



CATHSSETA Accreditation No:  
613/P/000035/2004

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7 Van Wouw Street  
GROENKLOOF  
0181

PO Box 95679  
WATERKLOOF  
0145

**BONUS: Once you've qualified and registered as a Tourist Guide we'll place your details on our website for Tour Operators to find you! Mahala! Gratis! For Free!**

## TOUR OPERATOR WORKSHOP - 2020

### PRICE:

**R5950.00 VAT Inclusive**

### DATE:

PRETORIA      **24 – 28 February 2020**  
RIVONIA        **28 Sep – 02 October 2020**

- **Day 1 -3**  
How to start and manage a small tour operator business.
- **Day 4**  
Legal implications: Drivers licence, P.D.P, R.T.P, C.O.F, Pax Liability  
Marketing in the tourism industry: Different sectors  
Technical management: Services, tyres, fuel/oil  
Itinerary: Designing a guided experience
- **Day 5**  
Itinerary: Designing a guided experience  
Infra structure: Your office, staff  
Product knowledge: Accommodation (STO and rack rates, single supplement)  
Programmes and quotes  
Administration: Reservations, confirmations, vouchers, payments, cancellations, filing  
Guides: Qualifications, personality and appearance, tour preparations file, payment to your guide/s, loyalty to your guide/s

Contact Wilna on 012 460 9585 or email [pta@drumbeatacademy.co.za](mailto:pta@drumbeatacademy.co.za) for further information.

COMPANY REG: 2009/004827/07

VAT REG: 4580212712

DIRECTORS: E BRAZENDALE, OJ SMITH

***We drum out your future!***

PRETORIA | 012 460 9585 |  
CAPE TOWN | 021 300 0690 |  
JOHANNESBURG | 011 568 0773 |

HEAD OFFICE, 7 Van Wouw Street, Groenkloof  
Training at booked venues  
Unit 9 Rivonia Gate Office Park, 381 Rivonia Blvd, Sandton

DURBAN | 031 100 1168 |  
MOKOPANE | 0860 10 36 35 |  
GEORGE | 0860 10 36 35 |

MB House, 641 Ridge Road, Berea  
CAL, 15 Geyser Street  
Shamrock Place Number 18, 97 York SStreet