



| NSW Department of Education

# Tourism and Travel Advisor

Tourism and travel advisers plan and organise travel and accommodation for clients, and provide travel and accommodation information to tourists.

[education.nsw.gov.au](https://www.education.nsw.gov.au)



## Job title examples

- Tourist Information Officer / Tourist Adviser
- Travel Consultant / Travel Agent

## What tourism and travel advisers do

- determine clients' requirements for travel, accommodation and special interests
- suggest itineraries based on available travel routes and cost, availability and convenience of transport
- make and confirm travel and accommodation reservations and inform clients of bus, plane, ship and train connections
- notify clients of travel dates, baggage limits, and medical and visa requirements
- provide information on tourist attractions and tour availability, and procedures for dealing with lost and stolen documents
- assist with travel clearances
- collect payments and issue clients' itineraries, relevant documentation, tickets for travel and vouchers for accommodation
- provide information on travel insurance, relevant government regulations such as customs regulations, and use of creditcards and traveller's cheques
- answer inquiries from tourists and offer suggestions about tours, travel routes, accommodation and local customs
- provide literature and information on local and interstate tours and places of interest
- discuss transport availability and cost
- may work in a call centre

## Main employing industries

- Administrative and Support Services – travel agency and tour arrangement services



To find out more regarding these related jobs, visit [education.nsw.gov.au/job-guides](https://education.nsw.gov.au/job-guides).

## Qualifications

The following government subsidised qualifications are available in NSW:

**Certificate II in Tourism** available as a traineeship or qualification

**Certificate III in Tourism** available as a traineeship or qualification

**Certificate III in Travel** available as a traineeship or qualification

**Certificate IV in Travel and Tourism** available as a traineeship or qualification

**Diploma of Travel and Tourism Management** available as a qualification

**Advanced Diploma of Travel and Tourism Management** available as a qualification

**Apprenticeships and traineeships:** Find out how to get an [apprenticeship or traineeship](#).

**Course fees:** You may be eligible for government subsidised training under Smart and Skilled. Go to the [Course Finder](#) to find training in your area, estimate your fee and find a training provider.

## Job prospects and pay

- There are around 8,136 tourism and travel advisers working in NSW.
- Over the next four years, employment in this occupation is expected to grow in NSW.

### Average weekly full-time earnings (before tax):

- Tourism and travel advisor: \$992
- All occupations: \$1,200

## Related jobs

- Gallery, Museum and Tour Guide
- Travel Attendant

### Information sources

Occupations: Australian Bureau of Statistics, Australian and New Zealand Standard Classification of Occupations, 1220.0

Employment: Australian Bureau of Statistics, Labour Force, Australia, Detailed, Quarterly, 6291.0.55.003

Skills shortages: Department of Employment, Skill Shortage List NSW 2015-16

Job prospects: Centre of Policy Studies (CoPS), Victoria University, Employment Forecast Data for NSW 2015/16 to 2022/23

Earnings: Department of Employment, [joboutlook.gov.au](https://joboutlook.gov.au), based on ABS Characteristics of Employment Survey, August 2014