

# Certificate III in Tourism

COURSE CODE	SIT30116
LOCATIONS	Warrnambool, Portland
STUDY MODE	Full-time, On Campus
Length	12 months
Commencement	February 2021
Timetable	Three days a week

## Course Overview

*This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.*

### Study from home during COVID-19 restrictions

Whilst we pride ourselves on our hands-on training, we have had to adjust most of our courses for study from home and remote learning during the COVID-19 restrictions. This means courses will be delivered using a range of methods including online learning, virtual classrooms, workbooks and direct contact with your teacher.

Given the government restrictions that are now in place to reduce the spread of coronavirus in Australia, we expect this new model of study will continue until the government makes changes to these restrictions.

## Introduction

Looking for a career in an industry that's in high demand and will let you travel the world?

The Certificate III in Tourism is the ideal starting place for a career in the tourism and travel industry. You will develop a range of tourism service, sales or operational skills and gain a sound knowledge of industry operations to coordinate tourism services.

This qualification will prepare you to work in many travel and tourism roles for a diverse range of employers. This may include travel agencies, tour wholesalers, tour operators, inbound tour operators, tourist attractions, visitor information centres, accommodation and other tourism businesses.

## What will I Learn?

The Certificate III in Tourism will give you the confidence and skills required to work in the diverse tourism and travel industry.

During this course, you will learn skills and knowledge in:

- tourism service
- sales
- industry operations
- coordinate tourism services
- discretion and judgment
- processing travel-related documents
- using social media
- preparing quotes
- providing advice on Australian and international destinations
- using plans, policies and procedures to guide work activities

This course also allows for multi-skilling and specialisation in office-based roles involving the planning and coordination of tourism services, or roles in the field where products are delivered.

## Course Outcomes and Career Opportunities

Upon completion of this course, you will be equipped with the skills and knowledge to gain work in a variety of tourism sectors and employers including tour operators, inbound tour operators, visitor information centres, attractions, cultural and heritage sites, and any small tourism business.

Possible job outcomes include:

- adventure tourism guide
- attendant or senior ride operator in an attraction or theme park
- booking agent
- cellar door salesperson and guide in a winery
- customer service agent
- guide and salesperson in an Indigenous cultural centre
- inbound tour coordinator
- marine tourism guide or dive tour operator
- museum attendant
- operations consultant for a tour operator
- reservations sales agent sales consultant
- visitor information officer

## Pathways

After successful completion of this qualification, you may choose to advance your skills and continue to study in the tourism and travel industry.

This course meets the entry requirements for the Certificate IV in Travel and Tourism unit upgrade. The five-unit course is completed over 6 weeks and allows students who have completed the Certificate III in Tourism to easily upgrade their qualification to a Certificate IV.

## Placement

You will gain hands-on skills and experience through a significant amount of work placement.

Work placements are built into our training to provide you with vital networks and real-life experiences. In addition, you have the opportunity to complete an independent placement with an employer of your choice.

## Information Session

Why don't you come along to our next course info session to find out everything you need to start your learning journey? You can chat with our teachers, tour our facilities, learn more about the course, find out about the application process and get your questions answered by our course experts.

[Find the next info session near you](#)

## Course Requirements

*This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.*

### Course requirements

To be eligible for this qualification, you must successfully complete 15 units: 4 core and 11 elective.

### Units offered

#### Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
SITTIND001	Source and use information on the tourism and travel industry	25	\$0.00
SITXCCS006	Provide service to customers	25	\$0.00
SITXCOM002	Show social and cultural sensitivity	20	\$0.00
SITXWHS001	Participate in safe work practices	12	\$0.00

### Elective Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
SITTTSL002	Access and interpret product information	65	\$0.00
SITTTSL003	Provide advice on international destinations	45	\$0.00
SITTTSL004	Provide advice on Australian destinations	40	\$0.00
SITTTSL006	Prepare quotations	30	\$0.00
SITTTSL008	Book supplier products and services	20	\$0.00
SITTTSL009	Process travel-related documentation	26	\$0.00
SITTTSL010	Use a computerised reservations or operations system	120	\$0.00
SITTTSL013	Construct promotional international airfares	40	\$0.00
SITXCCS002	Provide visitor information	35	\$0.00
SITXEBS001	Use social media in a business	35	\$0.00

## Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

## After applying

Once you have applied for your chosen course, you will receive a thank you email from South West TAFE with a few steps to help process your enrolment.

### Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online evaluation. This evaluation helps us tailor your training to suit your needs.

### Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia.

[Create your USI](#)

Already have a USI but can't remember it? [Find your USI](#)

### Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

## Fees

*This section gives you an overview of course fees, subsidies, and how they can be paid.*

### Course Fees

Here's an outline of fees and costs associated with your course.

**Your fees each year can be made up of 3 different elements.** Everyone has different circumstances that can affect what you pay and how much you pay. :

1. Tuition fees - charged as an hourly rate that varies from course to course. A large portion of the tuition is subsidised by the Victorian Government for eligible students.
2. Resource and/or materials costs - covers the cost of materials and other incidentals. This fee will vary according to the course being undertaken.
3. Booklist items - such as textbooks, equipment and stationery recommended for your course

### Tuition fees

**There are 4 different rates of tuition fees.** Only one will apply to you (depending on your eligibility and circumstances).

1. Government Subsidised Fee - you could be eligible for a government-subsidised rate under the Skills First funding depending on your age, educational history, and citizenship or residency status. If you are eligible, the government will contribute to the cost of your training. [Find out more about subsidised training](#)
2. Government Subsidised Concession Fee - If you are eligible for a Skills First government-subsidised place and hold a current healthcare or pension card, that you can provide at enrolment. You may be eligible for the concession rate. [Find out more about concession rates](#)
3. Free TAFE - Students who are eligible for Victorian government-subsidised training will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). Any resource or material costs, or booklist items for this course are listed in the table below. [Find out more about Free TAFE](#)
4. Full fee - If you are not eligible for a Skills First government-subsidised place, exemption, concession or are enrolling in a course that isn't government-subsidised, you may be required to pay the full fee rate.

#### **FIND OUT MORE ABOUT FEES AND ELIGIBILITY**

*The fees listed below are indicative only and may be subject to change without notice and given individual circumstances. Your actual fees will be calculated based on your individual circumstances at the time of enrolment. Funding made available to eligible individuals by State and Commonwealth Governments. If funding is utilised, this may affect future opportunities to access additional funding in the future.*

Course fees by student type	Indicative Course Fee
Government subsidised rate (if eligible)	\$3,070.00
Concession rate	\$615.00
Full fee rate (if not eligible for govt subsidy)	\$7,435.00

Additional course fees	Indicative Course Fee
Course consumable/materials (approximate)	\$1,150.00

## This is a Free TAFE course

Students who are eligible for Victorian government-subsidised training will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). The consumable fees for this course are listed in the above table.

[Find out more](#) or chat with our Customer Service team on [1300 648 911](tel:1300648911), or visit a [SWTAFE Campus](#).

## Resource and/or materials costs

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined upon enrolment.

## How do I pay my fees?

Once we have processed your enrolment form, you will receive an email with your invoice.

You have [three options when organising your payment](#):

1. [Upfront payment](#) - can be made over the phone with EFTPOS
2. [Payment plan](#) - can be directly debited from your bank account, debited from your Centrelink payments or via a [VET Student Loan](#) (for diploma or advanced diploma courses only)
3. [Paid by employer, school or job network agency](#) - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five(5) business days of receiving the email containing your invoice.

We also offer a range of [scholarships](#) each year which you may be eligible to apply for to assist with course fees.

## Next Steps

*Ready to take the next step? Here you can [make an enquiry](#), [attend an information session](#) or [begin the application process](#).*

## Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the [Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you. Call, email or drop in.

Call 5564 8515 or email [skillsandjobscentre@swtafe.edu.au](mailto:skillsandjobscentre@swtafe.edu.au)

## How to apply

There are [five simple steps to apply for a course](#) with us.

1. **Apply** - [complete a short online application form](#). Once this form is submitted we'll send you a thank you email.
2. **Get ready** - your thank-you email will contain links to a pre-training review, to a unique student identifier and to government-subsidised training eligibility.
3. **Chat with your teacher** - your teacher or course specialist will contact you about your Pre-Training Review outcomes and additional

course information.

4. **Enrol** - after chatting with your teacher, you will receive an email with your enrolment form and a link to verify your identity.
5. **Sign** - once you've completed your enrolment, you will receive a declaration form to review and sign.

If need any assistance with applying, [contact our Customer Service team](#) on 1300 648 911 or [visit your nearest campus](#).

## Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).