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**TRAVEL MANAGEMENT**

**SIT60116 Advanced Diploma of Travel and Tourism Management** (Travel Management)

2016 QUALIFICATION

**CORE UNITS OF COMPETENCY**

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| BSBDIV501 | Manage diversity in the workplace |
| BSBMGT617 | Develop and implement a business plan |
| BSBRSK501 | Manage risk |
| BSBWRT401 | Write complex documents |
| SITTIND001 | Source and use information on the tourism and travel industry |
| SITTPPD008 | Develop tourism products |
| SITXCCS007 | Enhance the customer service experience |
| SITXCCS008 | Develop and manage quality customer service practice |
| SITXFIN002 | Interpret financial information |
| SITXFIN003 | Manage finances within a budget |
| SITXFIN004 | Prepare and monitor budgets |
| SITXGLC001 | Research and comply with regulatory requirements |
| SITXHRM003 | Lead and manage people |
| SITXMGT001 | Monitor work operations |
| SITXMGT002 | Establish and conduct business relationships |
| SITXMPR007 | Develop and implement marketing strategies |
| SITXWHS004 | Establish and maintain a work health and safety system |
| **ELECTIVE UNITS OF COMPETENCY – Group A** | |
| SITTTSL002 | Access and interpret product information |
| SITTTSL005 | Sell tourism products and services |
| SITTTSL006 | Prepare quotations |
| SITTTSL008 | Book supplier services and products |
| SITTTSL009 | Process travel-related documentation |
| SITTTSL010 | Use a computerised reservations or operations system |
| **ELECTIVE UNITS OF COMPETENCY – Additional required electives** | |
| SITXCOM002 | Show social and cultural sensitivity |
| SITTTSL001 | Operate an online information system |
| SITTPPD009 | Develop environmentally sustainable tourism operations |
| SITTPPD006 | Assess tourism opportunities for local communities |

**CRICOS No 00881F RTO No 0260. Training is deliver with Victorian and Commonwealth Government funding**

