

TRAVEL & TOURISM COURSE GUIDE 2014

**SIT40212 CERTIFICATE IV IN TRAVEL AND TOURISM
SIT50112 DIPLOMA OF TRAVEL AND TOURISM
SIT60112 ADVANCED DIPLOMA OF TRAVEL AND TOURISM**

CERTIFICATE IV IN TRAVEL AND TOURISM

CRICOS COURSE CODE: 084492B

DURATION: 26 WEEKS

STARTING DATES: EVERY MONTH

HOURS PER WEEK: 20 HOURS PER WEEK

ENROLLMENT FEE: \$200 MATERIAL FEE: \$250

TUITION FEE: \$4,500

Certificate IV in Travel and Tourism reflects the role of individuals who use a broad range of sales and marketing or operational skills combined with sound knowledge of industry operations. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. Many people have supervisory responsibilities and plan, monitor and evaluate the work of team members.

This course is suitable for:

- Those wishing to enter a different industry sector.
- Those wishing to pathway into higher level qualifications in travel and tourism or other related qualifications.



Unit Code	Unit Name	Duration
SITXCCS401	Enhance the customer service experience	40 hours
SITXCOM401	Manage conflict	20 hours
SITXFIN401	Interpret financial information	60 hours
SITXHRM301	Coach others in job skills	20 hours
SITXWHS301	Identify hazards, assess and control safety risks	30 hours
BSBREL401A	Establish networks	35 hours
SITXMPR401	Coordinate production of brochures and marketing materials	60 hours
BSBITU402A	Develop and use complex spread sheets	50 hours
SITPPD403	Coordinate and operate sustainable tourism activities	70 hours
SITTIND201	Source and use information on the tourism and travel industry	25 hours
		Total hours = 410



Entry Requirements

- a satisfactory English Proficiency of IELTS 5.5 or equivalent or attained minimum 4 weeks upper intermediate level at UIT.
 - satisfactorily complete a minimum of year 12 or equivalent
 - minimum age of 18 years

Preferred pathways

- After completing SIT40212 Certificate IV in Travel and Tourism, individuals could progress to Diploma and/or Advanced Diploma qualifications in Travel and Tourism, Events or other service industry areas.

Occupational titles

- Account manager • Assistant manager • Marketing coordinator
- Operations supervisor • Product coordinator • Reservations sales or Call centre supervisor
- Senior operations coordinator • Senior or Supervisory retail consultant • Sales coordinator
- Sales executive.

DIPLOMA OF TRAVEL AND TOURISM

CRICOS COURSE CODE: 084493A

DURATION: 52 WEEKS

STARTING DATES: EVERY MONTH

HOURS PER WEEK: 20 HOURS PER WEEK

ENROLLMENT FEE: \$200 MATERIAL FEE: \$250

TUITION FEE: \$8,000

Diploma of Travel and Tourism reflects the role of individuals who use sound knowledge of industry operations and a broad range of managerial skills to coordinate tourism and travel operations or marketing and product development activities. They operate independently, have responsibility for others and make a range of operational business decisions.

This course is suitable for:

- Those planning to pursue a career in the management cadre.
- Those wishing to enter a different industry sector.
- Those wishing to pathway into higher level qualifications in business or other related qualifications.



COURSE ARRANGEMENT

Unit Code	Unit Name	Duration
BSBWRT401A	Write complex documents	50 hours
SITXCCS501	Manage quality customer service	30 hours
SITXCOM401	Manage conflict	30 hours
SITXFIN401	Interpret financial information	60 hours
SITXFIN402	Manage finances within a budget	30 hours
SITXFIN501	Prepare and monitor budgets	60 hours
SITXHRM402	Lead and manage people	60 hours
SITXMGT401	Monitor work operations	20 hours
SITXMGT501	Establish and conduct business relationships	60 hours
SITXWHS401	Implement and monitor work health and safety practices	30 hours
SITTTSL310	Construct normal international airfares	40 hours
SITTTSL309	Source airfares for domestic flights	35 hours
SITXMPR402	Create a promotional display or stand	30 hours
SITTTSL302	Provide advice on Australian destinations	40 hours
SITXHRM501	Recruit, select and induct staff	60 hours
SITPPD503	Research and analyse tourism data	100 hours
BSBHRM503	Monitor staff performance	65 hours
		Total hours = 800

Entry Requirements

- a satisfactory English Proficiency of IELTS 5.5 or equivalent or attained minimum 4 weeks upper intermediate level at UIT.
 - satisfactorily complete a minimum of year 12 or equivalent
 - a minimum age of 18

Preferred pathways

- After completing SIT50112 Diploma of Travel and Tourism, individuals could progress to Advanced Diploma qualifications in Travel and Tourism, Events or other business disciplines

Occupational titles

- Inbound groups • Inbound sales • Incentives • Tour operations • Marketing • Operations • Product

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ADVANCED DIPLOMA OF TRAVEL AND TOURISM

CRICOS COURSE CODE: 084494M

DURATION: 52 WEEKS

STARTING DATES: EVERY MONTH

HOURS PER WEEK: 20 HOURS PER WEEK

ENROLLMENT FEE: \$200 MATERIAL FEE: \$250

TUITION FEE: \$8,000

Advanced Diploma of Travel and Tourism reflects the role of individuals operating at a senior level who use a substantial depth of knowledge of the industry and managerial techniques. They have wide-ranging, specialised managerial skills, operate independently and are responsible for making a range of strategic business decisions.

This course is suitable for:

- Those planning to pursue a career in the management cadre.
- Those wishing to enter a different industry sector.
- Those wishing to pathway into higher level qualifications in business or other related qualifications.



Unit Code	Unit Name	Duration
BSBFIM601A	Manage finances	80 hours
BSBMGT617A	Develop and implement a business plan	60 hours
BSBRSK501B	Manage risk	60 hours
SITTPPD601	Develop tourism products	100 hours
SITXGLC501	Research and comply with regulatory requirements	80 hours
SITXMPR502	Develop and implement marketing strategies	80 hours
SITXWHS601	Establish and maintain a work health and safety system	30 hours
BSBSUS501A	Develop workplace policy and procedures for sustainability	50 hours
SITTPPD603	Develop culturally appropriate tourism operations	60 hours
BSBMGT608C	Manage innovation and continuous improvement	70 hours
SITTPPD602	Develop environmentally sustainable tourism operations	70 hours
SITXMG502	Manage projects	60 hours
		Total hours = 800



Entry Requirements

- a satisfactory English Proficiency of IELTS 5.5 or equivalent or attained minimum 4 weeks upper intermediate level at UIT.
 - satisfactorily complete a minimum of year 12 or equivalent
 - must be of a minimum age of 18

Preferred pathways

- Students may enter this qualification after completing SIT50112 Diploma of Travel and Tourism or SIT50212 Diploma of Events.
- It is strongly recommended that individuals entering this qualification have vocational experience in a coordination or management role in the tourism and travel industry or event sector.

Occupational titles

- Business development manager • Business operations manager • General manager
- General manager, e.g., Marketing • General manager, e.g., Product development