



LIVINGSTONE TOURISM ACADEMY

**Accredited with CATHSSETA through the
Cape Tourism and Hospitality Skills Training Company**

PROSPECTUS 2018

TOURIST GUIDE TRAINING COURSE

A.Culture Site Guide: LEVEL 4 (SAQA ID: TGD/CuISGd/4/0031)

1.To qualify for this certificate, competence in the prescribed unit standards must be achieved.

Unit Standard	SAQA ID	NQF Level	Credits
Conduct a tourist guiding activity	335801	4	8
Conduct a guided cultural experience	335802	4	12
Research and design a guided experience at a prominent tourism site	335803	4	5
Minimise and manage safety and emergency incidents	255914	4	6
Care for customers	246740	4	3
Research a Southern African archaeological site from published and unpublished material	119870	4	6

2.To obtain the certification the learner will have to prove competence and keep a logbook to the extent of 400 notional hour's.(40 credits on the NQF).

3.Competence are measured to the minimum requirement as set out in the specific outcomes of the prescribed unit standards.

4.The course is divided into a Theoretical(Formative),Practical(Formative) period as well as an Integrated Theoretical and Practical (Summative assessment).**All the time spent during formal contact time,selfstudy,practical outings,research,etc calculate to the required 400 notional hours.**

5. There is no workplace model as the course is aimed at private students
No RPL will be offered.

Assessment will be done by the assessment team (facilitator, assessor and moderator)

As this is a contact based learning programme (not a learnership or RPL) credit accumulation will not take place during workplace contact.

There are no explicit requirements for workplace activities as per skills programme.

B.Course Content(Formative contact period).

Modular Breakdown:

Module

Unit 1.Training and Registration

Unit 2.Overview of the Tourism Industry in South Africa

Unit 3.South Africa's Government Institutions and Social Services

Unit 4.The Western Cape Tourism Sector

Unit 5.South African Natural Landscape

Unit 6.South African Social Landscape and Cultural Heritage

Unit 7.The Periods of South African History

Unit 8.Communication Skills

Unit 9.Guiding Techniques

Unit 10.Planning and Designing an Itinerary

Unit 11.Choosing a Business Entity

Unit 12.Research

1.Unit 10 and the Practical component will provide you with enough evidence to show competence in the Geographical areas attached to your Cathsseta certification as a Tourist Guide.

2.As part of your formative period you will be conducting practical guiding.

3.In the Western Cape province you will be doing five(5) tours:

- a) Kirstenbosch
- b) Historic Cape Town Tour
- c) Winelands Tour
- d) Peninsula Tour
- e) Airport

4. A further three tours are done theoretically and at the hand of various DVDs:

- a) Breede River Tour
- b) West Coast Tour (Crayfish Route)
- c) Overberg Tour (Whale Route)

5. After all formative and summative periods have been completed and the outcome of the assessment is **Competent** you will be able to guide in the following areas with your first registration as a Tourist Guide:

a) The Cape Metropole & Peninsula
b) The Winelands
c) The Overberg
d) The Breede River Valley
e) The West Coast, Swartland & Sandveld

6. Through self study and research and providing relevant evidence that you have embedded knowledge of the geographical areas stated below, you may attempt a second written assessment that will allow you to guide in the following areas as well:

f) The Garden Route
g) The Little Karoo, Kannaland
h) The Great Karoo
i) The Olifants River Valley

This will give you the scope to guide throughout the Western Cape Province.

7. Though a set of Assessment requirements and proving embedded knowledge and a written assessment you can add other Provinces to your scope of Guiding areas.

Livingstone Tourism Academy offer Full-Time(Day) classes throughout the year as well as Part-time(Evening) classes. **Part-time students must note that the Practical outings take place during the day and therefore need to make provision for this.**

DURATION OF LECTURES & PRACTICALS:

As per course schedule provided on registration.

WINE COURSE:

An 'Introduction to Wine' course is offered as an **extra, optional course**

COURSE MATERIAL:

A comprehensive set of notes, covering all aspects of the course, will be issued at the commencement of the course. **Including the material for the second assessment.**

PARKING:

Nearby parking is available – Learners are responsible for their own parking.

REGISTRATION REQUIREMENTS:

- The completed **registration form** (p.5-7 of Prospectus)
- **A non-refundable deposit of R3200.**
- A short **CV** containing information pertaining to your education and employment history.
- A certified copy of your **RSA I.D.**(Not older than 3 Months)
- A copy of Alternate I.D. (if applicable): **Work Permit (Stating that you may work as a tour guide)** / Passport / Refugee Status Document / Study Permit / (Permanent) Residency Document etc.
- A **PASSPORT Number** is very important if you have an Alternate I.D.
- If you speak a language other than ENGLISH, you are required to hand in proof of fluency: a letter from an official body such as a university or embassy. **(Only after Certification).**
- Educational status of Level 3 on the National Qualifications Framework(NQF)

It is a prerequisite to obtain a basic First Aid Certificate to qualify for registration as a tourist guide. This can be done through any accredited First Aid Training Institution.**Livingstone Tourism Academy provide this as an extra optional service.(This is needed only after Certification).**

