



Australian Government

SITTTVL004 Sell tourism products or services

Release: 1

SITTTVL004 Sell tourism products or services

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to proactively sell tourism products and services. It requires the ability to identify specific customer needs, suggest a range of products to meet those needs, provide current and accurate product information and close the sale.

The product can include any international or domestic product sold by any travel organisation. The organisation could be a principal (the supplier) or an agent selling products on behalf of the principal. The sale may be made for a single product or multiple products making up a complete package or itinerary.

This unit applies to frontline sales or operations personnel who operate with some level of independence and under limited supervision. This includes travel consultants, inbound tour coordinators, reservations sales agents and owner-operators of small travel organisations.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

The sale of travel and tourism products is subject to specific regulations under several federal and state or territory pieces of legislation:

- personnel selling travel insurance to a client must meet the requirements of the Financial Services Reform Act (2001)
- inbound tour operators (ITOs), irrespective of their location, selling tours that operate within Queensland are subject to the Queensland Tourism Services Act (2003). They must register with the Queensland Office of Fair Trading. This law also applies to tour guides residing anywhere in Australia when working in Queensland and selling local products. ITO personnel and guides do not need to meet any training or certification requirements.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Travel

Unit Sector

Tourism

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Identify customer product needs.
2. Suggest products that meet customer needs.
3. Provide specific product information and advice.
4. Sell the product.
5. Follow up sales opportunities.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Establish rapport with customer to promote goodwill and trust.
- 1.2. Use communication techniques relevant to the sales environment in which transaction is taking place.
- 1.3. Determine customer needs, preferences and expectations.
- 1.4. Identify appropriate products to meet customer needs and specific information and advice relevant to these products.
- 1.5. Identify and refuse any customer requests which, if met, would breach ethical and legal commitments.
- 2.1. Use product knowledge to tailor product options to specific customer needs.
- 2.2. Make product suggestions according to current promotional focus and organisational preferred product arrangements.
- 2.3. Make customer aware of additional products that may enhance their request and maximise the sale profitability.
- 2.4. Source additional information to meet specific customer needs.
- 3.1. Provide appropriate scope and depth of current and accurate product information and advice, including relevant product conditions, to meet customer needs.
- 3.2. Suggest alternative products if desired products are unavailable.
- 3.3. Present all options in a clear format and style.
- 3.4. Disclose any sales and product coordination fees in a clear and accessible manner.
- 4.1. Clearly explain and promote product features and benefits.
- 4.2. Provide additional information to address customer questions and objections.
- 4.3. Select and use techniques to close the sale with the customer.
- 4.4. Identify and act on opportunities to enhance the quality of service to customers.
- 5.1. Identify where appropriate and make follow-up contact with customer.
- 5.2. Provide required after sales service according to organisational procedures.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	interpret product features, benefits and conditions, and plain English regulatory documents.
Oral communication skills to:	select and use appropriate verbal and non-verbal language to respond to different personal and cultural customer needs.
Numeracy skills to:	interpret and calculate any sales and product coordination fees.
Planning and organising skills to:	promptly source and provide customer information.

Unit Mapping Information

Supersedes and is equivalent to SITTTSL005 Sell tourism products and services.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>