

Skills for leisure and tourism

Read the chart showing the skills you need for each work-related task. Complete the chart to show how confident you are at present.

Task	Skill	Confident	Need to work on this
Understanding timetables and travel schedules	Reading and recording time using a 24-hour clock		
	Calculating time differences		
Handling cash	Counting coins and notes in batches		
	Completing and checking cashing-up slips		
	Calculating money sums		