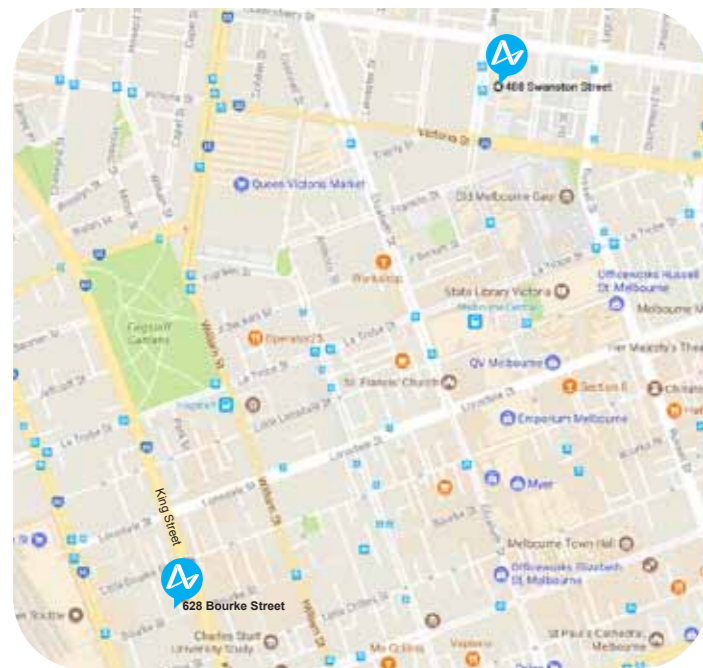


**AUSTRALIA
SINGAPORE**

Academies Australasia Polytechnic is an Academies Australasia college. Academies Australasia Group Limited has been operating for more than 110 years and listed on the Australian Securities Exchange for more than 40 years.

Academies Australasia has colleges in Melbourne, Sydney, Brisbane, Perth, Adelaide, Dubbo, Gold Coast and Singapore, and offers a wide range of courses at different levels – Certificate, Diploma, Advanced Diploma, Bachelor and Master Degrees.



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V01 MARCH 2018

TRAVEL & TOURISM



THINK OF

TOMORROW

WE
MAKE IT

POSSIBLE



TRAVEL & TOURISM

The Travel & Tourism industry continues to rapidly expand in Australia and across the globe. It is an exciting industry to work in with a wide range of sectors such as Travel Agencies, Airlines, State and Regional Government Tourism Bureaus, Eco-tourism and tourism attractions.

People skills – communication, customer service, teamwork and excellent personal presentation - are an essential part of working in the industry. You also need to be able to work well under pressure and to be highly organised. Our courses cover these skills plus many more and on completion you will be well placed on the pathway to a challenging and enjoyable career.

COURSE INFORMATION

Our Travel & Tourism courses have been developed according to the requirements of the Tourism, Travel and Hospitality Training Package (SIT16), in consultation with our industry partners and have been approved for delivery by the Australian Skills Quality Authority (ASQA). They are nationally recognised qualifications within the Australian Qualifications Framework (AQF).

STUDY PATH

Training is delivered in stages which correspond to AQF Levels IV - VI. The preferred pathway for a qualification is for students to complete the requirements of the previous level qualification before progressing to the next level – thereby achieving more than one qualification.

Applicants without the previous level qualification will be considered if they have relevant qualification and/or vocational experience.

We aim to equip our graduates with the necessary skills and knowledge to enable them to successfully satisfy the demands of the workplace.

COURSE DELIVERY & ASSESSMENT METHODS

Delivery and assessment strategies are selected to reflect the nature of the elements and performance criteria of the competency together with the needs and learning style of the participants. Qualifications are delivered over 16 hours of face-to-face and 4 hours of online learning per week.

Assessment methodology may include but is not limited to: observation, project/report, case study, role play, exercises, activities; and written/oral tasks including multiple choice questions and short answers, essays, true/false and presentations.

ACADEMIC YEAR / START DATES

Don't miss out on your intake dates. There are 40 teaching weeks per annum with the year being divided into 4 terms of 10 weeks each. The academic year begins in January and ends in December. Primary intakes are at the beginning of each term.

