

National Certificate in Travel (Level 3)			***DRAFT STRUCTURE ONLY - LEVELS, CREDITS & TITLES ARE SUBJECT TO CHANGE***			
Unit ID	Version	Domain	Subfield	Level	Credits	Title
<u>Compulsory = 32 credits</u>						
18237	2	Visitor Services	Tourism	2	3	Perform calculations for a tourism workplace
24872	1	Generic Computing	Computing	3	3	Produce documents for a workplace using a computer
PND		Travel	Tourism	3	2	Produce and check numeric documents for the travel industry
RCE		Travel	Tourism	3	4	Read, comprehend, and explain travel industry documents
GGP		Travel	Tourism	3	4	Demonstrate knowledge of ground terminology and product in the travel industry
LGS		Visitor Services	Tourism	4	6	Outline and apply contract legislation and common law principles to the tourism industry
IAI		Travel	Tourism	3	3	Identify and access travel related information
WTG		Travel	Tourism	3	3	Demonstrate knowledge of world travel geography
SGTR		Travel	Tourism	3	5	Process short haul ground travel requirements using a computer reservation system
<u>Elective 1 = X credits</u>						
379	v6	Sales Transactions	Retail, Distribution, and Sales	3	3	Sell goods and/or services over the telephone
3750	v5	Travel	Tourism	3	2	Sell, process, and advise on foreign exchange for travel
18215	v3	Travel	Tourism	3	4	Demonstrate knowledge of and process domestic air travel
18220	v2	Travel	Tourism	3	3	Advise on and sell travel insurance
18227	v2	Visitor Services	Tourism	3	3	Demonstrate knowledge of support mechanisms for visitors with specific needs
18282	v2	Travel	Tourism	3	3	Advise customers of regulatory requirements for international air travel
GAP		Travel	Tourism	3	4	Demonstrate knowledge of airline terminology and product in the travel industry
RTO		Travel	Tourism	3	tba	Demonstrate knowledge of retail travel operations
SATR		Travel	Tourism	3	5	Process short haul air travel requirements using a computer reservation system
CAP		Travel	Tourism	3	tba	Process domestic and/or short haul client files in a retail travel environment
WTO		Travel	Tourism	3	tba	Demonstrate knowledge of wholesale travel operations
CFWE		Travel	Tourism	3	3	Demonstrate knowledge of and complete finalisation tasks in a wholesale travel environment
COWE		Travel	Tourism	3	3	Demonstrate knowledge of and complete operations tasks in a wholesale travel environment
CCWE		Travel	Tourism	3	5	Demonstrate knowledge of and complete consultancy tasks in a wholesale travel environment
CCT		Travel	Tourism	3	tba	Complete consolidation tasks in a wholesale travel environment
CTT		Travel	Tourism	3	tba	Complete ticketing tasks in a wholesale travel environment
<u>Elective 2 = 2 units must be completed</u>						
3727	v6	Travel	Tourism	3	8	Demonstrate knowledge of Pacific Island countries as tourist destinations
18211	v2	Travel	Tourism	3	8	Demonstrate knowledge of Australia as a tourist destination
18212	v2	Travel	Tourism	3	8	Demonstrate knowledge of New Zealand as a tourist destination
18228	v2	Visitor Services	Tourism	3	tba	Demonstrate knowledge of specific regions in New Zealand as a tourist destination
<u>Elective 3 = X Credits at Level 3 or above from a selection of Fields/Subfields and Domains</u>						