

TOURIST GUIDE TRAINING COURSE 2021

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 and internet are mandatory for the online courses.

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	i) Port Elizabeth & environs
e) The Breede River Valley	j) Namaqualand

- After two-weeks of contact time for full time courses there is a 5-week period of study and assignment writing, ending with the Phase 1 written examination.
- The Online course has either (i) 6 consecutive days or (ii) 6 Saturdays of contact time, ending with the examination.
- The Phase 1 qualifies you as a Culture Site Guide, for the Phase 1 regions of the Western Cape.
- The Phase 2 qualifies you for the Phase 2 regions of the Western Cape Province. The Phase 2 exam is included free of charge if written within 6 weeks of the Phase 1 exam. (Self-study).

COURSES for 2021:

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

- 18 – 29 Jan (exam on 8 March 08:30 - 12:00)
- 3 - 14 May (exam on 21 June 08:30 - 12:00)
- 4 – 15 October (exam on 22 November 08:30 - 12:00)

Online courses:

Weekday practicals from Century City, Cape Town: 08:30 - 17:00

- 23 – 29 Jan (exam on 29 Jan 08:30 - 16:00)
- 13 - 19 March (exam on 19 March 08:30 - 13:00)
- 8 - 14 May (exam on 14 May 08:30 - 16:00)
- 3 - 9 July (exam 9 July 08:30 - 13:00)
- 9 – 15 October (exam on 15 Oct 08:30 - 16:00)

Saturday practicals from District Six Guesthouse, Cape Town: 08:30 - 17:00

- 6x Saturdays: 14, 21, 28 Aug; 4, 11, 18 Sept (exam on 18 September 08:30 - 13:00)

COURSE FEES FOR 2021:

R7 200

DEPOSIT OF R3,500.00

COURSE VENUE:

- (I) Full time Course: Intaka Island Eco Centre, Park Land, Century City, Cape Town
- (II) Online course: Weekday practicals depart from Century City, Cape Town.
Saturday practical depart from District Six Guesthouse, 2 Chester Rd, Zonnebloem.

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

<p><u>MODULE 1:</u> Introduction to tourist guiding; Overview of tourism industry, Communication, Guiding Techniques, Tourism Services, Problem Solving.</p>	<p><u>MODULE 2:</u> 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 of Western Cape f) South Africa's Government Institutions & Social Services g) Architecture of the Cape Town h) Introduction to the Wine Industry 	<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 e) Wine Estates Cellar Tour

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

PARKING/TRANSPORT DURING COURSES:

- Full time course: Intaka Island: Free parking is available on "in the classroom" days; MyCiti bus terminus parking at R20 per day on the practical days.
- Online course: Weekday practicals: Century City, MyCiti bus terminus parking at R20 per day
Saturday practicals: District Six Guesthouse; Free parking

REGISTRATION:

- The completed registration form (p. 3-4 of Prospectus).
- **A non-refundable deposit of R3,500.00 upon registration for 2021 (Refunded if course is cancelled)**
- A one-page CV containing information pertaining to your education and employment history.
- An original recently certified copy of your matric or higher education qualification certificate.
- An original recently certified copy of your RSA ID (Not older than 2 months).
- A recently 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 for the 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: Compulsory to fill in all the fields. Note: All personal information will be used by TGI for registration, training, assessing, moderation and certification only as per POPIA Act 2021.			

1. New Registration:

TITLE & INITIALS & FIRST NAME	:			
SURNAME	:			
RSA ID NUMBER	:			
PASSPORT NUMBER (IF NO ID NUMBER)	:			
DATE OF BIRTH (CANDIDATE MUST BE OLDER THAN 22 YEARS OLD)	:			
GENDER	:		Male:	Female:
EQUITY (Mark with an "x")	:	White / Black African / Coloured / Khoisan / Asian / Indian / Other		
HIGHEST QUALIFICATION OBTAINED	:			
LAST SCHOOL ATTENDED	:			
YEAR SCHOOL COMPLETED	:			
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")	:		Employed	Unemployed/Previously Employed (pensioner; student; house wife; etc.)
DISABILITY STATUS	:			
TELEPHONE NO: (HOME)	:	()		
MOBILE NUMBER	:			
EMAIL ADDRESS	:			

PREFERRED METHOD OF CONTACT (<i>Mark with an "x"</i>)	:		SMS / WhatsApp		Email
RESIDENTIAL ADDRESS	:				
		Code:			
POSTAL ADDRESS (<i>IF DIFFERENT</i>)	:				
		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 (<i>MARK WITH "X"</i>)	F	18 - 29 January 2021			
	F	3 - 14 May 2021			
	F	4 - 15 Oct 2021			
	OW	Online Course - Weekday (<i>compulsory practicals in CT</i>)			
	OS	Online Course - Saturday (<i>compulsory practicals in CT</i>)			

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	THIBAUT 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:** _____