except:            18224 requires 18233 as a prerequisite            18280 requires 18230 as a prerequisite            5070 requires 18231 as a prerequisite</b></p> <p><b>Note 1: Prerequisites may be completed concurrently.</b>  <b>Note 2: The school will be required to notify ATTTO in writing of student competency in the relevant pre-requisite standard(s)</b></p> <p><b><i>Expiring Standards:</i></b></p> <p><b><i>Please note that although an increasing number of the above standards will be listed as “Expiring” on the NZQA website, they will remain available for assessment through 2008 and 2009. If you require copy of the legal statement of an “expiring” unit standard, please contact School Liaison at ATTTO.</i></b></p>			