

## Community Partnerships @ Work 2010 Vocational Training Course

### TOURISM (Options A, B and C) – Top Up

(part of Cert 3 in Tourism Operations) SIT 30107

*This course develops the skills & knowledge required to work in the Tourism industry.*

<b>Desired attributes:</b>	Have a genuine interest in Tourism as a career pathway, and possess good interpersonal skills, have a good memory, be efficient and speedy, enjoy working with people, be prepared to work long hours,
<b>Career Pathways:</b>	Prefer year 11 or 12. Refer to <a href="http://www.myfutures.edu.au">www.myfutures.edu.au</a> for career pathway information
<b>Location:</b>	Noarlunga Campus of TAFESA.
<b>Duration:</b>	1/2 day / week for 7, 8 or 9 weeks in Semester 1 or 2 (dates TBA)
<b>Training Provider:</b>	TAFESA RTO 40161
<b>Times:</b>	Semester 1 see below; semester 2 TBA
<b>Approx Cost:</b>	RTO fee = \$167.00 (incl ID) for option A & B; \$200 (incl ID) option C. There may also be a small materials charge (2010) Brokerage Fee: \$110 for Options A & B; \$77 for Option C <b>Total Fee: Option A = \$277.00; Option C = \$277.00</b>
<b>Work Placement:</b>	We strongly recommend students undertake a week of relevant work experience to back up this course.
<b>Student requirements:</b>	⇒ Good literacy, numeracy and IT skills (use of MS Word) are essential ⇒ Bring basic writing materials to each session ⇒ If ill, it is expected that the student will phone the Hospitality Office on 8207 3613 the morning of the absence.
<b>Contact:</b>	Marg Morris or Renee Shearer (Tourism office) ph: 8207 3140
<b>Class restraints:</b>	Top Up TAFE vacancies

**Option A: Introduction to Tourism / Event (2 units Term 1 or 3) – NB both units mixed in delivery & can not be separated. Be warned school often deliver THHTTCO01B in school Tourism courses!**

Code	Unit	Nom Hrs	Days, Times	Cost	Start date
SITTIND001A	Develop & update tourism industry knowledge	25	Sem 1 – Wed 9 am – 3pm Sem 2 TBA		Sem 1: 10/2 – 5/5  Sem 2: TBS
SITXEVT001A	Develop & update events industry knowledge	25	8 wks – 2 units delivered wholistically		“
	<b>Total Hours ( 1 SACE unit)</b>	<b>50</b>		<b>\$167.00 (incl ID)</b>	<b>Plus \$9 materials,</b>

**Option B: Tourism Office Procedures (2 units Term 2 or 3)**

Code	Unit	Nom Hrs	Days, Times	Cost	Start Date
SITXADM001A	Perform office procedures	20	TBA –		TBA
BSBCMN207A	Prepare & Process financial transactions	30	TBS		TBA
	<b>Total Hours ( 1 SACE unit)</b>	<b>50</b>		<b>\$167.00 incl ID)</b>	<b>Plus \$9 materials,</b>

**Option C: Knowledge of Tourism Products offered by Travel Agents (1 unit, Term 1 or 3)**

Code	Unit	Nom Hrs	Dates	Cost	Start Date
SITTTTS1002A	Access & interpret product information	60	Sem 1 – Monday 9am – 3pm Sem 2 -TBA		Sem 1: 8/2 – 22/2  Sem 2: TBA
	<b>Total Hours ( 1 SACE unit)</b>	<b>60</b>		<b>\$200.00 (incl ID)</b>	<b>Plus \$9 materials,</b>

NB when completing the Enrolment Form please indicate Option(s).

Any queries about this course, contact the Program Co-ordinator on ph: 8326 4543 or mob: 0418 891 877

Details correct at 11<sup>th</sup> March 2010