

Printed By Technical And Vocational College

Date: 25.07.2025 11:22 AM

041306T4OAD**OFFICE ADMINISTRATOR LEVEL 6****BUS/OS/OA/CR/05/6**

Printed By: And Vocational College

Coordinate Travel Arrangement

Date: 25.07.2025 11:22 AM

July/August 2025

Printed By Technical And Vocational College Date: 25.07.2025

11:22 AM



Printed By: Technical And Vocational College Date: 25.07.2025

11:22 AM

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

Printed By: Technical And Vocational College

Date: 25.07.2025 11:22 AM

WRITTEN ASSESSMENT

Time: 3 H O U R

Printed By: Technical And Vocational College Date: 25.07.2025

11:22 AM

INSTRUCTIONS TO CANDIDATE

1. The paper consists of **TWO** sections: **A** and **B**

Printed By: Technical And Vocational College

Date: 25.07.2025 11:22 AM

2. Answer **ALL** questions in Section A.

Printed By: Technical And Vocational College

3. Answer question **TWELVE (12)** and any other **TWO (2)** questions in section B.

Date: 25.07.2025 11:22 AM

4. Marks for each question are indicated in the brackets

5. Candidates are provided with an answer booklet

Printed By: Technical And Vocational College

Date: 25.07.2025 11:22 AM

6. **DO NOT** write on this question paper.

This paper consists of FOUR (4) printed pages

Printed Technical And Vocational College

Candidates should check the question paper to ascertain that all pages are printed as indicated and that no questions are missing.

SECTION A: (40 MARKS)***Answer All the Questions in This Section.***

Printed By: And Vocational College

1. Passport is an international travelling document. List FOUR items of information that should be checked to ensure its validity before traveling. (4 Marks)

2. Visa is a document that allows an individual to enter any country once for a short-term business activity and sightseeing. State FOUR requirements for a transit visa. (4 Marks)

3. As an Office Administrator, you are required to obtain travel clearance for your CEO traveling abroad. Identify FOUR steps to follow w. (4 Marks)

4. Business Department is organizing for induction training for its new employees that will take place in Busia. State THREE factors to consider when choosing an appropriate mode of transport. (3 Marks)

5. A carry-on is a small piece of luggage or bag that one travelling is allowed to carry with him/her into the passenger cabin of an airplane. Mention THREE types of electronic devices allowed in a carry-on. (3 Marks)

6. Immunization helps to protect the traveler from infectious diseases that may be common in the destination country and prevents the spread of diseases across borders. Identify THREE kinds of diseases that one may be immunized against. (3 Marks)

7. Brian is tasked with the responsibility of booking accommodation for his boss who is expected to travel tomorrow. State FOUR factors that he should put into consideration when the task. (4 Marks)

8. Vesh intends to travel from Nakuru to Mombasa by bus. List FOUR items of information contained in her bus ticket. (4 Marks)

9. Morgan will be travelling to USA for a company's meeting. State FOUR visa application requirements he needs to meet while travelling. (4 Marks)

10. Train tickets serve as proof of payment and grant access to board a train and occupy designated space and seat. List FOUR types of train tickets one may obtain. (4 Marks)

11. A is an agreement between a passenger and the company. Mention THREE items of information contained in an air ticket. (3 Marks)

SECTION B (60 MARKS)**Answer question TWEEVE (12) and any other TWO (2) questions in this section**

Printed By: Technical And Vocational College

12. Mr Dan the Chief Principal of an institution has planned to travel on 28 of next month for an official trip to Addis Ababa. The following information relates to the trip: On 28 August, the CEO will leave his residential palace at 9 pm for Kisumu International Airport. Departure is at 11 pm from KIA and land in Addis Ababa at 7 am on 29 of August. On arrival at the airport, he will board the hotel shuttle to drop him at the Hotel where he will stay. After check in at the hotel, the CEO will take a rest for 2 hours. He is scheduled for a meeting with his colleagues from 11 am to 3 pm and later they go for a dinner together at 6pm. On 30 August at 8 am, he is scheduled to meet a friend. On 31 August at 8 am, he will have a meeting with the company staff to discuss the financial crisis experienced lately in the education sector. At 2 pm, Mr Dan will leave the office to the Addis Ababa International Airport for departure at 5 pm and arrive at JKIA at 4 am on 1 September.

Printed By Technical And Vocational College

- a) Prepare an Itinerary for the executive. (14 Marks)

- b) Explain THREE uses of a map to your boss who is travelling to a foreign country. (6 Marks)

13.

Printed By Technical And Vocational College

Date: 25.07.2025 11:22 AM

- a) As an Office Administrator, imagine you are preparing a carry-on luggage for a last-minute international business trip for your manager. Outline FIVE challenges that might occur preparing a carry-on luggage. (10 Marks)

- b) Gidy is supposed to prepare an impress for his boss travelling abroad. Explain FIVE steps you should follow when requesting for an impress. (10 Marks)

14.

- a) Online reservation and booking is a popular method of seeking information due to development and advancement in technology. Describe SIX challenges that may be encountered when making an online inquiry on accommodation. (12 Marks)

Printed By: Technical And Vocational College

- b) Travel agents help travelers to compare prices and facilities at different places. Explain FOUR factors to consider when selecting a travel agent. (8 Marks)

Printed By: Technical And Vocational College Date: 25.07.2025
11:22 AM

15. Kipragon Institute to take some of its employees to Rwanda for an international conference.

- a) Discuss FIVE steps of filling in a travel clearance form. (10 Marks)
- b) Explain FIVE necessary documents that may be obtained for their travel. (10 Marks)

Printed By: And Vocational College Date: 25.07.2025 11:22 AM

Printed Technical And Vocational College Date: 25.07.2025 11:22
AM