



**Australian College**  
Empowering Everyone



Course Brochure

# Hospitality, Tourism and Travel

[www.australiancollege.edu.au](http://www.australiancollege.edu.au)

# Why should you choose to study with Australian College?



## ✓ Flexible Learning

- Self paced
- Access your training wherever and whenever suits your lifestyle

## ✓ Unparalleled Support

- Full access to your virtual campus 24/7
- Unlimited trainer, assessor and student services support throughout your studies

## ✓ Payment Plans To Suit You

- Flexible, cost-effective, interest free, payment options
- Price-match opportunity available

## ✓ More Opportunities For You

- Thousands of our students have already graduated with nationally recognised qualifications
- Begin an exciting career with some of the best-known companies in Australia or Internationally
- Own and operate your own business
- Up skill and climb the corporate ladder
- Learn something different and take your hobby to the next level

**Join our graduates enjoying successful, exciting careers across many industries.**

# Our Courses


Use our key to help you identify where you're at and which course would be suitable for you.

Certificate level	Description
Certificate II	VET education for high school students.
Certificate III	First job or entry into the workforce.
Certificate IV	Already employed in an entry level job and looking to expand your knowledge, move up the corporate ladder.
Diploma	Already working and looking to move into a frontline management role, more senior position, or area of specialisation.

## Accredited Courses

### SIT30116 Certificate III in Tourism

#### COURSE SUMMARY

Course Code:	SIT30116	Flexible duration:	Must be completed by 15/12/2023
Qualification gained:	Certificate III in Tourism	Study load:	Self-paced
Nationally recognised:		Start date:	Start anytime
Study mode:	Flexible delivery (including online with some projects/activities and/or skills-based training).		
Delivery methods:	This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.		
Assessment method:	Assessment methods for this course differ from module to module and may include: <ul style="list-style-type: none"> <li>· Knowledge/Theory-based short answer questions</li> <li>· Projects</li> </ul>		
Course units:	SITTIND001 Source and use information on the tourism and travel industry SITXCCS006 Provide service to customers SITXCOM002 Show social and cultural sensitivity SITXWHS001 Participate in safe work practices SITTTSL008 Book supplier products and services SITXFIN001 Process financial transactions SITXCCS001 Provide customer information and assistance SITXCOM003 Provide a briefing or scripted commentary SIRXPDK001 Advise on products and services SIRXSL001 Sell to the retail customer BSBWOR203 Work effectively with others SITXCOM001 Source and present information SITEVT002 Process and monitor event registrations BSBITU306 Design and produce business documents BSBSUS201 Participate in environmentally sustainable work practices		
Career opportunities:	Conference Coordinator, Event Coordinator, Events Assistant, Exhibition Coordinator, Function Coordinator, Museum Attendant, Reservations Agent, Tour Advisor, Tour Coordinator, Tourism Officer		

#### ENTRY REQUIREMENTS

The training package does not stipulate any mandatory entry requirements for the qualification delivered by this course.

The admission criteria are articulated through Australian College marketing and pre-enrolment information and include the following:

- Students will undertake a Language, Literacy and Numeracy review before Australian College accepts their application for enrolment. The student must have a good command of spoken and written English. They must have the skills to understand different numeracy concepts and to read and write a range of business documents and communications.
- Depending on the unit, students may be required to interact with actual or simulated team members, clients and staff and maybe required to participate in audio/video-recorded role-plays with others.
- Students must be at least 16 years of age before the date of enrolment. Where a student is less than 18 years of age, parents or guardians must also provide enrolment consent.

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
- An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
- Microsoft Office (or compatible software)
- Current web browser (e.g., Chrome)
- Adobe Acrobat Reader or another PDF document viewer
- Valid email address

### Overseas Students Policy


This course is not available to students on an Overseas Student Visa. As defined in the ESOS Act 2000, 'Overseas students' are not eligible to apply to enrol in this nationally recognised course, nor are they eligible for certification. Please refer to the Enrolment Terms and Conditions.

