



Name of Tourism Business	
Tourism Business Type	<input type="checkbox"/> Tourism operator <input type="checkbox"/> Attraction <input type="checkbox"/> Travel agency <input type="checkbox"/> Other (specify; must be Tourism-specific)

Teacher Name				
Date(s) industry placement	Start Date		End Date	
Total Hours of industry placement				
Skills covered during industry placement	<i>Select (tick) all applicable categories:</i> <input type="checkbox"/> Source and present information on the tourism/travel industry <input type="checkbox"/> Interact with customers <input type="checkbox"/> Show social and cultural sensitivity <input type="checkbox"/> Participate in safe and environmentally sustainable work practices <input type="checkbox"/> Organise personal work priorities and work effectively with others			
Role during industry placement	<i>Select (tick) the most relevant category:</i> <input type="checkbox"/> Observer <input type="checkbox"/> Participant <input type="checkbox"/> Assistant			
Activity Summary: <i>Based on the skills ticked above, specify any observations/duties performed that are associated to these skills.</i>				



<input checked="" type="checkbox"/> CHECKLIST OF LEARNING	
<input type="checkbox"/>	Understands the policies and procedures of work practices at a Tourism business.
<input type="checkbox"/>	Understands hazards in the workplace, infection control and other safety procedures.
<input type="checkbox"/>	Appreciates the importance of confidentiality, privacy, legislation, and respect for social and cultural differences within a tourism setting.
<input type="checkbox"/>	Identifies employee roles within the Tourism business (per organisation chart).
<input type="checkbox"/>	Understands the different forms of communication between employees, customers, and colleagues.
<input type="checkbox"/>	Recognises the need for accurate record keeping and record management in a Tourism business.
<input type="checkbox"/>	Participates in a workplace meeting that addresses current tourism and travel industry information as it integrates into daily work activities.
<input type="checkbox"/>	Greets and serves customers and responds to a range of basic customer service enquiries.
<input type="checkbox"/>	Communicates with customers and colleagues from diverse backgrounds.
<input type="checkbox"/>	Participates in organisational WHS management practices.

Supervisor Name			
Position			
Supervisor Contact Details (email + phone)			
Supervisor Signature		Date	