

This course introduces participants to the full range of travel services available to business users today. From checking budgets and booking services and facilities to arranging meetings, building itineraries and preparing travel documents, the course not only provides knowledge of business travel but also a skill-set that provides practical abilities in the office environment. Topics covered include:

- International and interstate travel.
- Occupational Health & Safety for travellers
- Budgets and credit facilities.
- Overseas banking and travel money
- How to use a travel agency.
- Researching travel booking options other than through a travel agency
- Using a travel diary.
- Travel legalities – visa requirements
- Travel logistics
- Planning an itinerary
- Contingency planning



What will I achieve from this course? You will:

- Know how to plan an itinerary with appointments, arrival and departure times, accommodation and other itinerary details in accordance with the purpose of the travel.
- Understand the necessity of and take action for meeting traveller's occupational health & safety requirements including vaccinations required.
- Know how to make travel arrangements in accordance with organisational policies and procedures for business travel.
- Be able to confirm and check travel arrangements and despatch confirmation documents to the traveller within designated time lines.
- Know how to negotiate and confirm communication arrangements in accordance with organisational requirements
- Understand and organise as appropriate any travel legalities eg visas and permits.
- Know how to make payment and credit arrangements in accordance with organisational policy and procedures
- Know about and advise on appropriate forms of money while travelling including offshore funds transfers
- Understand and organise appropriate travel logistics such as freighting of materials, communication options (telecards, internet access, email forwarding), packing advice (local voltage for electrical appliances, first aid kit)
- Understand the necessity of and take action to negotiate and confirm alternative arrangements in response to changed requirements

Completion of this course leads to achievement of the following Unit of Competency:

BSBADM406B Organise business travel

How long will this course take?

- This course is delivered over two 4-hour sessions.
Please see the course schedule for dates.
- On completion you will receive a Certificate of Participation.