## QUALIFICATION PATHWAYS

After achieving this qualification students may choose to undertake studies at Diploma level.

## SIT30216 Certificate III in Travel

### COURSE SUMMARY

<b>Course Code:</b>	SIT30216	<b>Flexible duration:</b>	Must be completed by 15/12/2023
<b>Qualification gained:</b>	Certificate III in Travel	<b>Study load:</b>	Self-paced
<b>Nationally recognised:</b>		<b>Start date:</b>	Start anytime
<b>Study mode:</b>	Flexible delivery (including online with some projects/activities and/or skills-based training).		
<b>Delivery methods:</b>	This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.		
<b>Assessment method:</b>	Assessment methods for this course differ from module to module and may include: <ul style="list-style-type: none"><li>· Knowledge/Theory-based short answer questions</li><li>· Projects</li></ul>		
<b>Course units:</b>	SITTIND001 Source and use information on the tourism and travel industry SITTTSL002 Access and interpret product information SITTTSL004 Provide advice on Australian destinations SITTTSL003 Provide advice on international destinations SITXCCS006 Provide service to customers SITTTSL005 Sell tourism products and services SITTTSL006 Prepare quotations SITTTSL008 Book supplier products and services SITTTSL009 Process travel-related documentation SITTTSL011 Source airfares for domestic flights SITTTSL012 Construct normal international airfares SITTTSL010 Use a computerised reservations or operations system SITTTSL013 Construct promotional international airfares SITTTSL014 Construct advanced international airfares SITXWHS001 Participate in safe work practices SITXCOM002 Show social and cultural sensitivity SITXCCS007 Enhance customer service experiences		
<b>Career opportunities:</b>	Airline Customer Service Agent, Exhibition Coordinator, Reservations Agent, Tour Coordinator, Travel Agent, Travel Consultant		



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- Depending on the unit, students may be required to interact with actual or simulated team members, clients and staff and maybe required to participate in audio/video-recorded role-plays with others.
- Students must be at least 16 years of age before the date of enrolment. Where a student is less than 18 years of age, parents or guardians must also provide enrolment consent.

Students must have access to and be able to operate:

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- Microsoft Office (or compatible software)
- Current web browser (e.g., Chrome)
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## QUALIFICATION PATHWAYS

After achieving this qualification students may choose to undertake studies at Diploma level.

## SIT30516 Certificate III in Events

### COURSE SUMMARY

<b>Course Code:</b>	SIT30516	<b>Flexible duration:</b>	Must be completed by 15/12/2023
<b>Qualification gained:</b>	Certificate III in Events	<b>Study load:</b>	Self-paced
<b>Nationally recognised:</b>		<b>Start date:</b>	Start anytime
<b>Study mode:</b>	Flexible delivery (including online with some projects/activities and/or skills-based training).		
<b>Delivery methods:</b>	This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.		
<b>Assessment method:</b>	Assessment methods for this course differ from module to module and may include: <ul style="list-style-type: none"><li>· Knowledge/Theory-based short answer questions</li><li>· Projects</li></ul>		
<b>Course units:</b>	BSBWOR203 Work effectively with others SITEEVT001 Source and use information on the events industry SITEEVT002 Process and monitor event registrations SITXCCS006 Provide service to customers SITXCOM002 Show social and cultural sensitivity SITXWHS001 Participate in safe work practices SITEEVT003 Coordinate on-site event registrations BSBITU306 Design and produce business documents SITTTSL008 Book supplier products and services BSBSUS201 Participate in environmentally sustainable work practices BSBTEC303 Create electronic presentations SITXFIN001 Process financial transactions SITXWHS002 Identify hazards, assess and control safety risks		
<b>Career opportunities:</b>	Conference Coordinator, Event Coordinator, Events Assistant, Function Coordinator		

## ENTRY REQUIREMENTS

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## QUALIFICATION PATHWAYS

After achieving this qualification students may choose to undertake studies at Diploma level.



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**If you have any questions about the College, our courses, or need help with enrolment, please contact us.**



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