



ACTION BASED ACTIVITIES

TOPIC N4.1 ARRANGING A TRIP

THEME N4 LEISURE



APPLICATION OF NUMBER

LEVELS 1 & 2

ISSUED SEPTEMBER 2005

INSTRUCTIONS

WHAT DO I DO?

Use this Theme Template to help you:

- plan an Action-based Activity on the theme of leisure
- carry out an investigation into the subject
- produce evidence needed for your portfolio.

NOTE: Use this booklet WITH your Learner's Planner and Guide.

WHAT IS ASSESSED?

Leisure is one of six themes you can choose for your Action-based Activity/portfolio work. It includes topics such as:

N4.1 ARRANGING A TRIP

N4.2 Keeping Fit and Healthy

N4.3 Leisure Survey

APPLICATION OF NUMBER

TOPIC N4.1 ARRANGING A TRIP

TOPIC N4.1 ARRANGING A TRIP

Arranging a trip can be quite time consuming but it is well worth it. This guide will take you step by step from getting started, to writing and checking your final pieces of work. Each step follows Part Two of your *Learner's Planner & Guide*, so read it alongside this Theme Template.



It's a good idea to follow this advice.



You must do this to get the qualification.



**STEP
A**



CHOOSING A TOPIC

One of the best ways to start thinking about a subject is to *mindmap*. You can find how to do this on page 5 of the *Learner's Planner & Guide*.

TASK 1

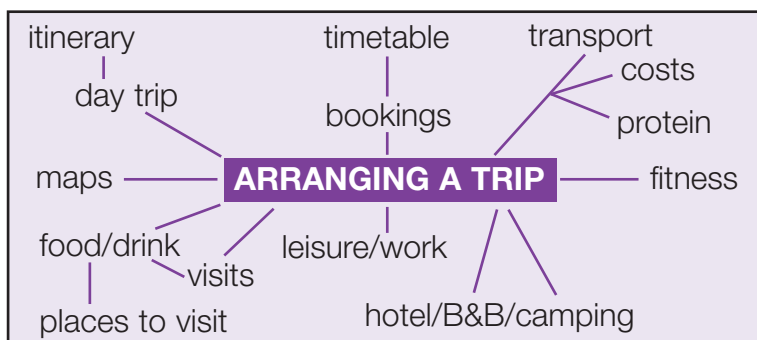
Allow about
20 minutes

On your own, or with a colleague, think about and talk about "Arranging a Trip" and aspects of it you might like to study.

Work together to make a **mindmap** of the subject. You may want to think about:

- how long the trip will be for
- who will be going on it
- what will need arranging
- how you will get to where you want to go
- relative costs of things like transport, accommodation etc.
- calculating costs per person.

PORTFOLIO EVIDENCE – You could copy and add to the unfinished example below. This could then go into your portfolio as evidence that you have thought about your chosen subject.



ESSENTIAL SKILLS
ACTION BASED ACTIVITIES



Continued

TASK 2
Allow about
15 minutes

When you have made your mindmap, focus in on one or two ideas that:

- interest you
- will be easy to research and get information about (talk to your tutor if you are unsure).

Write these ideas down and then try to turn them into **QUESTIONS**. This will help when you write up your conclusions later. The examples in the box may help you do this.



Topic : Planning a Trip

Original Idea	Question
Low budget trip	What trips can I make on a limited budget?
Holiday of a lifetime	Where shall I go for the holiday of a lifetime and how much will it cost?
Holiday planning	Is careful holiday planning worth it?
Family trip	How should I organise a family trip?

TASK 3
Allow about
10 minutes

In your portfolio, write down your chosen title/question.

Check with your tutor that it is okay. (Remember, you can always change it later if necessary.)

TASK 4
Allow about
30 minutes

PLAN – It's a good idea next to draw up a plan of action. Make a table and on it write down what you intend to do and when you will do it by. Highlight key dates and deadlines (e.g. when you are giving a talk or having a discussion).



APPLICATION OF NUMBER
TOPIC N4.1 ARRANGING A TRIP

**STEP
B**



CHOOSING & INTERPRETING INFORMATION

Interpreting information from suitable sources is an essential part of the qualification and you must be able to show that you have collected, read and extracted information from **DIFFERENT** sources.

There are lots of ways of finding information on such as:

- books and other resources in the library
- DIY and gardening magazines and in newspapers
- using the Internet
- interviewing people about gardening and/or DIY.

TASK 5

Allow about
2-3 hours

Look for suitable documents to read. Remember:

- at **both levels 1 and 2** you must use **TWO** different sources of information.
- overall **at level 1** at least one source must include a table, chart, graph or diagram
- **at level 2** at least one source must include material containing a chart or a graph.

You will need to make careful notes as you work.

Put these in your portfolio (see also pages 8 and 9 in the *Learner's Planner & Guide*).



