

**TOURIST GUIDE TRAINING COURSE 2025**

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.

<b>FIRST PHASE:</b>	<b>SECOND PHASE:</b>
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 1 week 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 7 weeks of the Phase 1 exam. (Self-study).

**COURSES for 2025:**

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

- 27<sup>th</sup> Jan – 7<sup>th</sup> February (exam on 7<sup>th</sup> February 08:30 - 13:00 and hand in project work 17<sup>th</sup> March)
- 5<sup>th</sup> – 16<sup>th</sup> May (exam on 16<sup>th</sup> May 08:30 - 13:00 and hand in project work 23<sup>rd</sup> June)
- 14<sup>th</sup> – 25<sup>th</sup> July (exam on 25<sup>th</sup> July 08:30 - 13:00 and hand in project work 1<sup>st</sup> September)
- 6<sup>th</sup> – 17<sup>th</sup> October (exam on 17<sup>th</sup> October 08:30 - 13:00 and hand in project work 17<sup>th</sup> November)

**Online courses:**

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

- 31<sup>st</sup> Jan to 7<sup>th</sup> Feb (exam on 7<sup>th</sup> Feb and hand in project work 17<sup>th</sup> March)
- 9<sup>th</sup> – 16<sup>th</sup> May (exam on 16<sup>th</sup> May and hand in project work 23<sup>rd</sup> June)
- 18<sup>th</sup> – 25<sup>th</sup> July (exam 25<sup>th</sup> July and hand in project work 1<sup>st</sup> September)
- 10<sup>th</sup> – 17<sup>th</sup> October (exam on 17<sup>th</sup> October and hand in project work 17<sup>th</sup> November)

**COURSE FEES FOR 2024: R7 900.00 (DEPOSIT OF R3,900.00 - 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><b><u>MODULE 1:</u></b> Introduction to tourist guiding; Overview of tourism industry, Communication, Guiding Techniques, Tourism Services, Problem Solving.</p>	<p><b><u>MODULE 2:</u></b> 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"> <li>a) South Africa’s Physical Landscape</li> <li>b) The periods of South African History</li> <li>c) The South African Population</li> <li>d) South Africa’s Cultural Heritage</li> <li>e) Fauna &amp; Flora of Western Cape</li> <li>f) South Africa’s Government Institutions &amp; Social Services</li> <li>g) Architecture of the Cape Town</li> <li>h) Introduction to the Wine Industry</li> </ul>	<p>Five tours are done under the guidance of experienced tourist guides.</p> <ul style="list-style-type: none"> <li>a) Historic Cape Town City Tour</li> <li>b) Winelands Tour</li> <li>c) Peninsula Tour</li> <li>d) Overberg Tour</li> <li>e) Wine Estates Cellar Tour</li> </ul>

**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 R3,900.00 upon registration. (Full payment of R7,900.00 due by 3 weeks prior to course commencement date)**
- **Online course: Full R7,900.00 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	
<b>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.</b>			

**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 <u>SCHOOL</u> ATTENDED	:			
YEAR <u>SCHOOL</u> 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:			
<b>POSTAL ADDRESS (IF DIFFERENT)</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>F</b>	<b>27 January – 7 February 2025</b>			
	<b>F</b>	<b>5 – 16 May 2025</b>			
	<b>F</b>	<b>14 – 25 July 2025</b>			
	<b>F</b>	<b>6 – 17 October 2025</b>			
		<b>Online Course Practicals (compulsory in CT)</b>			
	<b>O</b>	<b>31 Jan – 7 Feb</b>	<b>9 - 16 May</b>	<b>18 – 25 July</b>	
	<b>O</b>	<b>10 – 17 Oct</b>			

*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 7 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>	THIBAUT 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		

<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 <a href="mailto:info@touristguideinstitute.co.za">info@touristguideinstitute.co.za</a>. IF YOUR APPLICATION IS UNSUCCESSFUL, YOUR DEPOSIT WILL BE RETURNED PROMPTLY.</p>
---

**NB:** Please sign and date

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