

TOURIST GUIDE TRAINING COURSE 2027

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 2027:

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

- 25th Jan – 5th February (exam on 5th February 08:30 - 13:00 and hand in project work 15th March)
- 12th – 23rd April (exam on 23rd April 08:30 - 13:00 and hand in project work 31st May)
- 28th June – 9th July (exam on 9th July 08:30 - 13:00 and hand in project work 16th August)
- 27th September – 8th October (exam on 8th Oct 08:30 - 13:00 and hand in project work 8th 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

- 29th Jan - 5th Feb (exam on 5th Feb and hand in project work 15th March)
- 16th April – 23rd April (exam on 23rd April and hand in project work 31st May)
- 2nd – 9th July (exam 9th July and hand in project work 16th August)
- 1st – 8th October (exam on 8th October and hand in project work 8th November)

COURSE FEES FOR 2027: R9 100.00 (NON-REFUNDABLE DEPOSIT OF R5,100.00)
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)

<u>MODULE 1 - THEORY:</u> Introduction to tourist guiding; Overview of tourism industry, Communication, Guiding Techniques, Tourism Services, Problem Solving.	<u>MODULE 2 – PRACTICAL:</u> Skills-based on the bus training.
Background to the Western Cape against the broad overall South African perspective, with reference to: 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	Five tours are done under the guidance of experienced tourist guides. a) Historic Cape Town City Tour – see and learn b) Overberg Tour – formative practice c) Peninsula Tour – summative assessment d) Winelands Tour – summative assessment e) 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
Century City, eParking zone at R20 per day on the practical days.
- Online course: Weekday and Saturday practicals: Century City, eParking zone at R20 per day

REGISTRATION:

- The completed registration form (p. 3-4 of Prospectus).
- **A non-refundable deposit of R5,100.00 upon registration:**
Full time course: Full fee of R9,100.00 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 R9,100.00 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 <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:	
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	25 January – 5 February 2027	
	F	12 – 23 April 2027	
	F	28 June – 9 July 2027	
	F	27 September – 8 October 2027	
		Online Course Practicals (Cape Town)	
	O	29 Jan – 5 February	16 – 23 April
	O	2 - 9 July	1 – 8 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	THIBAUT 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:** _____