

**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.**

<b>FIRST PHASE:</b> (Part of guide course)	<b>SECOND PHASE:</b> (Optional extra)
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

- 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 course exam. (Self-study).

COURSES for the rest of 2020:

**Online Course:** (i) Eight weeks of self-study by online lectures, formative assessments, 4 written research assignments, followed by (ii) 6 days of face to face practicals and a final written exam on the 6<sup>th</sup> day.  
Start date: 1 June or 27 July (Official start dates but you start as soon as you've paid in full)

Option 1 – Weekday practicals:

Practicals: Week day 17, 18, 21, 22 Sept, 08:30 – 17:00 and Saturday morning 19 Sept, 8:30 – 12:00.  
Exam date: Wednesday 23 Sept, 08:30 – 13:00.

Option 2 – Saturday practicals

Practical dates: Saturdays from 8:30 – 17:00  
Exam date: Saturday from 8:30 – 12:30

**Full Time October Course:**

Two weeks Monday – Friday, face to face time including theory and practical, PLUS  
Five 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: Park Lane, Century City, Cape Town  
OR
- (II) DISTRICT SIX GUEST HOUSE: 2 Chester Road, Zonnebloem, Cape Town

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

<p><b>MODULE 1 OF PHASE 1:</b> Introduction to tourist guiding; Overview of tourism industry, Communication, Guiding Techniques, Tourism Services, Problem Solving.</p>	<p><b>MODULE 2 OF PHASE 1:</b> Practical skills</p>
<p>Background to the Western Cape against the broad overall South African perspective, with reference to:</p> <ol style="list-style-type: none"> <li>South Africa's Physical Landscape</li> <li>The periods of South African History</li> <li>The South African Population</li> <li>South Africa's Cultural Heritage</li> <li>Fauna &amp; Flora</li> <li>South Africa's Government Institutions &amp; Social Services</li> <li>Architecture of the Cape Town</li> </ol>	<p>Five tours are done under the guidance of experienced tourist guides.</p> <ol style="list-style-type: none"> <li>Historic Cape Town City Tour</li> <li>Winelands Tour</li> <li>Peninsula Tour</li> <li>Overberg Tour</li> </ol>
<p>Two regions covered in class assessments:</p> <ol style="list-style-type: none"> <li>Breede Valley</li> <li>West Coast</li> </ol>	

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:

- Intaka Island: Free parking is available on the classroom exam day; MyCiti bus terminus parking at own cost per day on the practical days.
- District Six Guesthouse: Free parking for Saturday 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:			
<b>COMPANY NAME &amp; NO.</b>	:	TOURIST GUIDE INSTITUTE (Reg. No. 2001/007761/23)	
<b>PROVIDER CODE</b>	:	613/P/000053/2005	
<b>CONTACT PERSON</b>	:	Scott Womack / Julie Womack	
<b>CONTACT NUMBER</b>	:	Mobile - 082 445 7625	Office - (021) 685 0299
<b>CONTACT EMAIL</b>	:	info@touristguideinstitute.co.za	
LEARNER DETAILS:			

### 1. **New Registration:**

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

<b>LEARNING PROGRAMME DETAIL:</b>			
<b>NAME OF REGISTERED PROGRAMME</b>	:	<b>Culture Site Guide - Level 4, SAQA ID: 0031</b>	
<b>METHOD OF PAYMENT</b>	:	(Deposit)	(Paid in full)
<b>COURSE DATES (MARK WITH "X")</b>	<b>O</b>	<b>1 June, 27 July or anytime 2020</b>	
		Practicals & exam: 17 – 23 <sup>rd</sup> September 2020 (Alternate options as required).	
	<b>F</b>	<b>28 Sept – 9 October + 13 November 2020</b>	
		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.*

<b>ASSESSMENT AND RE-ASSESSMENT</b>
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:**

<b>BANK NAME</b>	STANDARD BANK	<b>ACCOUNT HOLDER</b>	TOURIST GUIDE INSTITUTE
<b>BRANCH NAME</b>	THIBAULT SQUARE	<b>TYPE OF ACCOUNT</b>	CHEQUE ACC.
<b>BRANCH CODE</b>	02-09-0900	<b>ACCOUNT NUMBER</b>	07 073 1950
<b>SWIFT CODE</b>	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](mailto:info@touristguideinstitute.co.za). **IF YOUR APPLICATION IS UNSUCCESSFUL, YOUR DEPOSIT WILL BE RETURNED PROMPTLY.**

**NB:** Please sign and date

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_