

TOURIST GUIDE TRAINING COURSE 2026

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.
- Fluent in verbal and written English language; Computer literate with access to a computer and internet with sufficient data - mandatory for all courses.

Full time course (Phase 1) – two weeks of face to face contact time, theory and practical, ending with the exam on last day, followed by 5 weeks of own time assignment writing.

Online course (Phase 1) – theory done in own time prior to attending 1 week of face to face practical, ending with the exam on last day, followed by 5 weeks of own time assignment writing.

- The course qualifies you as a Culture Site Guide, for the Phase 1 regions of the Western Cape.
- Phase 2 (self-study) is an optional follow-on, qualifying you for the rest of the Western Cape. The Phase 2 exam is written free of charge if written within 7 weeks of the Phase 1 exam.

PHASE ONE - REGIONS:	PHASE TWO - REGIONS:
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

COURSE SCHEDULE for 2026:

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

- 26th Jan – 6th February (exam on 6th February 08:30 - 13:00 and hand in project work 16th March)
- 13th – 24th April (exam on 24th April 08:30 - 13:00 and hand in project work 1st June)
- 29th June – 10th July (exam on 10th July 08:30 - 13:00 and hand in project work 17th August)
- 28th September – 9th October (exam on 9th Oct 08:30 - 13:00 and hand in project work 16th Nov)

Online own time theory study, then joining the full time group on the bus for:

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

- 30th Jan - 6th Feb (exam on 6th Feb and hand in project work 16th March)
- 17th April - 24th April (exam on 24th April and hand in project work 1st June)
- 3rd - 10th July (exam 10th July and hand in project work 17th August)
- 3rd – 9th October (exam on 9th October and hand in project work 16th November)

COURSE FEES FOR 2026: R8 400.00 (NON-REFUNDABLE DEPOSIT OF R4,400.00)
SEE PAYMENT TERMS BELOW, UNDER REGISTRATION

(TGI RESERVES THE RIGHT TO FILL YOUR SEAT IF FULL PAYMENT IS NOT MADE 3 WEEKS PRIOR TO START DATE)

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><u>MODULE 1 - THEORY:</u> Introduction to tourist guiding; Overview of tourism industry, Communication, Guiding Techniques, Tourism Services, Problem Solving.</p>	<p><u>MODULE 2 – PRACTICAL:</u> Skills-based on the bus training.</p>
<p>Background to the Western Cape against the broad overall South African perspective, with reference to:</p> <ol style="list-style-type: none"> South Africa's Physical Landscape The periods of South African History The South African Population South Africa's Cultural Heritage Fauna & Flora of Western Cape South Africa's Government Institutions & Social Services Architecture of the Cape Town Introduction to the Wine Industry 	<p>Five tours are done under the guidance of experienced tourist guides.</p> <ol style="list-style-type: none"> Historic Cape Town City Tour – see and learn Overberg Tour – formative practice Peninsula Tour – summative assessment Winelands Tour – summative assessment Wine Estates Cellar Tour & Tasting Etiquette

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.
- Phase 1, printed copies of Manual 1 and 2 are available for the extra cost of R800.00.
- Phase 2, printed copy of Manual 3 is available for the extra cost of R250.00 (Elec copy R100.00)

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).
- A non-refundable deposit of R4,400.00 upon registration:**
 - Full time course: Full fee of R8,400.00 is due 3 weeks prior to course start date.**
 - NO refunds under 3 weeks to the course start date or after the course start date.
 - Online course: Full fee of R8,400.00 payable prior to receiving online access.**
 - NO refunds once online access has been provided.
- 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 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	:			
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	26 January – 6 February 2026	
	F	13 – 24 April 2026	
	F	29 June – 10 July 2026	
	F	28 September – 9 October 2026	
		Online Course Practicals (Cape Town)	
	O	30 Jan – 6 February	17 – 24 April
	O	3 - 10 July	2 – 9 October

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 7 WEEKS OF THE PHASE 1 EXAM

BANKING DETAILS:

BANK NAME	STANDARD BANK	ACCOUNT HOLDER	TOURIST GUIDE INSTITUTE
BRANCH NAME	THIBAULT SQUARE	TYPE OF ACCOUNT	CURRENT ACC.
BRANCH CODE	02-09-0900	ACCOUNT NUMBER	07 073 1950
SWIFT CODE	SBZAJJ		

Payment Confirmation:

DEPOSITS ARE NON-REFUNDABLE. FULL PAYMENT IS DUE 3 WEEKS PRIOR TO COURSE COMMENCEMENT DATE.

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:** _____