



# 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Research a Southern African archaeological site from published and unpublished material	119870	4	6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 Southern 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.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)
CONTACT PERSON	: Southern Cape Training Facility: Ampie Vorster(072 036 9618)
SOUTHERN CAPE EMAIL	: livingstonesoutherncape@gmail.com

LEARNER DETAILS:	
<b>1. New Registration:</b>	
TITLE & INITIALS	: _____
NAME & SURNAME	: _____
MAIDEN NAME	: _____
RSA ID NUMBER	: _____
ALTERNATE ID NO	: _____
PASS PORT NUMBER	: _____
DATE OF BIRTH	: _____
GENDER	: <b>Male:</b> _____ <b>Female:</b> _____
EQUITY	: <b>Mark with an "x":</b> White / Black African / Coloured / Asian / Indian
NATIONALITY: <i>EG. SOUTH AFRICAN</i>	: _____
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	: <b>Mark with an "x":</b> <i>Employed</i> <i>Unemployed/Previously Employed (pensioner; student; house wife; etc.)</i>
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 2019

<b>FULL TIME COURSES: GEORGE 2019 FORMATIVE PERIOD:</b>		<b>WRITTEN ASSESSMENT DATES:</b>	<b>PLEASE TICK APPROPRIATE COURSE</b>
1	06-17 MAY 2019	24 JUNE 2019	
2	15-26 JULY 2019	26 AUGUST 2019	
3	02-13 SEPTEMBER 2019	14 OCTOBER 2019	
4	04-15 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](mailto:livingstoneta@live.com) and [livingstonesoutherncape@gmail.com](mailto:livingstonesoutherncape@gmail.com)**

<b>METHOD OF PAYMENT</b>	:		
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DEPOSITS ARE NON-REFUNDABLE AND CAN BE DEPOSITED DIRECTLY INTO THE ACCOUNT OF LIVINGSTONE TOURISM ACADEMY SOUTHERN CAPE

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

### BANKING DETAILS:

<b>BANK NAME</b>	:	CAPITEC BANK
<b>BRANCH NAME</b>	:	GEORGE
<b>BRANCH CODE</b>	:	470010
<b>ACCOUNT HOLDER</b>	:	LIVINGSTONE
<b>TYPE OF ACCOUNT</b>	:	BUSINESS
<b>ACCOUNT NUMBER</b>	:	1616388887

**SIGNATURE:** \_\_\_\_\_