



LIVINGSTONE TOURISM ACADEMY

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

PROSPECTUS 2019

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Research a Southern African archaeological site from published and unpublished material	119870	4	6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 Gauteng 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.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 areas covered during your training with your first registration as a Tourist Guide:

4.Through self study and research and providing relevant evidence that you have embedded knowledge of further geographical areas stated below,you may attempt a second written assessment that will allow you to guide in the areas applied for.

5.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.

OPTIONAL COURSES:

AVAILABLE ON REQUEST INCL:FIRST AID LEVEL 1.

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.4-5 of Prospectus)
- **A non-refundable deposit of R3500**
- 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 2019**

PROVIDER DETAIL:	
COMPANY NAME & No.	: Livingstone Tourism Academy (LIV011)
PROVIDER CODE	: 613/P/000010/2004
CONTACT PERSON	: Headoffice:Ronel (060 717 2007)
GAUTENG CONTACT PERSON	: Chrystell Grobler (079 579 0813)
GAUTENG EMAIL	: livingstonegauteng@gmail.com

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

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	: <input type="text"/>

COURSE DATES 2019

FULL TIME COURSES:GAUTENG TRAINING CENTRE TBA		WRITTEN ASSESSMENT DATES:	PLEASE TICK APPROPRIATE COURSE
FORMATIVE PERIOD:			
1	04-15 MARCH 2019	15 APRIL 2019	
2	01-12 APRIL 2019	13 MAY 2019	
3	06-17 MAY 2019	24 JUNE 2019	
4	03-14 JUNE 2019	29 JULY 2019	
5	08-19 JULY 2019	19 AUGUST 2019	
6	12-23 AUGUST 2019	30 SEPTEMBER 2019	
7	07-18 OCTOBER 2019	18 NOVEMBER 2019	
8	04-15 NOVEMBER 2019	13 JANUARY 2020	
PA9RT-TIME/EVENING COURSES:GAUTENG TRAINING CENTRE TBA		WRITTEN ASSESSMENT DATES:	
1	18-28 FEBRUARY 2019	18 MARCH 2019	
2	20-31 MAY 2019	24 JUNE 2019	
3	22 JULY-02 AUGUST 2019	30 SEPTEMBER 2019	
4	09-20 SEPTEMBER 2019	21 OCTOBER 2019	
5	18-29 NOVEMBER 2019	13 JANUARY 2020	

FULL COURSE FEE = R 6750

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: livingstoneta@live.com and livingstonegauteng@gmail.com

METHOD OF PAYMENT :

DEPOSITS ARE NON-REFUNDABLE AND CAN BE DEPOSITED DIRECTLY INTO THE ACCOUNT OF LIVINGSTONE TOURISM ACADEMY GAUTENG.

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

BANKING DETAILS:

BANK NAME	:	CAPITEC BANK
BRANCH NAME	:	HARTBEESPOORT
BRANCH CODE	:	470010
ACCOUNT HOLDER	:	LIVINGSTONE(GAUTENG)
TYPE OF ACCOUNT	:	SAVINGS
ACCOUNT NUMBER	:	1620078455

SIGNATURE: _____