Kind Regards
JACQUES NELL (613/A/001951/2009).
TOURIST GUIDE ASSESSOR AND TRAINER
084 730 1659

LIVINGSTONE TOURISM ACADEMY

LEARNER REGISTRATION FORM 2018

PROVIDER DETAIL:	
COMPANY NAME & No.	: Livingstone Tourism Academy (LIV011)
PROVIDER CODE	: 613/P/000010/2004
CONTACT PERSON	: JACQUES NELL
CONTACT NUMBER	: CELL: 084 730 1659/FAX: 086 212 5431/livingstoneta@live.com

LEARNER DETAILS:			
1. New Registration:			
TITLE & INITIALS	:		
NAME & SURNAME	:		
MAIDEN NAME	:		
RSA ID NUMBER	:		
ALTERNATE ID NO	:		
PASS PORT NUMBER	:		
DATE OF BIRTH	:		
GENDER	:	Male:	Female:
EQUITY	:	Mark with an "x": White / Black African / Coloured / Asian / Indian	
NATIONALITY: EG. SOUTH AFRICAN	:		
CITIZEN RESIDENTIAL STATUS: E.G. S.A. CITIZEN; NON-S.A. CITIZEN; REFUGEE STATUS; RESIDENCY PERMIT; WORK PERMIT.	:		
HOME LANGUAGE & OTHER	:		
DISABILITY STATUS	:		
GEOGRAPHICAL AREA	:		
SOCIO – ECONOMIC STATUS	:	Mark with an "x":	Employed Unemployed/Previously Employed (pensioner; student; house wife; etc.)
YEARS IN OCCUPATION	:		
TELEPHONE NO: (WORK)	:	()	
TELEPHONE NO.: (HOME)	:	()	
FAX NO.:	:	()	
E-MAIL ADDRESS	:		@
MOBILE NUMBER	:		
PREFERRED WAY OF CONTACT	:		
RESIDENTIAL ADDRESS	:		
			Code:
POSTAL ADDRESS	:		
			Code:

LEARNING PROGRAMME DETAIL:		
NAME OF REGISTERED PROGRAMME:	:	Culture Site Guide - Level 4 SAQA ID: TGD/SGd/4/0031
	:	Further education and training certificate- Tourist Guiding – Level 4 SAQA ID:71549
DATE OF REGISTRATION	:	

COURSE DATES 2018

FULL TIME COURSES: 4TH FLOOR CAPE CHAMBER HOUSE, 33 MARTIN HAMMERSCHLAG ROAD, FORESHORE, CAPE TOWN		WRITTEN ASSESSMENT DATES:	PLEASE TICK APPROPRIATE COURSE
FORMATIVE PERIOD:			
1	22 JANUARY-31 JANUARY/12 MARCH'18	12 MARCH'18	
2	05 MARCH-14 MARCH/16 APRIL'18	16 APRIL'18	
3	09 APRIL-18 APRIL/28 MAY'18	28 MAY'18	
4	07 MAY-16 MAY/25 JUNE '18	25 JUNE'18	
5	18 JUNE-27 JUNE/30 JULY'18	30 JULY'18	
6	16 JULY-25 JULY/27 AUGUST'18	27 AUGUST'18	
7	13 AUGUST-22 AUGUST/25 SEPTEMBER'18	25 SEPTEMBER'18	
8	01 OCTOBER-10 OCTOBER/12 NOVEMBER'18	12 NOVEMBER'18	
9	05 NOVEMBER-14 NOVEMBER'18/16 JANUARY'19	16 JANUARY'19	
PART-TIME/EVENING COURSES: WELGEMEEND CONFERENCE VENUE, 2 WELGEMEEND STREET, GARDENS, CAPE TOWN		WRITTEN ASSESSMENT DATES:	
1	12 FEBRUARY-22 FEBRUARY/19 MARCH'18	19 MARCH'18	
2	21 MAY-31 MAY/02 JULY'18	02 JULY'18	
3	02 JULY-12 JULY/20 AUGUST'18	20 AUGUST'18	
4	10 SEPTEMBER-20 SEPTEMBER/29 OCTOBER'18	29 OCTOBER'18	
5	22 OCTOBER-01 NOVEMBER/03 DECEMBER'18	03 DECEMBER'18	

FULL COURSE FEE = R 6500

**DEPOSIT = R 3500 (TO BE PAID UPON REGISTRATION)
BALANCE TO BE PAID BEFORE RECEIPT OF TRAINING MATERIAL
ASSESSMENTS WILL ONLY BE DONE ONCE COURSE FEE IS PAID IN FULL**

**NB: Please forward an abridged CV of yourself as well as all other documents listed under
REGISTRATION: FAX to 086 212 5431 EMAIL: livingstoneta@live.com**

METHOD OF PAYMENT	:		
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DEPOSITS ARE NON-REFUNDABLE AND CAN BE DEPOSITED DIRECTLY INTO THE ACCOUNT OF LIVINGSTONE TOURISM ACADEMY. PLEASE FAX DEPOSIT SLIP TOGETHER WITH YOUR REGISTRATION DOCUMENTS TO FAX NO. 086 212 5431

IF YOUR APPLICATION IS UNSUCCESSFUL, YOUR DEPOSIT WILL BE RETURNED PROMPTLY TO YOU.

BANKING DETAILS:

BANK NAME	:	ABSA
BRANCH NAME	:	STELLENBOSCH
BRANCH CODE	:	632005
ACCOUNT HOLDER	:	CTHSTC
TYPE OF ACCOUNT	:	SAVINGS ACCOUNT
ACCOUNT NUMBER	:	9257758657

SIGNATURE: _____