



Australian Government

Assessment Requirements for SITTTSL015 Administer billing and settlement plan

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- download, interpret and reconcile the agency billing analysis report in electronic or printed format over three reporting periods for each of the following:
 - domestic travel
 - international travel
- cover the full range of billing and settlement plan (BSP) reporting procedures and requirements for above BSP activities
- complete BSP activities within agency time constraints and required reporting deadlines determined by the International Air Transport Association (IATA).

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- role of IATA in billing and settlement plan
- IATA agency accreditation requirements
- IATA agency program and resolutions
- benefits of the BSP for IATA-accredited agents
- sources of BSP information and documents:
 - BSPlink
 - IATA newsletter communiqués and memorandums
- basic standard traffic documents and reports:
 - BSP process documentation
 - associated IATA resolutions
 - BSP reporting calendar
- BSPlink portal functionality:
 - managing user access
 - establishing agency groups
 - verifying ticketing authority
 - retrieving agency credit and debit memorandums
- contents and procedures for using BSP for:

- agency billing analysis and sales reports
- billing statements
- agency debit and credit memos
- credit card charge forms
- refund applications and notices
- BSP process flow
- BSP procedures for actioning discrepancies in billing and settlement reports
- sales and transaction reporting procedures and requirements for the IATA data processing centre
- BSP reporting timeframes
- airfare pricing and ticketing procedures.

Assessment Conditions

Skills must be demonstrated in a tourism or travel business operation or activity that is IATA accredited to sell and ticket airfares and undertakes BSP reporting. This can be:

- an industry workplace
- a simulated industry environment set up for the purpose of assessment.

Assessment must ensure access to:

- computers and software programs currently used in the tourism or travel industry to control the administration of billing and settlement plans
- current actual or training facsimile IATA BSP documentation, and agency billing analysis reports
- internet and email
- printers and scanners
- storage for computer data.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet -

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