



TOURISM & EVENTS

What tasks could a student on placement do?

- Communicate on the telephone
- Perform office procedures & process financial transactions
- Source & provide destination information & advice
- Access & interpret information
- Receive & process reservations
- Prepare quotations
- Coordinate guest & delegate registrations at venues
- Provide on-site information & assistance
- Use business technology & produce simple word-processed documents



The NSW Work Placement Coordination program is supported by the NSW Department of Education, Catholic Schools NSW and the Association of Independent Schools NSW.

