

SABRE Conversion Training

30

TRAINING HOURS

USD 140

FEE PER CANDIDATE

4

CURRICULUM UNITS

Programme purpose

Transfer existing reservation skills into SABRE workflows.

Who should attend

Travel consultants already familiar with another reservation system.

Basic travel-service knowledge and confidence using a computer are helpful. Practical tasks require authorised access to the relevant training system.

By the end of the programme

- 01** Navigate the training environment and translate familiar reservation tasks into SABRE workflows.
- 02** Interpret availability and select flights against a customer brief.
- 03** Read fare information and compare suitable pricing options.
- 04** Explain the checks required before ticketing or changing a booking.

Learning and assessment

Tutor-led explanation, guided practice, discussion and realistic scenarios support the published learning outcomes. Multiple-choice examination: 50 questions, 90 minutes. Your ATP confirms the delivery timetable, feedback arrangements and assessment dates.

The fee shown is the WTTA programme fee per candidate. Confirm any separate ATP tuition or local delivery charges before enrolment. Read WTTA learner policies at wtta.co.uk/policies.

Learning in detail

SABRE Conversion Training

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| 01 | System navigation and format conversion | 6 h |
| <p>Navigate the training environment and translate familiar reservation tasks into SABRE workflows. Use approved reference material to check formats and resolve routine errors.</p> <p>Topics: Workspace orientation; equivalent tasks; format references; help resources; accuracy checks.</p> | | |
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| 02 | Availability, selling and PNR servicing | 10 h |
| <p>Interpret availability and select flights against a customer brief. Create and retrieve a practice passenger name record (PNR), checking its essential details.</p> <p>Topics: Availability responses; itinerary selection; passenger and contact data; booking review and servicing.</p> | | |
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| 03 | Fare display and pricing | 7 h |
| <p>Read fare information and compare suitable pricing options. Explain the conditions and restrictions relevant to a practice itinerary.</p> <p>Topics: Fare displays; fare rules; pricing exercises; taxes and total cost; quotation checks.</p> | | |
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| 04 | Ticketing, changes and refund workflows | 7 h |
| <p>Explain the checks required before ticketing or changing a booking. Work through supervised change and refund scenarios within authorised training access.</p> <p>Topics: Pre-ticketing checks; ticket records; amendments; refund workflow; escalation and customer communication.</p> | | |
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Applied work and feedback

Work through a practice reservation from the traveller brief to checking and servicing the record. Explain fare conditions and document the response to a change request.

Learning resources: ATP learning materials, current official destination or supplier information, WTTA learner policies, and relevant case studies. Use approved training access for reservation-system exercises.

Training does not imply reservation-system vendor accreditation or endorsement.