



CATAPULT

SITTSLO12

Construct normal international airfares

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit SITTSLO12.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/SITTSLO12/>

Trainer/assessor guide

SITTSL012

Construct normal international airfares

Welcome to this unit of study

This unit describes the performance outcomes, skills and knowledge required to create flight itineraries and construct normal international airfares. It requires the ability to interpret flight information and conditions applicable to specific fares and to construct airfares that meet customer needs according to International Air Transport Association (IATA) regulations.

The unit applies to tourism or travel industry organisations that sell international airfares such as travel agencies, tour wholesalers, airlines and consolidators.

It applies to frontline sales and operations personnel who operate with some level of independence and under limited supervision. This includes travel consultants and managers, ticketing consultants, airline and consolidator ticketing officers, and reservations and operations consultants.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Interpret international airfare information.	5
Sources of fare information	5
International flights, fares, fare rules and conditions	15
Check your understanding	27
Topic 2: Create international flight itineraries and airfares.	29
Flight itineraries	29
International fares	31
Sector fares	43
Concession fares.....	46
Taxes, fees and surcharges	47
Creating the optimum airfare	50
Airfare calculations	51
Check your understanding	53
Topic 3: Document and maintain records of calculations.....	55
Recording details of calculated airfare.....	55
Electronic record keeping	59
Check your understanding	61
References.....	63
Assessment workbook	65
Unit information	67
What is competency-based assessment?.....	68
How will my competency be assessed?.....	69
Assessment agreement.....	70
Foundation skills checklist.....	71
Skills recognition.....	72
Topic 1: Interpret international airfare information	73
Topic 2: Create international flight itineraries and airfares	74
Topic 3: Document and maintain records of calculations.....	75
Knowledge questions	76
Topic 1: Interpret international airfare information	78
Topic 2: Create international flight itineraries and airfares	81
Topic 3: Document and maintain records of calculations.....	94
Performance tasks.....	97
Third party evidence collection agreement	98
Topic 1: Interpret international airfare information	99
Topic 2: Create international flight itineraries and airfares	100
Topic 3: Document and maintain records of calculations.....	102

Completion record.....	103
Unit mapping and assessment checklist	104
Trainer/ assessor user instructions.....	108

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Interpret international airfare information
- » Create international flight itineraries and airfares
- » Document and maintain records of calculations

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.