



CERTIFICATE III IN TOURISM (GUIDING) - THT30902

Nationally Recognised Training, CRICOS Course Code: 029371A & Austudy approved

Tourism is one of Australia's fastest growing industries, completing a tourism course with the Career Training Institute of Australia will provide you with the best foundation to build your career in the travel industry. The Certificate III in Tourism (Guiding) course addresses fundamental industry skills and knowledge as required to become a fully qualified local Tour Guide. The course covers tour guiding procedures, customer relations, communication skills, cultural awareness and first aid subjects.

CAREER PROSPECTS

Completion of Certificate III in Tourism (Guiding) will enable you to seek employment as a Local guide or Meet and Greet Guide. The Certificate III qualification is the minimum mandatory requirement for acting as a Tour Guide.

ARTICULATION

Students who successfully complete the Certificate III in Tourism (Guiding) can gain credits for subjects included in the Diploma of Tourism if they decide to continue their studies. Under the Australian Qualifications Framework (AQF) Certificate III is AQF Level 3.

AQF1	Certificate I	AQF2	Certificate II	AQF3	Certificate III
AQF4	Certificate IV	AQF5	Diploma	AQF6	Advance Diploma

AWARD

Upon successful completion of all units of competencies in the course, students will be issued with a Certificate III in Tourism (Guiding). Should a student not complete the entire course then a Statement of Attainment will be given for the units successfully completed.

ENTRY REQUIREMENTS

There is no age limit but applicants should have successfully completed year 10. Mature age and students with prior learning and experience should also apply.

DELIVERY OF THE COURSE

The Certificate III in Tourism (Guiding) is delivered by on-the-job training, off-the-job training and by the 'self paced' method of learning which allows you greater flexibility in choosing the times you study and the time it takes you to complete the course.

ASSESSMENT STRATEGY

Assessment in this course will be competency based, in that the student will be required to demonstrate competency in a range of tasks. The assessment coding which will apply is either C or NYC, where C is Competent and NYC is Not Yet Competent. Assessment procedures are transparent and address the key assessment principles of being valid, reliable, flexible, fair and cost effective. Assessment strategies encompass a range of techniques, which include, but are not limited to the use of:

- Direct observation of performance
- Oral questioning
- Projects/assignments
- Simulations of workplace activities
- Practical exercises
- Work portfolios

OVERSEAS STUDENTS

The Career Training Institute of Australia is registered to accept overseas students. CRICOS Registration 01861B.

RECOGNITION OF PRIOR LEARNING & CREDIT TRANSFER

Students who can demonstrate that they are already competent in the knowledge and skills of a unit of competency, or have previously completed a course with another Institution, may apply for Recognition of Prior Learning (RPL) or Credit Transfer. For further information please refer to the Student handbook.

NOMINAL DURATION 439 Nominal Hours 24 Months Full-time or 48 months Part-time

AUSTRALIAN APPRENTICESHIPS Funding is made available by the Department of Education, Training & the Arts

SERVICES

As part of our ongoing commitment to provide advice and support services we provide to all our clients/students the following services upon request:

- ✓ welfare and guidance services
- ✓ client selection, enrolment and induction/orientation procedures
- ✓ appeals and complaints procedures
- ✓ course information including content and vocational outcomes
- ✓ disciplinary procedures
- ✓ fees/charges, including refund policy and exemptions (where applicable)
- ✓ staff responsibilities for access and equity
- ✓ provision for language, literacy and numeracy assessment
- ✓ Recognition Prior Learning (RPL) & Credit Transfer arrangements
- ✓ client support, including any external support the RTO has arranged for clients flexible learning and assessment procedures

Further details of any of the above services may be obtained from your student handbook, pre-course introduction session or contacting any of our staff on 07 5564 9044 for a friendly chat

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Core units:

THHCOR01B	Work with colleagues and customers	20 hrs
THHCOR02B	Work in a socially diverse environment	20 hrs
THHCOR03B	Follow health, safety and security procedures	08 hrs
THTTCO01B	Develop and Update Tourism Industry Knowledge	30 hrs
THTFTG01B	Work as a Guide	90 hrs
THTFTG03B	Develop and Maintain the General Knowledge required by Guides	100 hrs
THTFTG05B	Lead Tour Groups	30 hrs
THTFTG06B	Prepare and Present Tour Commentaries or Activities	70 hrs
THHGHS03B	Provide First Aid	24 Hrs

Elective units: A minimum of FOUR units listed below:

THTFTG02B	Offer Arrival and Departure Assistance	
THTFTG04B	Coordinate and Operate a Tour	20 hrs
THTFTG11B	Manage Extended Touring Programs	70 hrs
THTPPD04B	Plan and Implement Minimal Impact Operations	70 hrs
THTPPD05B	Plan and Develop Interpretive Activities	70 hrs
		60 hrs