

TOURIST GUIDE TRAINING COURSE 2024

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.
- 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

- Full time course – two weeks of contact time ending with the exam on last day, followed by 5 weeks of assignment writing.
- Online course – theory done in own time prior to attending 6 days of practical contact time, ending with the exam on last day, followed by 5 weeks of assignment writing.
- 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 2024:

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

- 22nd January – 2nd February (exam on 2nd February 08:30 - 13:00 and hand in project work 11th March)
- 6th – 17th May (exam on 17th May 08:30 - 13:00 and hand in project work 1st July)
- 22nd July – 2nd August (exam on 2nd August 08:30 - 13:00 and hand in project work 9th September)
- 30th Sept – 11th October (exam on 11th October 08:30 - 13:00 and hand in project work 18th November)

Online courses:

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

- 26th Jan to 2nd Feb (exam on 2nd Feb and hand in project work 11th March)
- 10th – 17th May (exam on 17th May and hand in project work 1st July)
- 26th July – 2nd August (exam 2nd August and hand in project work 9th September)
- 4th – 11th October (exam on 11th October and hand in project work 18th November)

COURSE FEES FOR 2024: R7 600.00 (DEPOSIT OF R3,600.00 - FULL TIME COURSE)
FULL PAYMENT DUE 3 WEEKS PRIOR TO COURSE START DATE

(TGI RESERVES THE RIGHT TO FILL YOUR SEAT IF FULL PAYMENT IS NOT MADE 3 WEEKS PRIOR TO START DATE)
NO CANCELLATIONS ACCEPTED IN THE LAST 3 WEEKS PRIOR TO A COURSE.

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.

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 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 are available from the TGI website.
- Full Time – A set of electronic manuals will be issued prior to commencement of the course.
- Printed copies of Manual 1 and 2 are available for extra cost of R800.00.

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 and Saturday practicals: Century City, MyCiti bus terminus parking at R20 per day

REGISTRATION:

- The completed registration form (p. 3-4 of Prospectus).
- **Full time course: A non-refundable deposit of R3,600.00 upon registration. (Full payment due 3 weeks prior to course commencement date)**
- **Online course: Full R7,600.00 payable prior to receiving online access.**
- 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 (Front and Back of card; 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. (Not required for entry to 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 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	:			
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 (Mark with an "x")	:		SMS / WhatsApp	Email
RESIDENTIAL ADDRESS	:			

		Code:			
POSTAL ADDRESS (IF DIFFERENT)	:				
		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")	F	22 January – 2 February 2024			
	F	6 – 17 May 2024			
	F	22 July – 2 August 2024			
	F	30 September – 11 October 2024			
		Online Course + CT Practicals (compulsory in CT)			
	O	26 Jan – 2 Feb	10 - 17 May	26 July – 2 Aug	
	O	4 – 11 Oct			

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	SBZAJJ		

<p>Payment Confirmation:</p> <p>DEPOSITS ARE NON-REFUNDABLE. FULL PAYMENT IS DUE 3 WEEKS PRIOR TO COURSE COMMENCEMENT DATE.</p> <p>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.</p>
--

NB: Please sign and date

SIGNATURE: _____ **DATE:** _____