



# DIPLOMA OF TRAVEL AND TOURISM MANAGEMENT

The Diploma of Travel and Tourism Management is a full-time qualification which requires 20 hours per week college attendance over a period of 39 weeks excluding holidays. Additional home-based study will be required.

## ENTRY REQUIREMENTS

The SIT50116 Diploma of Travel and Tourism Management packaging rules state that there are no entry requirements into this qualification. ACBC requires student to have completed Year 11 of the NSW Higher School Certificate or its equivalent.

## QUALIFICATION

Graduates completing all components of the qualification and demonstrating competence in all units will be awarded a nationally recognised SIT50116 Diploma of Travel and Tourism Management, which is currently in Release 1. A nationally recognised Statement of Attainment will be issued where a student has withdrawn but has successfully completed part of the qualification or completes the course but does not demonstrate competency in all units.

## CAREER OPPORTUNITIES

This qualification provides a pathway to work in many travel and tourism industry sectors as a departmental or small business manager. The diversity of employers includes travel agencies, tour wholesalers, tour operators, inbound tour operators, tourist attractions, visitor information centres, and other tourism businesses. Possible job titles include inbound groups manager, inbound sales manager, tour operations manager, product development manager, reservations manager, travel agency manager, sales manager.

## CREDIT TRANSFER (CT)

Australian Careers Business College recognises and grants credit transfer for nationally recognised units of competency issued by other RTOs. Full details of the application process can be acquired from the college's student services.

## RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of prior learning acknowledges skills, knowledge and competencies obtained through:

- Formal training/study
- Work experience
- Life experience

Students are eligible to apply for RPL and an administration fee of \$450 per unit of competency applies depending on the evidence supplied by students seeking RPL. Full details of the application process can be acquired from the college's student services.

## LANGUAGE LITERACY AND NUMERACY (LLN) SKILLS

Students enrolling in this qualification will undertake a LLN test to determine the student's ability to engage in the course.

## MODE OF DELIVERY

The qualification is delivered face-to-face in a classroom based learning environment. This mode of delivery will combine theory-based material and tutorials. The theory sessions are designed to explain the skills, knowledge, performance requirements and tasks that comprise the Diploma of Travel and Tourism Management.

## ASSESSMENT

Assessment methods for this qualification are a combination of written assignments, case studies, knowledge questioning, workbooks, practical tasks and projects.

[www.acbc.nsw.edu.au](http://www.acbc.nsw.edu.au) / [info@acbc.nsw.edu.au](mailto:info@acbc.nsw.edu.au)

➤ **1300 COLLEGE**

## QUALITY OF TRAINING

ACBC is responsible for the quality of the training and assessment being provided in this qualification and for the issuance of any AQF certificate.

## UNIVERSITY OPTIONS

Students wishing to pursue University after completing studies at ACBC can do so in conjunction with various Universities and Educational Institutions. Depending on the student's results and the University selected, graduates may be eligible for up to one year's recognition.

## LEARNING RESOURCES

All equipment and resources are provided for students enrolling into this qualification including student learner guides, handouts and assessment instructions at no cost. A list of prescribed learning material will be given to students at orientation. Students have access to college computer labs and the Internet.

## FACILITIES

The qualification is held in a designated classroom for lectures, tutorials and group work. For any work requiring computers, students will be able to use college laptops within each class. Each student will have access to a laptop.

## WORK PLACEMENT PROGRAM

Students enrolled in this qualification are offered an optional one day a week work-placement opportunity in terms 3 and 4, which is organised by our Work Placement Team.

<b>(12) CORE UNITS</b>	➤ <b>BSBDIV501</b>	Manage diversity in the workplace
	➤ <b>SITTIND001</b>	Source and use information on the tourism and travel industry
	➤ <b>SITXCCS007</b>	Enhance customer service experiences
	➤ <b>SITXCCS008</b>	Develop and manage quality customer service practices
	➤ <b>SITXCOM005</b>	Manage conflict
	➤ <b>SITXFIN002</b>	Interpret financial information
	➤ <b>SITXFIN003</b>	Manage finances within a budget
	➤ <b>SITXFIN004</b>	Prepare and monitor budgets
	➤ <b>SITXHRM003</b>	Lead and manage people
	➤ <b>SITXMGT001</b>	Monitor work operations
	➤ <b>SITXMGT002</b>	Establish and conduct business relationships
	➤ <b>SITXWHS003</b>	Implement and monitor work health and safety practices

## (11) ELECTIVE UNITS

➤ <b>SITTTSL005</b>	Sell tourism products and services
➤ <b>SITTTSL006</b>	Prepare quotations
➤ <b>SITTTSL008</b>	Book supplier products and services
➤ <b>SITTTSL009</b>	Process travel-related documentation
➤ <b>SITTTSL010</b>	Use a computerised reservations or operations system
➤ <b>SITTTSL011</b>	Source airfares for domestic flights
➤ <b>SITTTSL012</b>	Construct normal international airfares
➤ <b>SITTTSL013</b>	Construct promotional international airfares
➤ <b>BSBADM502</b>	Manage meetings
➤ <b>BSBCMM401</b>	Make a presentation
➤ <b>SITXMPR002</b>	Create a promotional display or stand



**CAMPUS LOCATIONS** All three campuses are located in the heart of the Business District of their respective locations and no more than a five minute walk from the train station.

The Australian Careers Business College is registered by Australian Skills Quality Authority (ASQA) to deliver selected Nationally Recognised Qualifications

- **28 MEMORIAL AVENUE LIVERPOOL NSW 2170**
- **LEVEL 1, 85 GEORGE STREET PARRAMATTA NSW 2150**
- **313-323 CROWN STREET WOLLONGONG NSW 2500**

ACBC is a Registered Training Organisation (RTO) No. 90271.

