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| Unit Title: Airport Check in Services | | |
| URN: M/601/6465 |  |  |
| Credit Value: 6 |  |  |
| Level: 2 |  |  |

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|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| **You must be able to:** | | | |
| **1. Be able to process check in documentation for travel.** | | | |
| 1.1 Process different types of travel documents. |  |  |  |
| 1.2 Deal with passenger check in issues relating to travel documentation. |  |  |  |
| 1.3 Describe different methods of check in. |  |  |  |
| 1.4 Identify ticket checks for acceptance to travel. |  |  |  |
| 1.5 Explain the importance of recording baggage details and weight according to IATA requirements. |  |  |  |
| 1.6 Identify passport checks for acceptance to travel. |  |  |  |
| 1.7 Explain the difference between a British citizen and a British subject. |  |  |  |
| 1.8 identify the implications of travel for British citizens compared to British subjects. |  |  |  |
| 1.9 Describe how to check if a visa is required. |  |  |  |
| 1.10 Identify the visa checks for acceptance to travel. |  |  |  |
| 1.11 Describe the four different types of Schengen visa. |  |  |  |
| **2. Be able to process passengers’ hand and hold baggage.** | | | |
| 2.1 Process passengers’ hand and hold baggage to meet airline and regulatory standards. |  |  |  |

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|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| 2.2 Deal with passenger check in issues relating to hand and hold baggage. |  |  |  |
| 2.3 Identify the Dangerous Goods Regulations that relate to check in. |  |  |  |
| 2.4 Identify unacceptable hand baggage items. |  |  |  |
| 2.5 Describe how to check allowances for baggage. |  |  |  |
| 2.6 Explain methods for dealing with unacceptable hold baggage. |  |  |  |
| 2.7 Identify appropriate security questions. |  |  |  |
| 2.8 Explain what to do with items that may need special handling. |  |  |  |
| 2.9 Identify details included on a bag tag. |  |  |  |
| 2.10 Identify different types of baggage labels. |  |  |  |
| 2.11 Explain the procedure for checking in firearms and ammunition. |  |  |  |
| **3.** **Be able to allocate seating for passengers.** | | | |
| 3.1 Allocate suitable seats to passengers according to their needs and aviation regulations. |  |  |  |
| 3.2 Deal with passenger check in issues relating to seating. |  |  |  |
| 3.3 Explain the different seating methods that are used by airlines. |  |  |  |
| 3.4 Explain the appropriate seating for passengers with special requirements. |  |  |  |
| 3.5 Identify passengers unsuitable for seating at emergency exits. |  |  |  |

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|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| 3.6 Describe the importance of seating in relation to the weight and balance of the aircraft. |  |  |  |

**Learner declaration of authenticity:**

I declare that the work presented for this unit is entirely my own work.

Learner signature: Date:

**Assessor sign off of completed unit:**

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this unit.

Assessor name:

Signature: Date: