

Southern Futures & FEVER 2009 Vocational Training Course

TOURISM (Options A, B and C)

(part of Cert 3 in Tourism Operations) THT30102

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

Desired attributes:	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,
Career Pathways:	Prefer year 11 or 12. Refer to www.myfutures.edu.au for career pathway information
Location:	Noarlunga Campus of TAFESA.
Duration:	1/2 day / week for 7, 8 or 9 weeks in Semester 1 or 2 (dates TBA)
Training Provider:	TAFESA RTO 40161
Times:	(times TBA)
Approx Cost:	\$287.60 (2008)
Work Placement:	We strongly recommend students undertake a week of relevant work experience to back up this course.
Student requirements:	⇒ 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.
Contact:	Marg Morris or Renee Shearer (Tourism office) ph: 8207 3140
Class restraints:	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 THHTCO01B in school Tourism courses!

Code	Unit	Nom Hrs	Days, Times	Cost	Start date
THHTCO01B	Develop & update tourism industry knowledge	25	TBA	4 wks	TBA
THTFME03A	Develop & update events industry knowledge	25		4 wks	
Total Hours (1 SACE unit)		50		\$287.60	

Option B: Tourism Office Procedures (3 units Term 1 or 3)

Code	Unit	Nom Hrs	Days, Times	Cost	Start Date
THHGGA02B	Perform office procedures	20	TBA	3 wks	TBA
THHGFA01B	Process financial transactions	15		3 wks	
THHGCS01B	Develop & update local knowledge	15		3 wks	
Total Hours (1 SACE unit)		50		\$287.60	

Option C: Knowledge of Tourism Products offered by Travel Agents (1 unit, Term 2 or 4)

Code	Unit	Nom Hrs	Dates	Cost	Start Date
THTSOP03B	Access & interpret product information	65	TBA	7 wks	TBA
Total Hours (1 SACE unit)		65		\$287.60	

NB when completing the Expression of Interest Form please indicate your Option(s)

Any queries about this course, contact the Program Co-ordinator on ph: 8207 3811 or mob: 0418 891 877

Details correct at 15th August 2008