YEAR	TERM 1 INTAKES		TERM 2 INTAKES		TERM 3 INTAKES		TERM 4 INTAKES	
	PRIMARY	MID-TERM	PRIMARY	MID-TERM	PRIMARY	MID-TERM	PRIMARY	MID-TERM
2018	08 JAN	19 FEB	09 APR	14 MAY	02 JUL	06 AUG	24 SEP	29 OCT
2019	14 JAN	18 FEB	15 APR	13 MAY	08 JUL	05 AUG	30 SEP	28 OCT

Choice of subjects may be limited in mid-term intakes



TRAVEL & TOURISM



Qualification	Unit Code	Unit Name	Tuition Fee / Duration
Certificate IV in Travel and Tourism (SIT40116)	SITXCOM002	Show social and cultural sensitivity	A\$ 2,000 per term 3 Terms 9 months / 30 college weeks
	SITTTSL007	Process reservations	
	SITTTSL009	Process travel-related documentation	
	SITTTSL010	Use a computerised reservations or operations system	
	SITTTSL011	Source airfares for domestic flights	
	SITTTSL012	Construct normal international airfares	
	SITTTSL013	Construct promotional international airfares	
	SITXCOM005	Manage conflict	
	SITXHRM001	Coach others in job skills	
	SITXWHS003	Implement and monitor work health and safety practices	
	SITXCCS002	Provide visitor information	
	SITTTSL002	Access and interpret product information	
	SITTTSL003	Provide advice on international destinations	
	SITTTSL004	Provide advice on Australian destinations	
	SITXCCS007	Enhance customer service experiences	
	SITXFIN002	Interpret financial information	
SITTTSL005	Source and use information on the tourism and travel industry		
SITTTSL006	Sell tourism products and services		
SITTTSL006	Prepare quotations		
CRICOS Course Code 094967M			

Exit with Certificate IV

Vocational/
Employment Outcome

Account, Product, Marketing and Senior Operation Coordinator, Assistant Manager, Operations Supervisor, Promotions Officer, Reservations Sales or Call centre Supervisor, Sales Coordinator and Executive

Diploma of Travel and Tourism Management (SIT50116)

SITXMGT001	Monitor work operations	A\$ 2,000 per term 3 Terms* 9 months / 30 college weeks
SITXMGT002	Establish and conduct business relationships	
BSBDIV501	Manage diversity in the workplace	
SITXCCS008	Develop and manage quality customer service practices	
SITXFIN003	Manage finances within a budget	
SITXFIN004	Prepare and monitor budgets	
SITXMPR001	Coordinate production of brochures and marketing materials	
SITXMPR003	Plan and implement sales activities	
SITXHRM004	Recruit, select and induct staff	
SITXHRM006	Monitor staff performance	
SITXHRM003	Lead and manage people	

CRICOS Course Code 094968K

Exit with Diploma

Vocational/
Employment Outcome

Inbound Groups and Sales Manager, Incentives, Marketing, Sales and Travel Agency Manager, Tour Operations, Reservations and Product Development Manager, Visitor Information Centre Manager

Advanced Diploma of Travel and Tourism Management (SIT60116)

SITXGLC0015	Research and comply with regulatory requirements	A\$ 2,000 per term 2 Terms** 6 months / 20 college weeks
SITXWHS004	Establish and maintain a work health and safety system	
SITTPPD008	Develop tourism products	
SITXMPR007	Develop and implement marketing strategies	
BSBMGT617	Develop and implement a business plan	
BSBRISK501	Manage risk	
BSBWRT401	Write complex documents	

CRICOS Course Code 094969J

Exit with Advanced Diploma

Vocational/
Employment Outcome

Account and General Manager, Business Development Manager, Director of Groups and Incentives, Marketing, Product Development Operations and Sales

UNIVERSITY PATHWAYS

FOR INFORMATION REGARDING UNIVERSITY PATHWAYS VISIT www.academies.edu.au

* Diploma of Travel and Tourism Management (SIT50116) has a total duration of 6 terms / 60 college weeks. Students must complete the Certificate IV in Travel and Tourism (SIT40116) before progressing to Diploma of Travel and Tourism Management (SIT50116)
** Advanced Diploma of Travel and Tourism Management (SIT60116) has a total duration of 8 terms / 80 college weeks. Students must complete both Certificate IV in Travel and Tourism (SIT40116) and the Diploma of Travel and Tourism Management (SIT50116) before progressing to Advanced Diploma of Travel and Tourism Management (SIT60116).