

TOUR OPERATING ONLINE TRAINING COURSE

Tourist Guide Institute is now offering tour operating, online training courses. At this stage there are no Cathsseta accredited tour operating courses, but there is a need for basic training to help tourist guides start their own tour operating businesses. The course was developed out of the mentorship program that TGI runs with our tourist guide students, who start their own tour operator businesses. As well as having the tourist guide training exposure, the staff at TGI are able to draw on their years of experience as tour operators, having owned and run All Africa Tours since 2006. The course co-ordinators are Scott Womack and Julie Womack.

A. COURSE: **Tour Operating**

Entry requirement:

- English language proficiency and computer literacy are essential
- Access to a computer and internet are mandatory
- Copy of Tourist Guide qualification – if already qualified and registered.

Course setup:

- The course is made up of 8 main video topics viewed online
- Online tour operating handbook with interesting articles and activities that back up the video lectures.
- The handbook also has space for the student to jot down ideas and reflections along the way.
- There are 3 formal assessment areas that are done at the end and handed in for feedback from TGI.
- On completion, the student will receive a certificate of competence and completion.
- Students work at their own pace.

COURSE FEES:

R4 000

B. COURSE CONTENT

1. Tour Industry Terminology
2. Types of tours to sell
3. Entrepreneurship
4. Setting goals
5. Choosing a Business Entity
6. Drawing up a Business Plan
7. Vehicle permits and PDP licenses
8. Designing tour Itineraries
9. Pitfalls to avoid when designing tours
10. Schedules for guides/tour leaders/drivers
11. Feedback forms for guides and clients
12. Costing a business and a tour
13. Drawing up excel spreadsheets for costing purposes
14. Quoting and invoicing
15. Marketing your tours
16. Having an online presence
17. Taxes
18. Insurances
19. Terms and Conditions
20. Force Majeure and Covid

REGISTRATION:

- The completed registration form (p. 2-3 of Prospectus).
- A copy of your RSA ID, or Passport, Refugee Status Document, Permanent Residency. Work Permit, if it states that the individual may work “as a tourist guide” or “operate a tour business”.
- A copy of your tourist guide training qualification provider certificate.

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, tourist guide training certificate**. See the bank account details on the registration form.

Regards
Scott Womack (Course Director)

TOURIST GUIDE INSTITUTE

LEARNER REGISTRATION FORM - TO

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. All personal information will be protected as required by POPIA Act 2021 and used by TGI for training purposes and future updates only.			

1. **New Registration:**

TITLE & INITIALS & FIRST NAME	:			
SURNAME	:			
RSA ID NUMBER	:			
PASSPORT NUMBER (IF NO ID NUMBER)	:			
GENDER	:		Male:	Female:
TOURIST GUIDE QUALIFICATION EG CULTURE	:			
NAME OF TRAINING PROVIDER	:			
YEAR COMPLETED	:			
NATIONALITY: E.G. SOUTH AFRICAN	:			
MOBILE NUMBER	:			
EMAIL ADDRESS	:			
RESIDENTIAL ADDRESS	:			
		Code:		
POSTAL ADDRESS (IF DIFFERENT)	:			
		Code:		
LEARNING PROGRAMME DETAIL:				
NAME OF REGISTERED PROGRAMME	:	TOUR OPERATOR COURSE		
METHOD OF PAYMENT	:		(Deposit)	(Paid in full)

NB: Please scan and email (i) Copy of your South Africa ID or Passport (with residence / work permits / refugee status); (ii) Tourist Guide Training qualification certificate.

ASSESSMENT AND RE-ASSESSMENT
ASSESSMENTS ARE INCLUDED IN THE COURSE COST

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 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:** _____