CAN I GET AN EXEMPTION FOR MY BA TOURISM WORK EXPERIENCE?

DO I MEET THE CRITERIA TO APPLY FOR AN EXEMPTION FOR MY BA TOURISM PLACEMENT?

LT 262
HAVE I:

* undertaken work with 1 Tourism business?

* worked at least 2 days a week for a minimum of 20 days, within a 3 month time frame?

LT 362
HAVE I:

* undertaken work with 1 or 2 Tourism businesses?

* worked at least 3 days a week for a minimum of 40 days within a 5 month time frame?

NOTE:

1. Work = 6 hours a day minimum

2. Tourism Business = attraction, festival & events companies, tourist commission, tourist office, local/government councils, some government departments, industry associations and organisations, airports, airlines, railways, coach companies, shipping, hire cars, limousines, tour operators, historic & national trust properties, island resorts, resorts & hotels that provide information or services to tourists and travellers, retail & wholesale travel agents, marketing, departments or companies whose main client base consists of tourists or the tourism or travel industry, tourism consultants, conference organisers, convention centres, environmental or cultural organisations or businesses and others.

If you answered YES to the above statements, then you may apply for an exemption, by following the instructions on the reverse side of this sheet.
BA TOURISM

WORK EXPERIENCE EXEMPTION
(BA TOURISM)

EXEMPTION DEADLINES
Work Experience Sem 1 – submit by 28th February
Work Experience Sem 2 – submit by 31st May

CRITERIA
The student must demonstrate that they have been employed in the Tourism Industry, and the work performed must be regarded as professional by the Tourism Industry.

HOW TO APPLY
Students can apply for an exemption by providing the following:

1. **Written Statement**
   (a) demonstrating that the work involved professional tasks and responsibilities. ie: a detailed position description
   (b) demonstrating that the student understands the general structure and purpose of the business.
   (c) demonstrating that the student has thought about some of the issues which could have a negative, or positive, impact on the particular part of the industry in which they worked.

2. **Documentation**
   Student must submit documentation which demonstrates the students employment status. ie: an employment contract, a letter from the employer, a reference from the employer.

3. **Subject Exemption Form**
   Attach an "Application for Single Subject Exemption Form", to the written statement & documents.

4. **Submit Application**
   Please submit application to
   Judi Moore
   Industry Co-ordinator
   Room 3.47, Level 3, 555 Latrobe St, Melbourne
   (Cnr King & La Trobe Sts)
   Ph: 9606 3632 Fax:9606 3601
   Email: judi.moore@rmit.edu.au
   Website: www.bf.rmit.edu.au/htl

   Once submitted, the application is assessed and then reviewed by the course co-ordinator and their team.

Judi Moore
Industry Co-ordinator
Dept Hospitality, Tourism & Leisure

EXEMPTION CRITERIA (BA Tourism) February 25, 2002