

TOURIST GUIDE TRAINING COURSE 2020

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

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 **access to a computer, email and internet are mandatory.**

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

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

COURSES for the rest of 2020:

Online July Course: Eight weeks made up of (i) Eight weeks of online lectures, formative assessments, 4 written assignments, research and self-study, followed by (ii) 6 days of face to face practicals and a final exam on the 6th day.

Start date: 1 June (Official / documented commencement date but you start as soon as you've paid in full)
Practicals: Week day 16, 17, 20, 21 July, 08:30 – 17:00 and Saturday morning 18 July, 8:30 – 12:00.
Exam date: Wednesday 22 July, 08:30 – 13:00.

Online Aug / Sept Course: Eight weeks made up of (i) 8 weeks of online lectures, formative assessments, 4 written assignments, research and self-study and (ii) 5 Saturdays of face to face practicals and the final exam on the Monday following the last practical.

Start date: 27 July (Official / documented commencement date but you start as soon as you've paid in full)
Practicals: Saturday 22, 29 Aug, 5, 12, 19 September from 08:30 – 17:00
Exam date: Monday 21 September from 17:30 – 22:00

Full Time October Course: Two weeks Monday – Friday, face to face time including practicals, followed by 5 weeks of own-time study and to do 4 written assignments ending with final exam.

Course dates: 28 Sept – 9 October Monday to Friday from 08:30 – 17:00
Exam date: Friday 13 November from 08:30 – 12:00

COURSE FEES FOR REST OF 2020: **CAPE TOWN: R6,900 DEPOSIT OF R3,500.00**

COURSE VENUE:

- (I) INTAKA ISLAND ECO CENTRE (**ONLINE JULY EXAM – OFFICE HOURS**); Park Lane, Century City, Cape Town
- (II) DISTRICT SIX GUEST HOUSE (**ONLINE SEPTEMBER EXAM – AFTER HOURS**); 2 Chester Road, Zonnebloem, Cape Town
- (III) INTAKA ISLAND ECO CENTRE (FULL TIME COURSE AND NOVEMBER EXAM); Park Lane, Century City, Cape Town.

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

<p>MODULE 1: Introduction to tourist guiding; Overview of tourism industry, Communication, Guiding Techniques, Tourism Services, Problem Solving.</p>	<p>MODULE 2: Practical skills</p>
<p>Background to the Western Cape against the broad overall South African perspective, with reference to:</p> <ul style="list-style-type: none"> 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 Cape Town 	<p>Five tours are done under the guidance of experienced tourist guides.</p> <ul style="list-style-type: none"> a) Historic Cape Town City Tour b) Winelands Tour c) Peninsula Tour d) Overberg Tour
<p>Two regions covered in class assessments:</p> <ul style="list-style-type: none"> a) Breede Valley b) West Coast 	

DURATION OF PRACTICALS:

- Starting daily at 08:30 till approximately 17:00

WINE INDUSTRY COURSE:

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

COURSE MATERIAL:

- **ONLINE** courses - A set of electronic materials and videos will be available from the TGI website.
- Full time face to face courses – A set of manuals will be issued at the commencement of the course.

PARKING/TRANSPORT DURING COURSES:

- Full time and **ONLINE Week-day course practicals** - Intaka Island: Free parking is available on “in the classroom” exam day; MyCiti bus terminus parking at own cost per day on the practical days.
- **ONLINE Weekend course practicals** - District Six Guesthouse: Free parking for weekend practicals and exam.

REGISTRATION:

- The completed registration form (p. 3-4 of Prospectus).
- **A non-refundable deposit of R3,500.00 upon registration for 2020 (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 4, SAQA ID: 0031	
METHOD OF PAYMENT	:	(Deposit)	(Paid in full)
COURSE DATES (MARK WITH "X")	O	1 June – 22 July 2020	
		4x week-day practicals; 1x Saturday AM practical; 1x Exam	
	O	27 July – 21 September 2020	
		With 5x full Saturday practicals; 1x Exam	
	F	28 Sept – 9 October + 13 November 2020	
		All practicals included on week-days + 1x Exam	

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	SBZAZAJJ		

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:** _____