



## NCFE LEVEL 3 CERTIFICATE IN TOUR MANAGEMENT

Tour Management can be one of the most rewarding jobs in the travel industry. It doesn't however go without its challenges as it requires a wide range of knowledge in relation to destinations, cultures, customer service and administration. This level 3 certificate has been designed to provide delegates with a broad introduction to tour management and to provide them with an understanding of employment opportunities. Many tour managers work both in the UK and overseas mainly on a freelance basis both full-time and part-time. Tour management is no longer restricted to coach tours and many tour managers are employed to support cruise, train and holiday transfers and excursions.

### Suitability

This qualification is suitable for all delegates looking to work as a Tour Manager either based in the UK or overseas. Experience of customer service, good organisational ability and a desire to travel is key. Languages, although not essential, are a definite advantage.

### Course Modules

- The tour manager's role
- Tour manager's role at the airport
- Undertake a tour as a tour manager
- Tour manager – the wider role
- Relationship building as a tour manager
- Managing specialist tours

### Study Method

The qualification is classroom based and will be delivered by travel industry professionals who have worked as tour managers. Our trainers have been chosen not only because of their industry knowledge but also their innovative and engaging delivery style. During the course you will build a portfolio of evidence which will be assessed internally and by the awarding body – there is no exam for this qualification. **In addition to the classroom sessions there will 6 home study assignments.**

### Course Duration, Dates & Location

Please contact us for the next available course dates.

## **Entry Criteria**

There are no formal entry criteria for this course but delegates should have a good understanding of spoken and written English and have access to a PC and email for completion of assignments.

## **Course Fees**

The cost of the course is just £699 *inclusive* of VAT to include:

Awarding Body Registration Fees

Awarding Body Certificate Fees

Course Folder

All course materials

## **Payment Plan**

An interest free payment plan is available for this course. A deposit of £75.00 is required at the time of booking followed by three instalments of £208.00.

## **How to book**

Please call **0208 596 5125** or email [coursemanagement@venturatraining.co.uk](mailto:coursemanagement@venturatraining.co.uk) for a booking form which outlines our terms and conditions.

**If you have any questions please do not hesitate to contact us. We look forward to welcoming you onto the course.**