

## AUSTRALIA SINGAPORE

Clarendon Business College is an Academies Australasia college. Academies Australasia Group Limited has been operating for more than 116 years and listed on the Australian Securities Exchange for more than 47 years.

Academies Australasia has colleges in Melbourne, Sydney, Brisbane, Perth, Adelaide, Dubbo, Gold Coast and Singapore, and offers a wide range of courses at different levels – Certificate, Diploma, Advanced Diploma, and Bachelor Degrees.



### SYDNEY

Level 6, 505 George Street  
Sydney NSW 2000 Australia

Level 2, 8 Goulburn Street  
Sydney NSW 2000 Australia



**+61 2 9224 5500**



**info@academies.edu.au**



**academies.edu.au**



### LONG HISTORY

ESTABLISHED MORE THAN 116 YEARS AGO

### ACCREDITED QUALIFICATIONS

NATIONALLY RECOGNISED

### QUALITY TEACHING

PASSIONATE TEACHERS WHO ARE PROFESSIONALS IN THEIR FIELD

### EXCELLENT FACILITIES AND STUDENT SUPPORT

GREAT LEARNING ENVIRONMENT

### STUDENTS FROM AROUND THE WORLD

TENS OF THOUSANDS OF STUDENTS FROM MORE THAN 135 COUNTRIES HAVE STUDIED WITH US

### UNIVERSITY PATHWAYS

ARTICULATIONS WITH SEVERAL UNIVERSITIES  
CREDITS SAVE TIME AND MONEY

# TRAVEL & TOURISM





# TRAVEL & TOURISM

The Travel & Tourism industry continues to rapidly expand in Australia and across the globe. It is an exciting industry to work in with a wide range of sectors such as Travel Agencies, Airlines, State and Regional Government Tourism Bureaus, Eco-tourism and tourism attractions.

People skills – communication, customer service, teamwork and excellent personal presentation - are an essential part of working in the industry. You also need to be able to work well under pressure and to be highly organised. Our courses cover these skills plus many more and on completion you will be well placed on the pathway to a challenging and enjoyable career.



## COURSE INFORMATION

Our Travel & Tourism courses have been developed according to the requirements of the Tourism, Travel and Hospitality Training Package (SIT) and have been approved for delivery by the Australian Skills Quality Authority (ASQA). They are nationally recognised qualifications within the Australian Qualifications Framework (AQF).

### STUDY PATH

Training is delivered in stages which correspond to AQF Levels IV - VI. The preferred pathway for a qualification is for students to complete the requirements of the previous level qualification before progressing to the next level – thereby achieving more than one qualification.

Applicants without the previous level qualification will be considered if they have relevant qualification and/or vocational experience.

We aim to equip our graduates with the necessary skills and knowledge to enable them to successfully satisfy the demands of the workplace.

### COURSE DELIVERY & ASSESSMENT METHODS

Delivery and assessment strategies are selected to reflect the nature of the elements and performance criteria of the competency together with the needs and learning style of the participants. Qualifications are delivered over 15 hours of face-to-face and 5 hours of online learning per week.

Assessment methodology may include but is not limited to: observation, project/report, case study, role play, exercises, activities; and written/oral tasks including multiple choice, questions and answer, essays, true/false and presentations.

### ENTRY REQUIREMENTS

Year 11 or equivalent certificate of senior secondary education.

Recommended English Level: IELTS 6.0 (with no individual band less than 5.0) or equivalent. (If the level of English is insufficient, a suitable course can be organised).

### OTHER FEES




- Administration Fee (Non-refundable):  
• **A\$ 200**
- Confirmation of Enrolment Fee (Non-refundable):  
• **A\$ 20** for a course no longer than 12 months  
• **A\$ 40** for a course longer than 12 months

### ACADEMIC YEAR / START DATES

Don't miss out on your intake dates. There are 36 teaching weeks per annum with the year being divided into 4 terms of 9 weeks each. The academic year begins in January and ends in November. Primary intakes are at the beginning of each term.

YEAR	TERM 1 INTAKES		TERM 2 INTAKES		TERM 3 INTAKES		TERM 4 INTAKES	
	PRIMARY	MID-TERM	PRIMARY	MID-TERM	PRIMARY	MID-TERM	PRIMARY	MID-TERM
2025					30 JUN	4 AUG	22 SEP	27 Oct
2026	12 JAN	16 FEB	7 APR	11 MAY	29 JUN	3 AUG	21 SEP	26 Oct
2027	11 JAN	15 FEB	5 APR	10 MAY	28 JUN	3 AUG	20 SEP	25 Oct

