

Training Package	Tourism, Hospitality and Events (SIT07)		HSC Requirements and Advice
Unit title	Source and provide international destination information and advice		
Unit code	Competency field	Sector	HSC Indicative Hours
SITTTSL003A	Tourism Sales and Office Operations	Tourism	30

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to source and provide information and advice for international destinations, including general product information such as what types or styles of product a destination offers. The unit requires the ability to identify appropriate information sources and research destinations in order to develop, update and maintain a general destination knowledge base relevant to the industry sector and job role.</p> <p>More specific and detailed product knowledge is covered in SITTTSL002A Access and interpret product information. Selling skills are covered in SITTTSL005A Sell tourism products and services.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
Prerequisite units	Nil
Application of the unit	<p>This unit describes a key sales and operational function for a diverse range of international tourism products and services and applies to the full range of industry sectors.</p> <p>Tourism operators such as retailers and tour wholesalers can specialise in one international destination or cover multiple destinations. The range and depth of destination knowledge required will vary according to the industry sector, workplace and job role. This unit does not require in-depth knowledge of every destination sold by every style of tourism operator but focuses on the ability to collect and interpret destination information to fulfil a particular sales or operational need.</p> <p>The unit applies to frontline sales and operations personnel who operate with some level of autonomy or under limited supervision and guidance from others. It is undertaken by a diverse range of people such as retail travel consultants, corporate consultants, account managers for professional conference organisers, event coordinators, tour managers and reservations sales agents.</p> <p>Because of the broad industry application of this unit and the variances in the essential general knowledge base, it is critical that assessment is contextualised to meet the requirements of the specific industry sector, local tourism industry operations and the particular needs of the job role. Providers of pre-employment training programs must cover a broad range of destination knowledge in order to provide a choice of vocational outcomes. Funding and hours allocated to training must reflect the breadth and depth of knowledge required.</p>
Employability skills	The required outcomes described in this unit of competency contain applicable facets of employability skills. The <i>Employability Skills Summary</i> of the qualification in which this unit of competency is packaged, will assist in identifying employability skill requirements.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Context of and specific resources for assessment	Methods of assessment	Assessing employability skills
<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • ability to research current, relevant and accurate information on international tourism destinations and the styles of product offered in those destinations • knowledge of current industry information networks and sources • ability to source and provide tailored international destination information and advice to meet the different requests of multiple customers, covering a range of international tourism destinations; the breadth of destination knowledge required to provide advice to customers will vary according to the industry sector and workplace • project or work activities that show candidates' ability to source and provide international destination information and advice within the context of the particular industry sector in which they are working or seeking work; for those undertaking generic pre-employment training, assessment must cover a range of industry contexts to allow for a broad range of vocational outcomes • sourcing and providing information and advice within typical workplace time constraints and the deadlines determined by the customer. 	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • demonstration of skills within a fully equipped, industry-realistic office environment using appropriate publications, computers, printers and information programs currently used in the tourism industry to store tourism related information, including the internet <i>or</i> demonstration within the applicable sales environment for the sector e.g. a conference venue for the Events sector or touring environment for the Guiding and Tour Operations sectors • interaction with and involvement of customers to whom destination and general product advice can be given • access to sources of destination and general product information, such as sales kits, brochures, product manuals, supplier and destination marketing organisation information kits, electronic information sources and information databases. 	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct observation of the candidate sourcing current information and providing advice to customers • evaluation of integrated activities completed by the candidate, including sourcing information on international destinations, selling products, providing quotations and issuing documents • case studies or problem-solving activities to assess ability to respond to different customers • destination research activities for different customer scenarios • written and oral questioning or interview to test knowledge of information sources and key destination information • review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate. <p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • SITTTSL001A Operate an online information system • SITTTSL005A Sell tourism products and services • SITTTSL006A Prepare quotations • SITTTSL007A Receive and process reservations • SITTTSL008A Book and coordinate supplier services. 	<p>Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.</p> <p>Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.</p>

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills **must** be assessed as part of this unit:

- basic research skills
- communication skills to identify the information needs of customers and seek and provide feedback on international destinations; specifically actively listening, questioning and verbal summary of information
- literacy skills to source, read and interpret general information on destinations and complex information of specific health, safety and regulatory issues that relate to international destinations.

