

TOURIST GUIDE TRAINING COURSE 2020

Tourist Guide Institute has been **accredited by CATHSSETA** as a National Service Provider to offer courses to train tourist guides. (CATHSSETA Accreditation Number: 613/P/000053/2005). The course co-ordinator is Scott Womack. Scott and Julie Womack are the CATHSSETA accredited assessors (Accreditation Number 613/A/003031 and 613/A/003032) and Yvette van Zyl the CATHSSETA accredited Moderator (Accreditation Number 613/M/000729/2014).

Tourist Guide Institute offers 6 courses (4 x fulltime & 2 x part time) during each year.

A. COURSE:

Culture Site Guide: LEVEL 4 (SAQA ID: TG/CultSiteGd/4/0031) (W Cape Province Regional Guide)

Entry requirement:

- Proof of a minimum, NQF Level 3 (Grade 11) pass or equivalent.
- Minimum of 23 years of age
- English language proficiency and basic computer skills, are a necessity.

FIRST PHASE:	SECOND PHASE:
a) The Cape Metropole	f) The Garden Route
b) The Winelands	g) The Little Karoo & Great Karoo
c) The Overberg	h) Olifants River Valley
d) West Coast, the Swartland & the Sandveld	i) Port Elizabeth & environs
e) The Breede River Valley	j) Namaqualand

After two-weeks of contact time for full time courses or five-weeks of contact time for part time courses, there is a 5-week period of study and assignment writing, ending with the Phase 1 written examination.

- The Phase 1 exam and assessments qualify you as a Culture Site Guide, allowing you to guide in the first five sub-regions of the Western Cape.
- The Phase 2 exam, enables you to guide throughout the rest of the Western Cape Province. The cost of this exam is included free of charge if written within 6 weeks of the Phase 1 exam. (Self-study).

COURSE FEES FOR 2020: CAPE TOWN: R6,900 FULL TIME DEPOSIT OF R3,500.00
CAPE TOWN: R6,950 PART TIME DEPOSIT OF R3,500.00

COURSE DATES FOR 2020:

Full time courses in Cape Town: 08:30 - 17:00

- 20 – 31 Jan (exam on 6 March 08:30 - 12:00)
- 4 - 15 May (exam on 19 June 08:30 - 12:00)
- 6 - 17 July (exam on 21 August 08:30 - 12:00)
- 28 Sept – 9 October (exam on 13 November 08:30 - 12:00)

Part time (after hours) courses in Cape Town: 18:00 - 21:30

- 17-18, 24-25 Feb, 2-3, 9-10, 16-17 March for theory in the classroom, with practicals on 22, 29 Feb; 7, 14, 28 March (exam on 4 May also 18:00 - 21:30)
- 17-18, 24-25, 31 Aug–1 Sept, 7-8, 14-15, Sept for theory in the classroom, with practicals on 22, 29 Aug; 5, 12, 19 Sept (exam on 26 October also 18:00 - 21:30)

COURSE VENUE:

INTAKA ISLAND ECO CENTRE (FULL TIME)
Park Lane, Century City, Cape Town

DISTRICT SIX GUEST HOUSE (PART TIME)
2 Chester Road, Zonnebloem, Cape Town

B. COURSE CONTENT (PHASE 1): (The course comprises of two modules)

<u>MODULE 1:</u> Introduction to tourist guiding; Overview of tourism industry, Communication, Guiding Techniques, Tourism Services, Problem Solving.	<u>MODULE 2:</u> Practical skills
Background to the Western Cape against the broad overall South African perspective, with reference to: a) South Africa's Physical Landscape b) The periods of South African History c) The South African Population d) South Africa's Cultural Heritage e) Fauna & Flora f) South Africa's Government Institutions & Social Services g) Architecture of the Western Cape	Five tours are done under the guidance of experienced tourist guides. a) Kirstenbosch and Township Tour (full time course only) b) Historic Cape Town City Tour c) Winelands Tour d) Peninsula Tour e) Breede Valley, Overberg or West Coast Tour (full time course only)
A further three regions are covered as group projects in class: a) Breede Valley b) Overberg (Whale Route) c) West Coast	

DURATION OF LECTURES & PRACTICALS:

- Starting daily at 08:30 till approximately 17:00 (full time) and 18:00 till 21:30 (part time)

WINE INDUSTRY COURSE:

- The introductory certificate course on the wine industry is presented as part of the course syllabus.

COURSE MATERIAL:

- A set of manuals will be issued at the commencement of the course.

PARKING/TRANSPORT DURING COURSES:

- Full time - Intaka Island: Free parking is available on the theoretical, in the classroom days; MyCiti bus terminus parking at R20 per day on the practical days. (Century City train station is fairly close, and MyCiti Bus terminus is 200m walking distance).
- Part time - District Six Guesthouse: Free parking throughout duration of the course. (MyCiti Bus goes right past the guest house in Chester Road).

REGISTRATION:

- The completed registration form (p. 3-4 of Prospectus).
- **A non-refundable deposit of R3,500.00 is required to secure a seat on the course. The rest of the monies are due on commencement of the course. (Refunded if course cancelled)**
- A one-page CV containing information pertaining to your education and employment history.
- An original certified copy of your matric or higher education qualification certificate.
- An original certified copy of your RSA ID (Not older than 3 month).
- A certified copy of Alternate ID (if applicable): Passport, Refugee Status Document, Permanent Residency. Work Permit, if it states that the individual may work "as a tourist guide".

