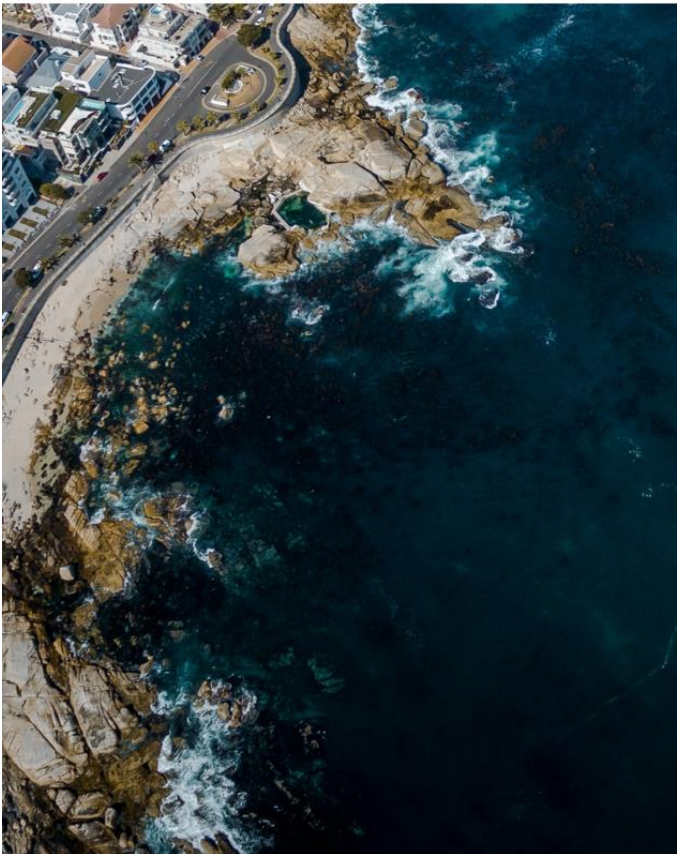


# 2024 CULTURE TOURIST GUIDE COURSE





# CULTURE TOURIST GUIDE

## WHAT IS A CULTURE GUIDE?

A Culture Guide is a person that conducts extensive tours with an emphasis on cultural wealth, both to enlighten and entertain visitors. These guides are very well informed about the history of the different sites that are scattered throughout the provinces of South Africa and have a good overview of the diverse cultural elements of our country. A Culture Guide can operate in one province or qualify to work as a competent guide in numerous provinces or apply themselves to qualify as a National Guide.

Drum Beat Academy offers a **CATHSSETA accredited** Cultural Guide qualification. This course will enhance your skills as a guide and enable you to find work as a tourist guide in your chosen provinces. This course will let you travel throughout South Africa exploring and sharing our country with paying customers both local and international. Once qualified a Culture Guide can easily move between the provinces they are qualified for.

## COURSE CONTENT

### Theory:

- Introduction to the learning programme.
- Working in the tourism / tourist guide industry.
- Customer care & communication.
- Working in a team.
- The importance of research & storytelling.
- Overview of South Africa.
- Knowledge on provinces, sites, nature, biomes, and cultures.
- Design & conduct a guided experience.

### Practical:

- Conducting a guided cultural tour.
- Provide customer service.
- Demonstrate ability to handle problems.

## 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!



# QUALIFICATION DETAILS & DATES

## FURTHER EDUCATION AND TRAINING CERTIFICATE: TOURIST GUIDING

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**SAQA ID 71549**

**NQF Level 4**

**Minimum 134 Credits**

### ENTRY REQUIREMENTS

- Matric (grade 12) Certificate or equivalent.
- Two South African languages.
- South African citizen.
- Reading, writing and basic mathematical skills are required.
- Able to read, write, speak, and understand English.

### ALTERNATIVE

Should a learner not have a matric certificate or not be a South African citizen then they can enrol for the National Certificate: Tourism: Guiding (SAQA ID 17174, NQF Level 2).

### DEPARTMENT TOURISM REQUIREMENTS

All qualified tourist guides must register with a Provincial Registrar appointed by the Department of Tourism (e.g., Gauteng Tourism Authority). This registration is the learner's responsibility and none of these costs are included in the course price. For the registration you must be a South African citizen or have a valid work permit. You will submit a copy of your Tourist Guiding certificate (and Drum Beat Acknowledgement of Result), a valid First Aid certificate, R240 registration fee, and 4 passport size photos. You will also need to complete a registration form and sign a code of conduct and ethics upon registration. Once approved you will receive your guiding badge and card. Registrations are valid for 3-years, registrations can be renewed and updated. (Note: Driver-guides need to be 21 years of age to get their PrDP).