Topic: "Arranging a holiday"

Title of book: "Lonely Planet Guide"

Date: October 2003

Author: Phil Roads

Chapter: 2 Planning your trip

Main points in the chapter

1. Get to know the place you want to visit – research it carefully.
2. Consider the needs of those people who are going with you – their expectations may be different from your own
3. Work out what your total budget is.
4. Cost everything carefully – clothes, travel, accommodation etc
5. Work out you baggage weight.
6. Don't forget time differences if travelling abroad.
7. Find out about the climate.

Summary: Write up your notes in your own words.

This is a major piece of evidence.



ASSESSMENT Your tutor will assess that:

- you have chosen the information you need
- you have obtained the information needed
- you have identified the best methods to get the results you need.

Remember to label sources clearly.

**STEP
C**



CARRY OUT AND CHECK CALCULATIONS

Carrying out and checking calculations is an essential part of the qualification. At each level you are required to carry out calculations to do with:

a. amounts/sizes	3	3
b. scales/proportion	3	3
c. handling statistics.	3	3
d. using formulae		3

It may be difficult to cover all the required calculations for this topic (See *Learner's Planner & Guide*, page 10).

TASK 6

Allow about
1 hour

1. Carry out calculations. You will need to:

- pick out the data/information you think will be useful
- decide on the calculations you need to find the results you want
- show calculation methods clearly
- check calculations and correct any errors

At Level 2 calculations must involve two or more steps

Talk this over with your tutor if you are at all unsure. A few ideas are given below.



CARRYING OUT AND CHECKING CALCULATIONS

Examples – Carrying out and checking calculations

At level 1:

- you might use information collected first hand as the basis of calculations (eg calculating the distances you will be travelling; the costs per person; time needed; etc). You might also carry out calculations using data from a secondary source such travel books and road atlases containing tables, charts, maps or diagrams.

At level 2:

- your calculations will be more complex, perhaps comparing two sets of data on a similar subject. If you carry out a survey (e.g. on people's favourite holiday destinations) you will have plenty of data to process.



ASSESSMENT Your tutor will assess:

- how well you carried out your calculations (including your working)
- that you checked your methods
- that you spotted and corrected any errors
- that your results make sense.

**STEP
D**



INTERPRETING RESULTS & PRESENTING FINDINGS

Having collected, sorted, extracted data and carried out calculations based on them, you are now ready to interpret your findings.

TASK 7

Allow about
3 hours

1. Go through all the information you have collected and sort it out carefully. Keep only relevant information and make sure EVERYTHING is properly labelled.
2. Now sift through again and, on notepaper, write down your main findings and conclusions. Remember, your first question (Task1)? Can you now answer your question?
3. Think how you will present your information.

Remember:

- At level 1 you have to present it in **two** different ways using charts or diagrams
- At level 2 you need to present it in **two** different ways using graphs, charts or diagrams.

Other points to consider:

- Which graphs, charts or diagrams will you use to present you findings?
- How do the results of your calculations relate to the purpose of the action-based activity?

(See Learner's Planner and Guide page 12)

TASK 8

Allow about
3 hours



At this stage you will be required to present your findings to a tutor or supervisor. Before you hand your work in, check that:

- you have covered all requirements intended
- that each section has suitable headings/labelling
- that diagrams, charts, maps etc are properly labelled
- pages are numbered
- there is a contents page.

N.B. There is a checklist on page 14 of the Learner's Planner and Guide



It is a good idea to produce a draft plan/outline of what you will include in your final presentation. An example is given on the next page.

**STEP
D**



INTERPRETING RESULTS & PRESENTING FINDINGS
continued

EXAMPLE OF A DRAFT PRESENTATION PLAN

Topic: Arranging a day trip

1. I will present my work as a **report** (computer typed and to include graphs, tables etc) with the sections below.
2. **Introduction** – I will include what I wanted to find out and why the subject interests me.
3. **Method** – a short section saying how I set about collecting data/information e.g. checked road maps, calculated distances, times etc, consulted timetables.
4. **Calculations and Interpretation** – I will include how I calculated distances, times and extracted information from the data collected; how I worked out the route, costs etc.
5. **Presentation** – I will use written information and diagrams – mainly tables, graphs and a spreadsheet.
6. **Appendices** – to include some photocopied timetables, maps, distance, chart.

I must remember to number pages and add a Contents page.



ASSESSMENT Your tutor will assess your work as follows:

At level 1 you will be assessed on:

- how you have interpreted the results of calculations
- suitable choice of chart or diagram with appropriate labels and correct use of units
- how you have explained what the chart or diagrams show.

