

Welcome to Burnley College!

Your Division: Business & Professional Services (BPS)

We're excited to welcome you to Burnley College and hope you've had a fantastic summer! Whether you're joining one of our Business and Professional Services programmes or enrolling on a Travel and Tourism course, this guide will help you feel prepared and confident as you begin your journey.

Your Course: Travel and Tourism

We're delighted to welcome you onto the Travel and Tourism course, starting this September. This programme is designed to equip you with the essential knowledge, practical experience, and professional behaviours needed for a successful future career in the Travel and Tourism sector.

Learning Overview

Your journey in Travel and Tourism at Burnley College will be shaped by a structured curriculum designed to help you grow both personally and professionally. The course you are enrolled on will depend on your previous experience and qualifications, and may include:

- **Level 1 – NCFE Level 1 in Occupational studies**
This introductory course offers a practical insight into the travel and tourism industry. You'll build essential skills in teamwork, communication, and customer service while gaining a foundational understanding of the sector. It's a hands-on, engaging course that prepares you for progression to Level 2 or entry-level roles in the industry.
- **Level 2 – NCFE Extended Diploma in Travel and Tourism**
At this level, you'll dive deeper into the world of travel and tourism, exploring key roles and responsibilities within the industry. Through interactive projects and real-world case studies, you'll develop skills in customer engagement, destination planning, event coordination, and travel operations. This course lays a strong foundation for advanced study or employment in the sector.
- **Level 3 – NCFE Extended Diploma in Travel and Tourism**
This advanced, two-year programme is ideal for those looking to pursue a career in the travel, tourism, or hospitality sectors or progress to university. You'll study a broad range of topics such as global destinations, marketing strategies, sustainable tourism, and event management. With a mix of classroom learning, group projects, and practical experiences, this course prepares you for the fast-paced and dynamic world of travel and tourism.

Experiential Learning

You'll take part in practical activities, off-site visits, and real-world scenarios to bring your learning to life. These include trips and visits designed to broaden your understanding of the sector and develop your professional mindset.

Equipment

To succeed on the course, please bring the following:

- Basic stationery (pens, pencils, ruler, notepad)
- Ideally, a personal laptop – as most assignment work is completed and submitted electronically via Microsoft Teams

Expectations and Requirements

Uniform

You are required to wear a uniform while undertaking practical assessments and representing Burnley College. This includes:

- A white shirt
- Black pants or black knee length skirt
- Smart shoes

Professional Expectations

As future travel and tourism professionals, you are expected to demonstrate high standards of behaviour and personal conduct. This includes:

- **Punctuality** – Arrive on time to all sessions and events
- **Attendance** – Maintain a minimum of 95% attendance
- **Appearance** – Always wear your full uniform and Burnley College lanyard visibly around your neck
- **Mobile Phones** – Keep phones on silent and out of sight unless authorised for use during a session

Extended Learning

To support your development, you'll be set regular extended learning activities and independent tasks. These are designed to deepen your understanding and reinforce what you've covered in class. As a general guideline, you should aim to spend an equal amount of time on independent study and extended learning as you do in taught sessions with your tutor.

Assignments and Assessment

This course is **100% assignment-based**, which may include a range of assessment formats such as written reports, presentations, and practical observations.

- All assignments must be submitted by the deadlines set by your tutor.
- High standards of work and time management are essential for successful completion.

Trips, Visits, and Guest Speakers

You'll benefit from a range of enrichment opportunities throughout the year, including:

- Guest talks from serving and former travel and tourism professionals
- Overseas and UK visits and trips

Some trips may require specialist clothing or equipment, which your tutor will discuss with you in advance.

Need Help or More Information?

If you have any questions before the course begins, feel free to contact our Divisional Administration Team:

 01282 733151 / 01282 733022 / 01282 733289

 bps@burnley.ac.uk

We can't wait to see you in September and support you as you begin this exciting journey toward your future career in the travel and tourism industry.