### DURATION

- Full day training programmes are from Monday – Friday, 08:00 – 16:00. Light lunch is provided.
- On completion of the initial contact period of 5 days, the learner is required to prepare for a practical weekend (2 days).
- On completion of the practical weekend, the learner is required to successfully complete a portfolio of evidence. Guidance / assistance is available.
- Duration of the course is approximately 8 months, dependent on learner's progress.

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## ASSESSMENT

1. Completion of a Portfolio of Evidence. Can be done by hand or online via Google Classroom (conditions apply).
2. Questionnaires (written closed-book exams) on theory. Can be done in person or online via Google Classroom (conditions apply).
3. Practical assessment on Conducting a Guided Experience. Can be done in person or online via Google Meet (conditions apply).

## AWARD

Drum Beat Academy and CATHSSETA Certificate.

## FULL WEEK TRAINING DATES (CONTACT SESSIONS) – CULTURE

Course starting dates (initial contact time):

PRETORIA	JOHANNESBURG
<b>Theory &amp; Weekend Practical</b> 19 – 23 & 24 – 25 August 2024 21 – 25 & 26 – 27 October 2024	<b>Theory &amp; Weekend Practical</b> 16 – 20 & 21 – 22 September 2024 18 – 22 & 23 – 24 November 2024

- Dates may change without prior notice, please consult the office to confirm dates.
- If you cannot make the practical weekend during your training week, you can reschedule for a later date.
- After initial contact time each candidate must complete a Portfolio of Evidence, prepare for, and write two tests for your FET Certificate and first province.
- Complete one verbal (practical) assessment for your FET Certificate and first province.
- The additional provinces each has one written exam.

## PRACTICAL WEEKEND DATES – GAUTENG CULTURE (SAT & SUN)

PRETORIA	JOHANNESBURG
24 – 25 August 2024 31 Aug – 1 Sep 2024 26 – 27 October 2024	21 – 22 September 2024 23 – 24 November 2024

- The practical weekend must be completed for your FET Certificate and first province.

The **culture guide course** is also available **online via Google Classroom**.

The **nature elective** is available to add onto your qualification once you've successfully completed your culture guide course. Please contact us for more information regarding this.



*All prices include VAT*

ONCE OFF PAYMENT PACKAGES	PRICE
Option 1: FET Certificate + 1 province. Includes partial weekend fee. *•	R11 150.00
Option 2: FET Certificate + 5 provinces. Includes partial weekend fee. *†•	R14 250.00
Option 3: FET Certificate + 9 provinces. Includes partial weekend fee. *†•	R17 350.00
Additional Provinces, each. •	R1 150.00

\* PoE building and exams can be completed online via Google Classroom or they can be completed by hand.

† Additional provinces will be completed online via Google Classroom.

• Full amount must be paid before attending class / receiving training material.

**Your course fees must be paid in full before you can write exams and before your portfolio of evidence will be assessed.**

### PRICE INCLUDES

- Learning material.
- All assessments.
- Support and guidance.
- Moderation and certification.

### PRICE EXCLUDES

- Cost for First Aid, travelling to and from Drum Beat Academy, parking, and registration at the Provincial Registrar for Guides.

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

## ESTIMATED TIMELINE FOR REGISTERING AS A TOURIST GUIDE

### FET CERTIFICATE, NQF 4

You will have 12 months from the start of your course to complete your qualification and first province. Should you fail to do so, you will be deregistered. Your course fee is non-refundable.

STEPS	DESCRIPTION	ESTIMATED TIME
1. Enrol.	Enrol for CATHSSETA's FET Certificate: Tourist Guiding (71549, NQF 4).	--
2. Attend Class.	Attend class in Pretoria or Johannesburg. 5 days theory and 2 days practical.	7 days
3. Portfolio of Evidence (PoE).	Complete your workbooks, tasks, and assignments at home.	3 – 6 months
4. 1 <sup>st</sup> written exam.	Prepare for and write Overview of South African Exam.	2 – 4 weeks
5. 2 <sup>nd</sup> written exam.	Prepare for and write your first province exam (typically Gauteng).	2 – 4 weeks
6. Verbal assessment.	Prepare for and conduct your verbal assessment.	2 – 4 weeks
7. Moderation.	Your portfolio of evidence is moderated, and final signoff completed.	2 weeks
8. Achieve with CATHSSETA.	We achieve you for the FET Certificate: Tourist Guiding with CATHSSETA.	2 weeks
9. CATHSSETA Endorsement.	CATHSSETA endorses the qualification, issues a certificate number, and sends it off for printing. Printing is completed in batches and not printed per individual. 3 months is the average time from endorsement to issue, though delays can extend the time it takes to issue certificates.	2 - 3 months
10. Drum Beat Certificate & AoR.	In the mean time we will issue you with a Drum Beat Certificate and Acknowledgement of Result (AoR).	2 weeks
11. First Aid Level 1.	Schedule and attend your First Aid training with an accredited service provider.	2 days
12. Additional Provinces.	This is the time to continue with your additional provinces if you chose to do more than one province. Each additional province has one written exam.	2 – 4 weeks per province
13. CATHSSETA Certificate.	CATHSSETA issues your FET Certificate. It is sorted and sent to the provider (Drum Beat Academy) and we'll let you know when it is ready for collection.	2 – 4 weeks
14. Register as a Tourist Guide.	Once you have your CATHSSETA Certificate, your Drum Beat Certificate & AoR, and a valid First Aid Level 1 Certificate you can contact your Provincial Registrar for registration as a Tourist Guide.	2 – 4 weeks