For your convenience please deposit the required amount directly into the account of TOURIST GUIDE INSTITUTE. Please SCAN and EMAIL the **Deposit Slip & Registration Form, ID copy, Ed certificate & CV**. See the bank account details on registration form.

It is a prerequisite to obtain a basic **First Aid Certificate** to register as a tourist guide once qualified. (It is not required to do this guide course). It can be done through any accredited First Aid Training Institution. A list of the accredited training companies will be handed to you at the commencement of the course.

Regards
Scott Womack (Course Director)

TOURIST GUIDE INSTITUTE **LEARNER REGISTRATION FORM**

PROVIDER DETAIL:			
COMPANY NAME & NO.	:	TOURIST GUIDE INSTITUTE (Reg. No. 2001/007761/23)	
PROVIDER CODE	:	613/P/000053/2005	
CONTACT PERSON	:	Scott Womack / Julie Womack	
CONTACT NUMBER	:	Mobile - 082 445 7625	Office - (021) 685 0299
CONTACT EMAIL	:	info@touristguideinstitute.co.za	
LEARNER DETAILS:			

1. **New Registration:**

TITLE & INITIALS & FIRST NAME	:			
SURNAME	:			
RSA ID NUMBER	:			
PASSPORT NUMBER	:			
DATE OF BIRTH (CANDIDATE MUST BE OLDER THAN 23)	:			
GENDER	:	Male:		Female:
EQUITY (Mark with an "x")	:	White / Black African / Coloured / Khoisan / Asian / Indian		
HIGHEST QUALIFICATION OBTAINED	:			
LAST SCHOOL ATTENDED	:			
YEAR SCHOOL COMPLETED	:			
CURRENT OCCUPATION	:			
YEARS IN CURRENT OCCUPATION	:			
NATIONALITY: E.G. SOUTH AFRICAN	:			
CITIZEN RESIDENTIAL STATUS: E.G. S.A. CITIZEN; NON-S.A. CITIZEN; REFUGEE STATUS; RESIDENCY PERMIT; WORK PERMIT.	:			
HOME LANGUAGE & OTHER	:			
SOCIO – ECONOMIC STATUS (Mark with an "x")	:	<i>Employed</i>		<i>Unemployed/Previously Employed (pensioner; student; house wife; etc.)</i>
DISABILITY STATUS	:			
TELEPHONE NO: (WORK)	:	()		
TELEPHONE NO: (HOME)	:	()		
MOBILE NUMBER	:			
EMAIL ADDRESS	:			
PREFERRED METHOD OF CONTACT (Mark with an "x")	:	SMS / Whatsapp		Email
RESIDENTIAL ADDRESS	:			
		Code:		
POSTAL ADDRESS	:			
		Code:		

LEARNING PROGRAMME DETAIL:			
NAME OF REGISTERED PROGRAMME	:	Culture Site Guide - Level 4SAQA ID: 0031	
METHOD OF PAYMENT	:	(Deposit)	(Paid in full)
COURSE DATES (MARK WITH "X")	F	20 – 31 January 2020	
	F	4 – 15 May 2020	
	F	6 – 17 July 2020	
	F	28 September - 9 October 2020	
	P	17 February – 28 March 2020	
	P	17 August – 19 September 2020	

NB: Please scan and email (i) A one page CV of yourself; (ii) Copy of your South Africa ID or Passport (with residence / work permits / refugee status); (iii) School leaving certificate or post matric qualification certificate.

ASSESSMENT AND RE-ASSESSMENT
INITIAL ASSESSMENTS FOR ALL UNIT STANDARDS ARE INCLUDED IN THE COURSE COST ALL RE-ASSESSMENTS FOR PHASE 1 WILL BE CHARGED AT R300 PER UNIT STANDARD ASSESSMENT THE PHASE 2 EXAM IS INCLUDE IN THE COURSE COST IF COMPLETED WITHIN 6 WEEKS OF THE PHASE 1 EXAM

BANKING DETAILS:

BANK NAME	STANDARD BANK	ACCOUNT HOLDER	TOURIST GUIDE INSTITUTE
BRANCH NAME	THIBAULT SQUARE	TYPE OF ACCOUNT	CHEQUE ACC.
BRANCH CODE	02-09-0900	ACCOUNT NUMBER	07 073 1950
SWIFT CODE	SBZAJJ		

Payment Confirmation:

DEPOSITS ARE NON-REFUNDABLE AND CAN BE DEPOSITED DIRECTLY INTO THE ACCOUNT OF TOURIST GUIDE INSTITUTE.
PLEASE SCAN AND EMAIL DEPOSIT SLIP TOGETHER WITH YOUR REGISTRATION DOCUMENTS TO
info@touristguideinstitute.co.za. **IF YOUR APPLICATION IS UNSUCCESSFUL, YOUR DEPOSIT WILL BE RETURNED PROMPTLY.**

NB: Please sign and date

SIGNATURE: _____ **DATE:** _____