Choice of subjects may be limited in mid-term intakes

 NATIONALLY RECOGNISED TRAINING		<h1>TRAVEL &amp; TOURISM</h1>		 Australia FutureUnlimited	 Australian Qualifications Framework
Qualification	Subject	Competency / Description			Tuition Fee / Duration
<b>Certificate IV in Travel and Tourism</b> (SIT40122)  CRICOS Course Code 111693J	Services and Information	SITXCOM007	Show social and cultural sensitivity		<b>A\$ 1,500 per term</b>  <b>3 Terms</b> 9 months / 27 college weeks
		SITXCCS012	Provide lost and found services		
		SITEEVT020	Source and use information on the events industry		
		SITHIND006	Source and use information on the hospitality industry		
	ICT Presentations	BSBCMM411	Make presentations		
		BSBTEC303	Create electronic presentations		
		BSBTEC301	Design and produce business documents		
	Client Relations	SITXCOM010	Manage conflict		
		SITXHRM007	Coach others in job skills		
		SITXWHS007	Implement and monitor work health and safety practices		
	Customer Service	SITXCCS015	Enhance customer service experiences		
	Australian & International Destinations	SITXCCS010	Provide visitor information		
		SITTTVL001	Access and interpret product information		
	SITTTVL002	Provide advice on international destinations			
	SITTTVL003	Provide advice on Australian destinations			
Process Account	SITXFIN008	Interpret financial information			
Travel Agency Operations	SITTIND003	Source and use information on the tourism and travel industry			
	SITTTVL004	Sell tourism products and services			
	SITTTVL005	Prepare customer quotations			
<b>Exit with Certificate IV</b>		<b>Vocational/ Employment Outcome</b> Account, Product, Marketing and Senior Operation Coordinator, Assistant Manager, Operations Supervisor, Promotions Officer, Reservations Sales or Call Centre Supervisor, Sales Coordinator and Executive			
<b>Diploma of Travel and Tourism Management</b> (SIT50122)  CRICOS Course Code 111694G	Work Operations	SITXMGT004	Monitor work operations		<b>A\$ 1,500 per term</b>  <b>3 Terms*</b> 9 months / 27 college weeks
		SITXMGT005	Establish and conduct business relationships		
	Workplace Diversity and Customer Service	BSBTWK501	Lead diversity and inclusion		
		SITXCCS016	Develop and manage quality customer service practices		
	Financial Budgets	SITXFIN009	Manage finances within a budget		
		SITXFIN010	Prepare and monitor budgets		
	Marketing Plan	SITXMPR009	Coordinate production of brochures and marketing materials		
		SITXMPR011	Plan and implement sales activities		
	Human Resources Management	SITXHRM010	Recruit, select and induct staff		
		SITXHRM012	Monitor staff performance		
		SITXHRM009	Lead and manage people		
	Manage Online Risk	SIRXOSM007	Manage risk to organisational reputation in an online setting		
	<b>Exit with Diploma</b>		<b>Vocational/ Employment Outcome</b> Inbound Groups and Sales Manager, Incentives, Marketing, Sales and Travel Agency Manager, Tour Operations, Reservations and Product Development Manager, Visitor Information Centre Manager		
<b>Advanced Diploma of Travel and Tourism Management</b> (SIT60122)  CRICOS Course Code 109444M	WHS and Regulations	SITXGLC002	Identify and manage legal risks and comply with law		<b>A\$ 1,500 per term</b>  <b>2 Terms**</b> 6 months / 18 college weeks
		SITXWHS008	Establish and maintain a work health and safety system		
	Marketing Strategy	SITTPPD017	Develop tourism products		
		SITXMPR014	Develop and implement marketing strategies		
	Business Plan	BSBOPS601	Develop and implement a business plans		
		BSBOPS504	Manage business risk		
		BSBWRT411	Write complex documents		
	<b>Exit with Advanced Diploma</b>		<b>Vocational/ Employment Outcome</b> Account and General Manager, Business Development Manager, Director of Groups and Incentives, Marketing, Product Development Operations and Sales		
<b>UNIVERSITY PATHWAYS</b>		FOR INFORMATION REGARDING UNIVERSITY PATHWAYS VISIT <a href="http://www.academies.edu.au">www.academies.edu.au</a>			

\*Diploma of Travel and Tourism Management (SIT50122) has a total duration of 6 terms / 54 college weeks.

Students must complete the Certificate IV in Travel and Tourism (SIT40122) before progressing to Diploma of Travel and Tourism Management (SIT50122).

\*Advanced Diploma of Travel and Tourism Management (SIT60122) has a total duration of 8 terms / 72 college weeks.

Students must complete both Certificate IV in Travel and Tourism (SIT40122) and the Diploma of Travel and Tourism Management (SIT50122) before progressing to Advanced Diploma of Travel and Tourism Management (SIT60122).