

## Qualification Title: Diploma of Tour Operation (Supervision and Administration)

Labour Division: Tour Operation (Travel Services)

### Competency Unit Requirements

Core & Generic Competencies and Functional Competencies required for Tour Operation

*\*Selection of Functional Competencies must reflect the intended Job Title, local industry requirements, and Certificate level*

#### **Core & Generic Competencies** *Must obtain all units*

Travel Services menu

- D2.TCC.CL1.01 Work effectively with customers and colleagues
- D2.TCC.CL1.02 Work in a socially diverse environment
- D2.TCC.CL1.03 Implement occupational health and safety procedures
- D2.TCC.CL1.04 Follow safety and security procedures
- D2.TCC.CL1.05 Communicate effectively on the telephone
- D2.TCC.CL1.06 Manage and resolve conflict situations
- D2.TCC.CL1.07 Develop and update tourism industry knowledge
- D2.TCC.CL1.08 Promote products and services to customers
- D2.TCC.CL1.09 Perform clerical procedures
- D2.TCC.CL1.10 Access and retrieve computer-based data
- D2.TCC.CL1.11 Speak English at a basic operational level
- D2.TCC.CL1.12 Process financial transactions
- D2.TCC.CL1.13 Use common business tools and technology
- D2.TCC.CL1.14 Perform child protection duties relevant to the tourism industry
- D2.TCC.CL1.15 Perform basic First Aid procedures
- D2.TCC.CL1.16 Develop protective environments for children in tourism destinations

#### **Functional Competencies\*** *Must obtain 24 units from*

Travel Services menu

- 6+ from**
- Cluster 7: Financial Administration
- Cluster 6: General Administration
- 6+ from**
- Cluster 8: Human Resource Development
- Cluster 9: Resource Management
- 2+ from**
- Cluster 10: English Language Proficiency

### Divisional Qualification Framework

for Tour Operation Division from 5 Levels of Qualification

Level	Qualification
1	Certificate II in Tour Operation (Reservations and Ticketing)
1	Certificate II in Tour Operation (Guiding)
2	Certificate III in Tour Operation (Reservations and Ticketing)
2	Certificate III in Tour Operation (Guiding)
2	Certificate III in Tour Operation (Sales and Finance)
3	Certificate IV in Tour Operation (Reservations and Ticketing)
3	Certificate IV in Tour Operation (Guiding)
3	Certificate IV in Tour Operation (Sales and Finance)
3	Certificate IV in Tour Operation (Eco Tours)
<b>4</b>	<b>Diploma of Tour Operation (Supervision and Administration)</b>
4	Diploma of Tour Operation (Operations)
5	Advanced Diploma of Tour Operation (Management)

### Associated Job Titles

for Tour Operation Division from 32 Job Titles

No	Title
32	Tour Manager
31	Ticketing Manager
30	Credit Manager
29	Sales and Marketing Manager
28	Product Manager