The following knowledge **must** be assessed as part of this unit:

- general sources of information on regions and destinations
- industry information networks
- understanding of the ways in which customers seek information
- formats and styles of information presentation, including styles that cater for those with special needs (e.g. presenting information in large print or providing information electronically)
- sources of information on current health and safety issues for the destination, including travel warning advice issued for Australian travellers by the federal government, and health advisory notices and vaccination information issued by local and international bodies
- sources of information on regulatory issues for the destination, including passport and visa requirements and restrictions for visiting that destination
- ways that individuals update their knowledge in the tourism industry
- breadth of international destination knowledge appropriate to the sector or specific workplace (pre-vocational assessment must include coverage of all six continents, the major regions and destinations found within)
- for each destination, the depth of knowledge must cover:
 - key information on geographical features of the destination, including destination location, climate and seasonal factors of the destination and its region, and major geographical features of the destination and its region
 - key information on cultural and related features of the destination, including major cities, towns and tourist areas and precincts; major man-made tourist attractions; major gateways for and transport networks within the destination and its region; and very basic understanding of the history and cultural aspects of the host community, including cultural mix and language spoken
 - key information on socioeconomic features of the destination, including current state of the economy, basis for the economy (e.g. key industries) and currency used.

Element	Performance Criteria	Range Statement
1 Develop knowledge of international destinations.	1.1 Identify and access <i>information sources</i> with current and accurate information on international destinations.	<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. <i>Bold italicised</i> wording in the performance criteria is detailed below.</p> <p><i>Sources of destination information</i> may include:</p> <ul style="list-style-type: none"> • destination and product library • internet and intranet • state and federal government tourism authority information systems • international government tourism authority information systems.
	1.2 Obtain information on <i>features of the international destination</i> and the general style of tourism products available.	<p><i>Features of the international destination</i> may include:</p> <ul style="list-style-type: none"> • major cities, towns and tourist areas and precincts • major man-made tourist attractions • major gateways for and transport networks within the region and destination • history • local economy • local customs • special regional features • cultural elements • special features of the host community • local facilities • banking and currency information • facilities for customers with special needs.
	1.3 Obtain <i>key information on geographical features</i> and <i>current health and safety features</i> of the international destination.	<p><i>Key information on geographical features</i> <u>must</u> include:</p> <ul style="list-style-type: none"> • location of the destination and the region in which it is located • climate and seasonal factors of the destination and its region • major geographic features of the destination and its region. <p><i>Key information on current health and safety features</i> may include:</p> <ul style="list-style-type: none"> • any current health risks, including diseases, epidemics, and animal or insect infestation • political uprisings and civil commotion • war • terrorism threats or current acts.

Element	Performance Criteria	Range Statement
	1.4 Identify and obtain <i>general information on different tourism products</i> available to meet different customer needs.	<p>General information on different tourism products:</p> <ul style="list-style-type: none"> • may include: <ul style="list-style-type: none"> - styles of product available within the destination - seasonal availability of product - location of product within the destination • may be found in: <ul style="list-style-type: none"> - brochures - e-brochures - sales kits - supplier information kits - product manuals - advertising flyers.
	1.5 Record and <i>store destination information</i> for future use according to organisation systems.	<p>Storage of destination information may include:</p> <ul style="list-style-type: none"> • card reference systems • files and notes of particular destinations • files and notes for specific touring routes or locations • files and notes for specific styles of customer group • computerised database of information.
2 Update knowledge of international destinations.	2.1 Use <i>formal and informal research</i> to update destination and general product knowledge.	<p>Formal and informal research may include:</p> <ul style="list-style-type: none"> • informal discussions with colleagues • undertaking formal study • accessing and reading promotional information, including travel guide books, and product brochures and updates • liaising with trade and general media • attending product launches • attending promotional seminars • direct contact with other organisations, including suppliers, principals and tourist information offices • familiarisations • accessing the internet and intranet • personal on-site observation or exploration • organising information from own memory and experiences • watching television, videos and films • listening to radio • reading newspapers, books and other references.
	2.2 Seek feedback from colleagues and customers on experience with international destinations and provide this to other organisations where appropriate.	

Element	Performance Criteria	Range Statement
	2.3 Share updated information with colleagues according to organisation procedures.	
3 Provide information and advice on international destinations.	3.1 Accurately identify the specific information and advice needs of the customer.	<p>Health, safety and regulatory information may include:</p> <ul style="list-style-type: none"> • travel warning advice issued by the federal government for Australian travellers • health advisory notices and vaccination information issued by local and international bodies.
	3.2 Provide a range of current and accurate destination and general product information and advice in a timely manner and according to organisation procedures.	
	3.3 Refer customers to current sources of health, safety and regulatory information .	
	3.4 Ensure that the scope and depth of the information are appropriate to customer needs.	
	3.5 Present the information and advice in an appropriate format and style.	