



Ready for Take Off - Certificate in International Travel Industry Studies



Course Code:	LNIA7	
Enrolment Fee:	£630.00	
Format:	Paper	Enrolment Fee £630.00
Award:	Certificate	Enrol today and pay
Accreditation:	IAOT	only £525.00
Study Time:	60 hours	
Experience:	No Entry Requirements	

A Distance Learning Course is the ideal way to gain a qualification without having the worry of trying to fit your studies around your everyday life. You can complete your studies in your own time and we are on hand seven days a week to help you plan your future.

Course Description

This is a great opportunity for you to study an aviation/travel industry course that is written by travel industry tutors who have worked in the travel industry for many years and design courses to suit industry needs.

Objective: This distance learning training programme is designed to bring you to a level of knowledge that will help you apply for a position within the Travel Industry with confidence. After successful completion of this programme you will be eligible to apply for cabin crew, airport passenger services, travel agent and reservation sales positions worldwide.

Modules includes training in : cabin crew, airport passenger services, airline reservation sales, travel agency practices and preparation for your travel industry interview.

Duration: This travel industry course normally takes approx 60 hours to complete (The course must be completed within 1 year from date of enrollment)

Previous Knowledge Required

You do not need any prior learning knowledge or experience to take this course.

Support

You will be provided with all the materials required to complete your Ready for Take Off - International Travel Industry Studies course. You will also receive tutor support by phone and email. You will be provided with the telephone number for your dedicated Student Support Team who will be available for any other queries that you may have whilst completing your course. You can be assured that you will be provided with unlimited support for your home study course, so there is no need to struggle or feel isolated during your studies.

Assessment

You must successfully complete a series of activities and assessments guided by your Tutor. This will be followed by a written examination where you must obtain 80% or above to pass. The Final Examination will be all year round at the IAOT's Head Office in Waterford Airport, Ireland. Alternatively you can take your exam at a reputable college. The college must meet with the IAOT's approval and must follow the guidelines set down by the IAOT to facilitate the exam. In the event that the college charge a fee to facilitate the exam, the student must meet the cost associated with it.

The Final Examination will be held under supervision and is NOT an open book examination.

Modules

Unit 1: General

- Travel Industry Careers
- Phonetic Alphabet
- Airline Terminology
- Airline Abbreviations
- Twenty Four Hour Clock
- Travel Industry Organisations
- Special Handling
- Airline Two Letter Codes
- IATA Airport & City Codes

Unit 2: Cabin Crew Member

- Aviation Authorities
- Cabin Crew Duties and Responsibilities
- Passenger Handling Procedures
- In Flight Medical Care

Unit 3: Passenger Service Agent

- Check-In and Boarding Procedures
- Security Regulations
- Passenger Handling
- Passport & Visa Checks
- European Regulations on denied boarding
- cancellation or long delays

Unit 4: Basic IATA Ticketing

- IATA World Geography
- IATA Ticketing

Unit 5: Travel Agent

- The role of a Travel Agent
- Travel Agency Guides and Gazetteers
- Resort/Country Knowledge
- Selling Package Holidays
- selling Insurance
- Cruising
- Utilising Travel Trade Tools
- Consolidator Fares & Systems

Unit 6: Airline Reservation Sales Agent

- Creating Booking Files

Unit 7: Interview Preparation

- Curriculum Vitae Preparation
- Letter of Application
- Guideline to completing Application Forms
- Communication Skills
- Group Interview
- Individual Interview
- Foreign Currency Conversion Exercises
- Mock Examination Papers

Awarding Organisation

IAOT Industry endorsed Certificate in International Travel Industry Studies.



Post your completed form to:
Learn Now
Hillhead House
Dartmouth Road
Kingswear
TQ5 0EX

Enrolment/Instalment Agreement Form



Email: enrolments@learnnow.org.uk

Fax: 08435 240 521

Student Details

Title	First Name	Last Name
Home Tel. No.	Mobile No.	Date of Birth
Email Address		
Billing Address – Please provide address card is registered at		
Postcode		
Delivery Address (if different from above)		
Postcode		
Course Name	Course Code	
Will you be paying in full or by instalments (Please tick ✓) Payment in Full ☐ Instalments ☐		
If paying by instalments, please choose method (Please tick ✓) Credit/Debit Card ☐ Paypal ☐		
N.B. Not available to International Students		
Deposit £	Monthly Instalment £	Term of Instalments
UK Delivery - Free ☐	Delivery to Europe - £40.00 ☐	Delivery to Rest of the World - £65.00 ☐
Payment method for payment in full (Please tick ✓) Credit/Debit Card ☐ Paypal ☐ Cheque ☐		
<i>For payment by credit/debit card, complete card details below. If you wish to pay by paypal, you will be sent a link by email to make payment. If you wish to pay by cheque, please attach cheque to this form. Cheques should be made payable to Learn Now</i>		
Payment method for payment by instalment plan (Please tick ✓) Credit/Debit Card ☐ Paypal ☐		
<i>For payment by credit/debit card, complete card details below. If you wish to pay by paypal, you will be sent an automated link by email to set up your payment schedule.</i>		

Credit/Debit Card Details		
Card Number (16 Digits)		Card Type (e.g. Visa, Maestro etc.)
Valid From Date	Expiry Date	Security No. (CSC) – 3 Digits
Issue No.	Please confirm the amount to be taken £	If instalment plan option chosen, initial deposit taken immediately, then first instalment will be taken 30 days following despatch of course and monthly thereafter.
Name as it appears on card (Please Print)		
Address Card is registered at, if different from above		
Postcode		
I the credit/debit cardholder authorise Learn Now to take payments as indicated above from my credit/debit card. I the student agree to the general terms and conditions of enrolment and the conditions of monthly payments set out in this agreement, if relevant. For full terms and conditions see http://www.learnnow.org.uk/termsconditions.html		
Signature of Cardholder		Date
Signature of Student		Date

Please return the completed and signed agreement to us using one of the following methods:

By Post to:
Learn Now
Hillhead House
Dartmouth Road
Kingswear
TQ5 0EX

By Email: enrolments@learnnow.org.uk

By Fax: +44 (0) 8435 240 521

On receipt of your completed agreement, we will aim to despatch your course within 48 hours. If you choose to pay by instalments, confirmation of your payment dates will be forwarded to you by email.

We look forward to welcoming you to Learn Now and will ensure you receive all the support and guidance you need to succeed in your chosen subject.

Should you have any queries concerning this form, please feel free to Contact our Student Advisors on 01392 581038.