

## **National Certificate in Travel (Level 3) [Ref: 0112]**

### **Travel Level 3 - Draft Structure**

Now that the National Certificate in Tourism (Core Skills) (Level 3) [Ref: 0876] is registered and on the National Qualifications Framework (NQF), and the National Certificate in Tourism (Introductory Skills) [Ref: 0875] is currently in with NZQA, the National Certificate in Travel (Level 3) [Ref: 0112] is next and work on this review is progressing nicely.

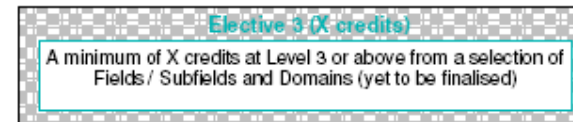
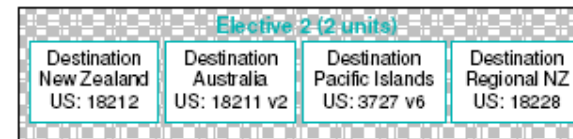
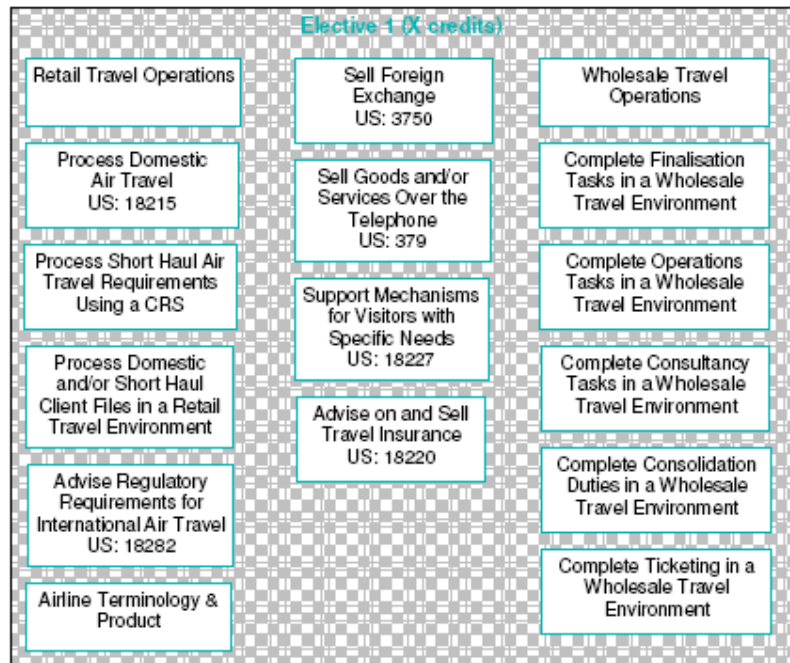
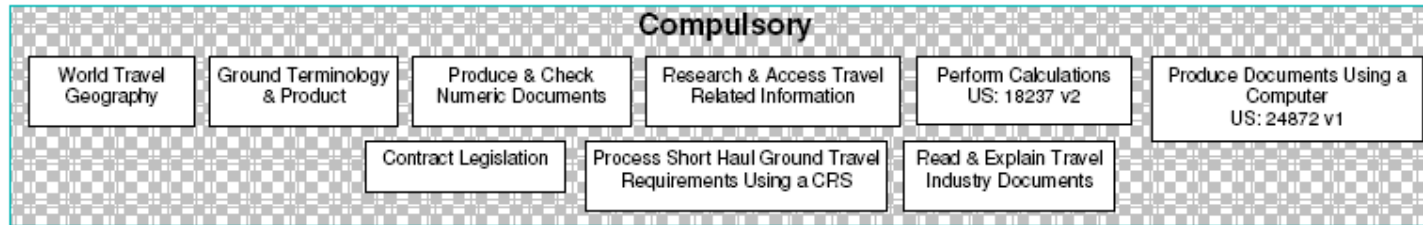
The structure of the National Certificate in Travel (Level 3) [Ref: 0112] qualification is changing considerably, the new structure should allow greater flexibility, ensuring all areas of the travel industry are covered. For retail travel this involves both corporate and leisure, domestic and international, and for wholesale travel this covers inbound, outbound and domestic.

The National Certificate in Tourism (Core Skills) (Level 3) [Ref: 0876] will still be a prerequisite and a couple of the unit standards that sit within one of the elective sections of Core Skills will be in the compulsory section of Travel Level 3.

Several new unit standards are being developed and some existing unit standards are being updated, whilst others will be reviewed out. One of the main changes is making sure the unit standards reflect industry today, which means moving right away from manual processes.

An overview of the [draft structure](#) and a more detailed [index sheet](#) are available for you to view. Please note the structure is still in draft form, therefore titles, levels and credits of unit standards are subject to change.

## NATIONAL CERTIFICATE IN TRAVEL (Level 3)\*



**DRAFT STRUCTURE ONLY**  
\*subject to change



National Certificate in Travel (Level 3)		**DRAFT STRUCTURE ONLY - LEVELS, CREDITS & TITLES ARE SUBJECT TO CHANGE**				
Unit ID	Version	Domain	Subfield	Level	Credits	Title
<b>Compulsory - 32 credits</b>						
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
PNB		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
<b>Elective 1 - X credits</b>						
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
18232	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	1ba	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	1ba	Process domestic and/or short haul client files in a retail travel environment
WTO		Travel	Tourism	3	1ba	Demonstrate knowledge of wholesale travel operations
CFWE		Travel	Tourism	3	3	Demonstrate knowledge of and complete finalisation tasks in a wholesale travel environment
CCWE		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	1ba	Complete consolidation tasks in a wholesale travel environment
CTT		Travel	Tourism	3	1ba	Complete ticketing tasks in a wholesale travel environment
<b>Elective 2 - 2 units must be completed</b>						
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	1ba	Demonstrate knowledge of specific regions in New Zealand as a tourist destination
<b>Elective 3 - X Credits at Level 3 or above from a selection of Fields/Subfields and Domains</b>						