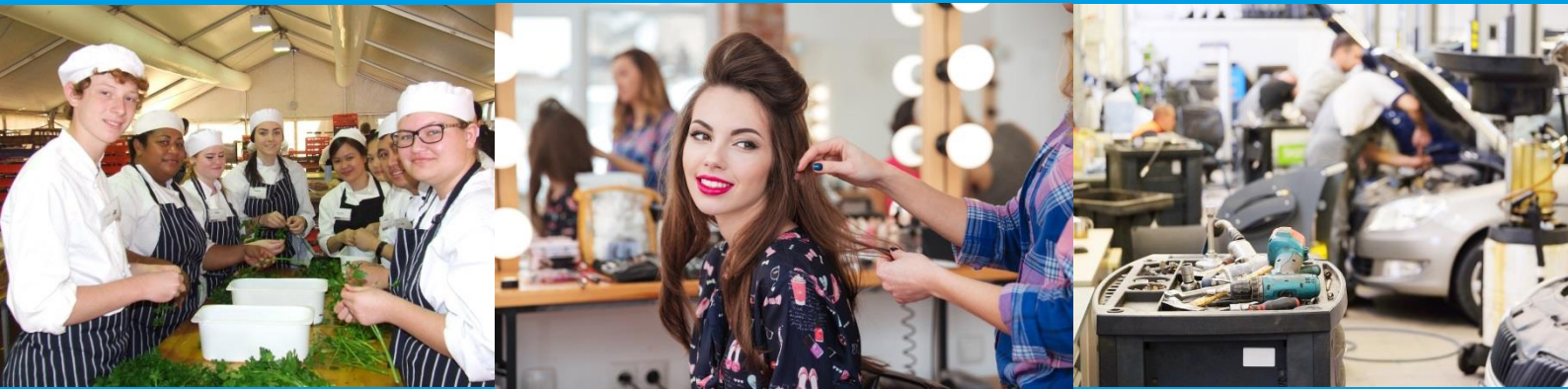


Pre-enrolment Information



SIT40116

Certificate IV in Travel and Tourism

Training Package Version

PRE-ENROLMENT INFORMATION

WHY CHOOSE TAFE?

More courses, more qualifications, more places to learn. Full time, part time, on campus, online, in your workplace or any combination of these.

With more than 980 TAFE qualifications to choose from, delivered by five TAFE colleges at campuses right across Western Australia, there are more opportunities than ever for you to make your name.

From Certificate I to Advanced Diploma level, TAFE specialises in combining theory with practical training in industry relevant learning environments. This ensures you are well equipped with the skills you need to enter the workforce, gain a promotion or undertake further study via one of our university pathways upon completion of your qualification.

For more information about TAFE and Central Regional TAFE, check out our website at www.centralregionaltafe.wa.edu.au

PRE-ENROLMENT INFORMATION

about myCourse

Course Information

Course Title	SIT40116 - Certificate IV in Travel and Tourism
<i>This qualification reflects the role of skilled operators who use a broad range of tourism or travel skills and sound knowledge of industry operations to coordinate travel or tourism services. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. Many people have supervisory responsibilities and plan, monitor and evaluate the work of team members</i>	
Packaging Information	Nineteen (19) units must be completed: Seven (7) core units Twelve (12) elective units
Duration	1 Semester , 2 Terms
Location	Geraldton

Unit of competency (National code and title)		Core or Elective	Pre-requisite	Amount of training (For the standard learner, suggested hours may change based on needs of individual learners)
SITXCOM002 Core	Show social and cultural sensitivity	C	N/A	Practical demonstration and learner practise 5 hours. Lecturer presentation and progression through learning activities 5 hours.
SITXWHS003	Implement and monitor work health and safety practices	C	N/A	Practical demonstration and learner practise 5 hours. Lecturer presentation and progression through learning activities 5 hours.
SITTIND001	Source and use information on the tourism and travel industry	C	N/A	Practical demonstration and learner practise 10 hours. Lecturer presentation and progression through learning activities 10 hours.
SITTTSL008 Grp A	Book supplier products and services	E (A)	N/A	Practical demonstration and learner practise 10 hours. Lecturer presentation and progression through learning activities 10 hours.

