



Australian College of Vocational Studies
(RTO 90857) (CRICOS Provider 02474E)

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Course Outline

Name of Training Package:	Tourism, Hospitality and Events
NTIS Code of Training Package:	SIT07
Name of Qualification:	Advanced Diploma of Tourism
NTIS Code of Qualification:	SIT60107
CRICOS Course Code:	067206K

Purpose of the Course:

This qualification provides the skills and knowledge for an individual to be competent in wide-ranging, highly specialised technical tourism skills covering operations, sales, marketing, product development, business planning, and human resource and financial management.

Entry Requirements:

Entry requirements for this course are outlined below:

Domestic Students

- Students must be over 18 years of age,
- Students must have a completed Year 10 or the interstate equivalent

International Students

- Students must be over 18 years of age,
- Students must have completed an overseas equivalent of Year 12
- Students must have either an IELTS score of 5.5 or above or a TOEFL score of 550 or above and must provide documentation to that effect.

Target Group:

The course has been designed for those students wishing to enter employment or progress in their career in the tourism industry.

Pathways:

This qualification may provide a pathway to other similar qualifications in University.

Vocational Outcomes:

Career possibilities may include: Managing Director, Director, General Manager, General Manager Sales and Marketing, Director of Sales and Marketing, Strategic Marketing Manager, General Manager Operations, Director of Operations or Business Development Manager

Nominal Duration:

This course consists of 1600 hours of tuition. This course is only offered as a full-time and is not offered part-time or by distance education.

Delivery Locations:

Level 6, 136 Chalmers Street, Surry Hills

Fees:

Tuition Fee: \$11,000

Material Fees: \$300

Enrolment Fees: \$250

Total Fees: \$11,550

Note: Some fees are non-refundable and fees may change without notice. See the enrolment form for fee refund policy details of refund arrangements and conditions and please check out website or contact the college prior to enrolment to ensure fees are correct.

Delivery Strategy:

This program is delivered totally within an institution-based environment. This mode of training will also combine theory-based material and practical sessions involving small discussion groups, individual and team activities and practical projects.

Throughout the entire training program participants will be provided with training and resource materials that contains various worksheets, handouts, additional reading materials and the assessment tasks.

These materials will be sourced from a variety of commercial providers such as Australian Training Products Limited, SmallPRINT, and will also be developed in-house if no commercial materials are available.

Learning resources for a number of the unit are available from the Resource Generator web site and will be downloaded and supplied to students as additional materials.

Assessment Strategy:

Evidence is the term used to describe the information used to gain competency in each section of the course. It can be gathered in a variety of ways and the Trainer/Assessor will use a combination of these methods throughout and at the conclusion of the learning program.

In some situations the trainer/assessor will have number of different types of assessment activities to choose from and will be required to conduct a minimum of three assessments to judge competency in certain units. Due to the nature of some units the number of assessment required will vary and the trainer/assessor will inform the students of the number being undertaken.

Assessments are conducted at various points though out a unit. It is at the discretion of the trainer/assessor as when these occur. This decision is based upon when an agreement is reach between both the trainer/assessor and the individual student.

Assessment Outcome:

Students will be marked either Competent (C) or Not yet Competent (NYC) for each unit of competency.

Customisation:

This program has been designed to provide the best outcome for those seeking this qualification and to enable them to work in a variety of tourism environments.

The program and its learning and assessment materials maybe subject to customization to suit the needs of individual clients where these needs have been identified.

This customisation will occur on a case by case basis and will be conducted in consultation with the relevant individual

Recognition of Prior Learning:

Have you worked or studied in this field before? RPL allows you the opportunity to be recognised for skills, experience and study that you may have already attained. To gain RPL you will need to contact the college for our RPL kit which will guide you through the process of presenting your evidence to us. RPL will only be granted before the start of the course, or within the first two weeks of starting of the course.

RPL can be applied for by overseas students with the following conditions:

- You are still required to attend full-time study
- The duration of the course is reduced affecting your Confirmation of Enrolment with DIAC (Department of Immigration and Citizenship)

There is a fee for the RPL service which is detailed in the RPL kit

Credit Transfer:

Student who have previously completed the Certificate III in Hospitality (Commercial Cookery) or Certificate IV in Hospitality (Commercial Cookery) is entitled to advanced standing in this qualification.

Qualification Awarded:

At the successful completion of this course the participant will receive a Advanced Diploma of Tourism SIT60107. Those students who do not complete this course or who are deemed not yet competent in any units will still receive a Statement of Attainment for those units they have completed.

Course Structure:

SITTIND001A	Develop and update tourism industry knowledge
SITTPPD001A	Research, assess and develop tourism products
SITTPPD002A	Research tourism data
SITXADM003A	Write business documents
SITXCCS003A	Manage quality customer service
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXCOM003A	Deal with conflict situations
SITXFIN003A	Interpret financial information
SITXFIN004A	Manage finances within a budget
SITXFIN005A	Prepare and monitor budgets
SITXFIN008A	Manage financial operations
SITXGLC001A	Develop and update legal knowledge required for business compliance
SITXHRM005A	Lead and manage people
SITXHRM007A	Manage workplace diversity

SITXMGT001A	Monitor work operations
SITXMGT002A	Develop and implement operational plans
SITXMGT004A	Develop and implement a business plan
SITXMGT005A	Manage business risk
SITXMGT006A	Establish and conduct business relationships
SITXMPR005A	Develop and manage marketing strategies
SITXOHS005A	Establish and maintain an OHS system
SITXMPR003A	Plan and implement sales activities
SITXCOM005A	Make presentations
SITXOHS004A	Implement and monitor workplace health, safety and security practices
SITXHRM002A	Recruit, select and induct staff
SITTPPD003A	Source and package tourism products
SITTPPD006A	Plan and develop ecologically sustainable tourism operations
SITTPPD007A	Plan and develop culturally appropriate tourism operations
SITXHRM008A	Monitor staff performance
SITXMGT003A	Manage projects
SITTTSL009A	Process travel-related documentation
SITTPPD008A	Develop host community awareness of tourism
SITTTSL003A	Source and provide international destination information and advice
SITTTSL004A	Source and provide Australian destination information and advice
SITTTSL002A	Access and interpret product information
SITTTSL005A	Sell tourism products and services
SITTTSL006A	Prepare quotations
SITTTSL007A	Receive and process reservations
SITTTSL008A	Book and coordinate supplier services