Additionally **at level 2** you will be expected to:

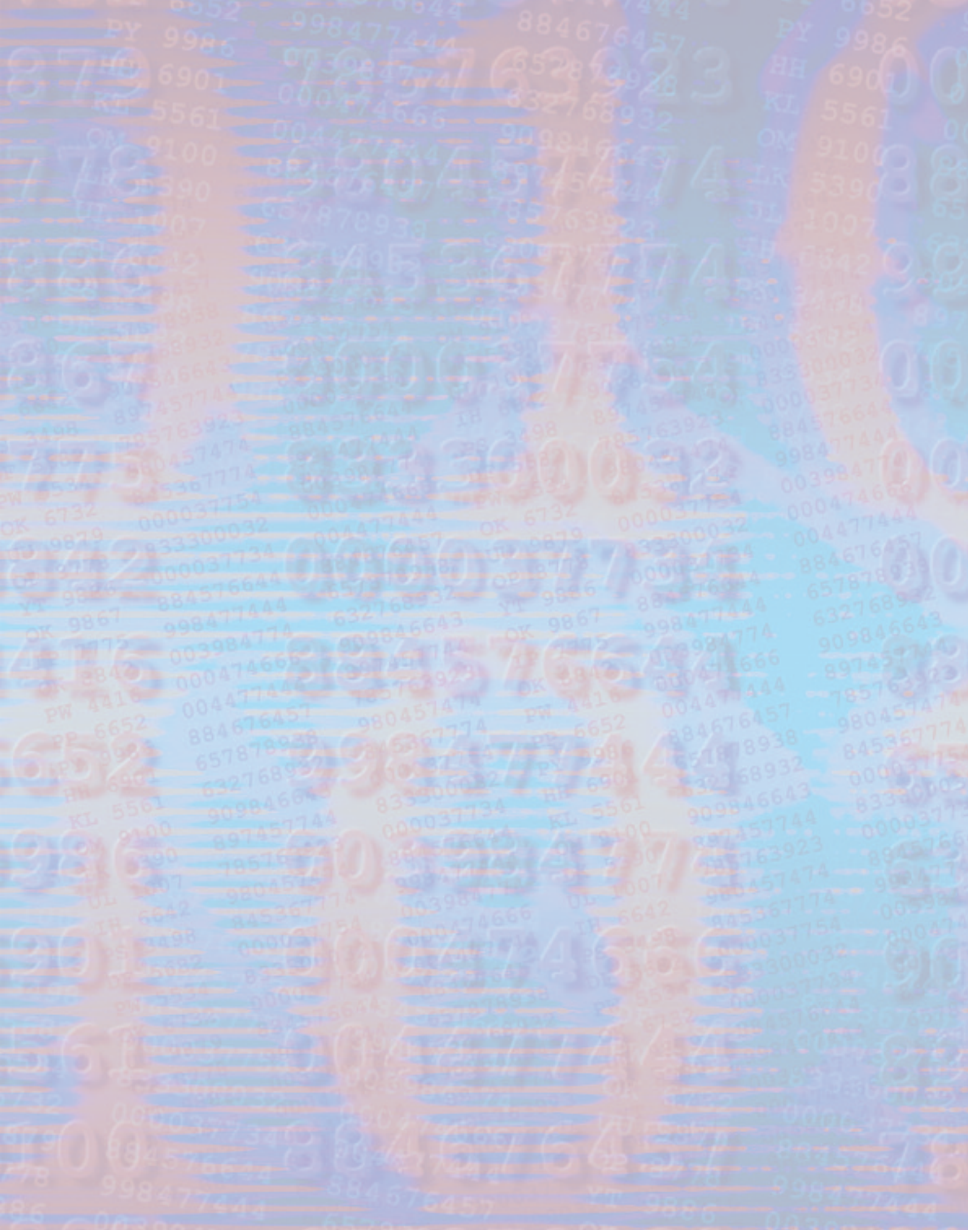
- describe the methods you have used
- explain the results of calculations in terms of how they meet the purpose of your chosen Activity.



ARRANGING A TRIP

MORE ACTION-BASED ACTIVITY IDEAS

1. Plan a day trip with friends or family. Include a map of your journey, costings for transport or fuel, a distance chart, a schedule for the day.
2. Plan a trip abroad by car. Include a map of your journeys, costings for transport or fuel, a distance chart, ferry crossings, the amount of luggage you will be able to take etc.
3. Plan a week's holiday by air to another country. Include details of your research into the most cost-effective flights, baggage allowances, routes, timetables and costs of travel to and from airports, hotel and other costs.
4. Plan a walking or cycling trip. Plan: your route; calculate average speeds and distances you will travel; how much you can carry; what you will take with you etc.
5. Plan an adventure "trip-trail" for youngsters. Produce scale drawings of the trail. Include obstacles such as log bridges, ropeways, tunnels etc to make the trail more challenging. Prepare a pack of materials for the young people with details of time, directions etc.
6. Investigate the journey made by a famous explorer. Look at maps of her/his route, distances travelled, places visited, time taken, weights carried etc.
7. Investigate animal or bird migration and the distances and routes travelled. Do this for several species and compare your findings.
8. Investigate a journey into space. Take one space project and look into distances travelled, the costs involved, the time taken, speeds and payloads.
9. Research into setting up a small business involving trips e.g. removals, parcel delivery, pizza deliveries or taxi service. Calculate all costs involved such as buying the right vehicle, maintaining it and running it.
10. Arrange a mystery tour for a coach load of elderly people. Include the route, distances, costs per person, meals, etc.



PUBLISHED BY NORTHERN IRELAND COUNCIL FOR CURRICULUM, EXAMINATIONS AND ASSESSMENT



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