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SITTTSL011 Grp A	Source airfares for domestic flights	E (A)	N/A	Practical demonstration and learner practise 5 hours. Lecturer presentation and progression through learning activities 5 hours.
SITTTSL002 Grp A	Access and interpret product information	E (A)	N/A	Practical demonstration and learner practise 5 hours. Lecturer presentation and progression through learning activities 10 hours.
SITTTSL001 (Any)	Operate online information systems	E (ANY)	N/A	Practical demonstration and learner practise 10 hours. Lecturer presentation and progression through learning activities 15 hours.
SITXHRM001	Coach others in job skills	C	N/A	Practical demonstration and learner practise 5 hours. Lecturer presentation and progression through learning activities 5 hours.
SITTGDE007 Group A	Research and share information on Australian Indigenous cultures	E (A)	N/A	Practical demonstration and learner practise 10 hours. Lecturer presentation and progression through learning activities 10 hours.
Total number of units term 3	9			
SITTTSL004 Grp A	Provide advice on Australian destinations	E (A)	N/A	Practical demonstration and learner practise 20 hours. Lecturer presentation and progression through learning activities 10 hours.
SITTTSL005 Grp A	Sell tourism products and services	E (A)	N/A	Practical demonstration and learner practise 10 hours. Lecturer presentation and progression through learning activities 5 hours.
SITTTSL010 Grp A	Use a computerised reservations or operations system	E (A)	N/A	Practical demonstration and learner practise 10 hours. Lecturer presentation and progression through learning activities 15 hours.

PRE-ENROLMENT INFORMATION

about myCourse

SITTTSL009 Grp A	Process Travel related Documents	E (A)	N/A	Practical demonstration and learner practise 10 hours. Lecturer presentation and progression through learning activities 10 hours.
SITXCOM005	Manage conflict	C	N/A	Practical demonstration and learner practise 5 hours. Lecturer presentation and progression through learning activities 10 hours.
SITXFIN002	Interpret financial information	C	N/A	Practical demonstration and learner practise 10 hours. Lecturer presentation and progression through learning activities 5 hours.
SITXCCS007	Enhance customer service experiences	C	N/A	Practical demonstration and learner practise 5 hours. Lecturer presentation and progression through learning activities 5 hours.
SITTTSL016 Grp A	Provide specialist advise on cruises	E (A)	N/A	Practical demonstration and learner practise 5 hours. Lecturer presentation and progression through learning activities 10 hours.
SITTTSL003 GrpA	Provide advice on international destinations	E (A)	N/A	Practical demonstration and learner practise 10 hours. Lecturer presentation and progression through learning activities 15 hours.
SITTTSL007 Grp A	Process reservations	E (A)	N/A	Practical demonstration and learner practise 10 hours. Lecturer presentation and progression through learning activities 10 hours.
Total number of units term 4 = 10				
Total units to complete				
19				

PRE-ENROLMENT INFORMATION

about myCourse

Entry Requirements

Search for your course on our website at www.centralregionaltafe.wa.edu.au and you can find detail on the entry requirements for this course.

Career Pathways

Your course provides you with skills and knowledge to enter the workforce in varied job roles as well as further education. Details can be found on our website at www.centralregionaltafe.wa.edu.au

Course Costs

You will find detailed information about your course costs and how the costs are compiled on the Central Regional TAFE website here :

<http://www.centralregionaltafe.wa.edu.au/futurestudents/feespaymentoptions>

Alternatively, check the drop down box for FEES on your course page on the website which will also have details about the course fees.

Textbooks and Learning Materials

Our physical and online library has a wide range of written and electronic resources useful to your course. You can find our online library on the Central Regional TAFE website at :

<http://www.centralregionaltafe.wa.edu.au/currentstudents/librarybookshop>

For on campus students your learning materials for each unit will be provided to you as you progress through the semester and the price is incorporated in your enrolment fees. If you are enrolled off campus other information about your learning materials and purchases will be provided with your enrolment.

(List any extra or recommended text that needs to be purchased and the cost)

Other Course Requirements

This course requires students to either purchase online course material or course work books for most units. The requirement is to also purchase a CRTafe T-shirt for touring, event days.

You may also like to provide information here on co-requisites such as the need for a WWCC or First Aid etc

PRE-ENROLMENT INFORMATION

about myCourse

Work Placement

Work Placement provides a practical opportunity for students to develop skills in a real life situations. Ask about traineeship opportunities or online learning if you are working.

STUDY OPTIONS

Central Regional TAFE aims to provide varied options for study to suit your needs. Not all courses are available at all campuses in the same way.

The following options are available in this course at this campus. For additional information about flexible study options at all of our campuses please check the courses pages on the Central Regional TAFE website.

(Face to Face)

- (Duration of course eg: 6 months full time, part time options available)
- Students are expected to allow a minimum of 40 hours home study time

YOUR TIMETABLE

Geraldton Campus students can locate their Timetables from the myPortal page on the Central Regional TAFE website. You can also subscribe to your timetable so that you can view in your own Calendar. Details on how to subscribe to your Calendar can be found on the myTimetable link in the Student Portal.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am- 12:00 am	Class Room TBA	Class Room TBA	Class and/or touring day		
12:30pm- 3:00pm	Class Room TBA	Class Room TBA	Class and/or touring day		