Travel Training Australia

Booking procedures

How to prepare quotes, make bookings and issue travel documents

$899.00

This course covers the core foundation skills of travel agency operations. You will learn how to prepare quotes for your clients, how to make reservations with travel suppliers, and how to set up client files and reconcile payments. You will also have access to a fully integrated CRM system designed for the Travel Industry and learn how to administer your client files. You will issue travel documents and keep track of the entire booking process from A to Z. Start anytime, hands-on, practical training. 100% Online and self-paced.

This course is nationally recognized and industry accredited - 3 units of study
BSBTEC201 Use business software applications
SITTTVL005 Provide customer quotations
SITTTVL006 Book tourism products and process documentation

FIT College

TTA
TRAVEL TRAINING AUSTRALIA