



TandT has been established as one of the most respected and innovative Recruitment and Training Providers to the Travel industry. TandT are members of the Recruitment and Employment Confederation, The Institute of Travel and Tourism and the ABTA Partnership Scheme.

Knowledge of a CRS is essential within the travel industry, in order to check flight availability and confirm seats, make hotel bookings, issue airline tickets, print out itineraries, and organise car hire etc. We are able to offer our clients valuable expertise in providing Online GDS,

CODECO Check-In Programme , Virgin Atlantic and Galileo Fares & Ticketing Courses conducted offsite \* or Online

We can also facilitate offsite soft skill training sessions for up to five covering.

Telephone Customer Service \*, Time Management \*, Negotiation \*, Presentation \*, Leadership\*, Various Management (Fee's apply) \*



## CODECO Check-In Programme onlinetraining

### CODECO Airport Computerised Check-In Programme

This home based course turns your computer into an airport check-in system and helps you experience the buzz of working as a Passenger Service Agent. You will have the opportunity to check-in/board passengers using CODECO's Computerised system

#### The Courses

This course covers the basics of CODECO for check-in, for

passenger retrieval and for flight information. check-in, boarding and retrieval of passengers and aircraft information

#### Who Will Benefit?

All those interested in working as a Check-In Agent or those who are currently working in the Travel Industry and need a recognised industry qualification to help you get that promotion?

#### Course Content

The courses is divided into four sections, which can be studied as a complete exam course. Each section consists of lessons, exercises and quizzes to test candidates knowledge prior to sitting a final exam.

SECTION 1 Before Check-In	SECTION 2 The Check-In	SECTION 3 Check-In Variations	SECTION 4 Gate Handling
How to sign-in and retrieving flight information	Check-in basics.	Check-in irregularities.	Boarding passengers in CODECO by Automated Boarding Control or Manual Boarding Control.
Practice Cases	Final Examination	Structure	Average Completion Time
Once you have completed the above 4 sections, there are four practice cases to be carried out.	On completion of this course you are required to take a supervised examination to ensure you have a clear understanding of CODECO.	Lessons, quizzes, test cases, controlled final exam.	60 hours.

# GDS Training onlineself-study

## Global Distribution Systems

This home based online course is studied as a computer based training programme, which basically means the computer will take you through each subject. The course covers all the essential aspects of the CRS systems, combining computer-assisted instruction with CRS simulations and cumulative testing.

## The Courses

Our GDS courses cover all of the essential aspects of each of the four GDS systems; Amadeus, Galileo, Sabre and Worldspan. We combine computer-assisted instruction with GDS simulations and cumulative testing.

## Who Will Benefit?

All those working for or aspiring to work for an airline, tour operator, travel agency, consolidator, business travel company or within conference and incentives, particularly:

- › Those who have no GDS experience
- › Those who have used a GDS but need to be cross-trained on another system.
- › Those who have used a GDS but are in need of a refresher course or are seeking IATA certification. (Supplement payable)

## Course Content

Each of the other GDS courses is divided into four sections, which can be studied as a stand-alone or complete exam courses. Each section consists of lessons, exercises, quizzes to test candidates knowledge prior to sitting a final exam. The sections are as follows:

SECTION 1 Airline Reservations		SECTION 2 Fares & Ticketing		SECTION 3 Car Hire Reservations		SECTION 4 Hotel Reservations	
<ul style="list-style-type: none"> <li>- signing on procedures</li> <li>- Encoding and decoding</li> <li>- retrieving booking files</li> <li>- Timetable entries</li> <li>- Flight availability</li> <li>- Selling from availability</li> <li>- Creating &amp; amending reservations</li> <li>- Itinerary changes</li> <li>- Seat assignment</li> <li>- Queues</li> <li>- Calculate time differences, exchange rates, and minimum connection times</li> </ul>		<ul style="list-style-type: none"> <li>- Fare displays</li> <li>- Fare quotes</li> <li>- Checking fare notes</li> <li>- itinerary pricing</li> <li>- Ticket production</li> <li>- Ticket production from Queues</li> </ul>		<ul style="list-style-type: none"> <li>- Display a Car Hire Index</li> <li>- Car Hire Availability</li> <li>- Car Hire Descriptions</li> <li>- Creating &amp; amending reservations</li> <li>- Car hire company policies</li> <li>- Requesting special requirements</li> </ul>		<ul style="list-style-type: none"> <li>- Display a Hotel index</li> <li>- Hotel Availability</li> <li>- Hotel descriptions</li> <li>- Creating &amp; amending reservations</li> <li>- Requesting special requirements</li> </ul>	
Course Duration		Course Duration		Course Duration		Course Duration	
Amadeus	50hrs	Amadeus	20hrs	Amadeus	20hrs	Amadeus	20hrs
Galileo	40hrs	Galileo	20hrs	Galileo	25hrs	Galileo	20hrs
Sabre	40hrs	Sabre	20hrs	Sabre	20hrs	Sabre	20hrs
Worldspan	35hrs	Worldspan	20hrs	Worldspan	18hrs	Worldspan	20hrs



TandT Recruit Solutions Limited  
Albion Mills  
18 East Tenter Street  
Tower Hill  
London E1 8DN  
T: +44(0)871 231 0455  
F: +44(0)870 0514980  
E: [info@tandtreruitsolutions.co.uk](mailto:info@tandtreruitsolutions.co.uk)  
[www.tandtreruitsolutions.co.uk](http://www.tandtreruitsolutions.co.uk)