- Assessment: Assessment and feedback of your PoE and exams can take up to two weeks.
- Written Exams: 3 hours to complete a written exam. Written exams are held every Tuesday in Pretoria at 09:00 and exams must be booked in advance.
- Verbal Assessment: ± 1 hour to complete verbal assessment and paperwork. Date is discussed and booked with your assessor.
- FET Certificate & 1<sup>st</sup> province timeframe: The typical timeframe for completion is 6 – 8 months depending on the amount of time you have available to dedicate to the course work.
- Total timeline: To register as a Tourist Guide can take 12+ months from the start of your course.

## ESTIMATED TIMELINE FOR REGISTERING AS A TOURIST GUIDE

### NATIONAL CERTIFICATE, NQF 2

You will have 12 months from the start of your course to complete your qualification and first province. Should you fail to do so, you will be deregistered. Your course fee is non-refundable.

STEPS	DESCRIPTION	ESTIMATED TIME
15. Enrol.	Enrol for CATHSSETA's National Certificate: Tourism: Guiding (17174, NQF 2).	--
16. Attend Class.	Attend class in Pretoria or Johannesburg. 5 days theory and 2 days practical.	7 days
17. Portfolio of Evidence (PoE).	Complete your workbooks, tasks, and assignments at home.	2 – 4 months
18. 1 <sup>st</sup> written exam.	Prepare for and write Overview of South African Exam.	2 – 4 weeks
19. 2 <sup>nd</sup> written exam.	Prepare for and write your first province exam (typically Gauteng).	2 – 4 weeks
20. Verbal assessment.	Prepare for and conduct your verbal assessment.	2 – 4 weeks
21. Moderation.	Your portfolio of evidence is moderated, and final signoff completed.	2 weeks
22. Achieve with CATHSSETA.	We achieve you for the National Certificate: Tourism Guiding with CATHSSETA.	2 weeks
23. CATHSSETA Endorsement.	CATHSSETA endorses the qualification, issues a certificate number, and sends it off for printing. Printing is completed in batches and not printed per individual. 3 months is the average time from endorsement to issue, though delays can extend the time it takes to issue certificates.	2 - 3 months
24. Drum Beat Certificate & AoR.	In the mean time we will issue you with a Drum Beat Certificate and Acknowledgement of Result (AoR).	2 weeks
25. First Aid Level 1.	Schedule and attend your First Aid training with an accredited service provider.	2 days
26. Additional Provinces.	This is the time to continue with your additional provinces if you chose to do more than one province. Each additional province has one written exam.	2 – 4 weeks per province
27. CATHSSETA Certificate.	CATHSSETA issues your FET Certificate. It is sorted and sent to the provider (Drum Beat Academy) and we'll let you know when it is ready for collection.	2 – 4 weeks
28. Register as a Tourist Guide.	Once you have your CATHSSETA Certificate, your Drum Beat Certificate & AoR, and a valid First Aid Level 1 Certificate you can contact your Provincial Registrar for registration as a Tourist Guide.	2 – 4 weeks

- Assessment: Assessment and feedback of your PoE and exams can take up to two weeks.
- Written Exams: 3 hours to complete a written exam. Written exams are held every Tuesday in Pretoria at 09:00 and exams must be booked in advance.
- Verbal Assessment: ± 1 hour to complete verbal assessment and paperwork. Date is discussed and booked with your assessor.
- FET Certificate & 1<sup>st</sup> province timeframe: The typical timeframe for completion is 4 – 6 months depending on the amount of time you have available to dedicate to the course work.

Total timeline: To register as a Tourist Guide can take 10+ months from the start of your course.



# RECOGNITION OF PRIOR LEARNING

## WHAT IS AN RPL?

It is a process that recognises that learning and qualifications can be obtained not only through formal study but also through years of experience in a particular job / field. Adults don't need to start studying from scratch; they can receive credit for their competence in a field by proving their expertise. This process, known as Recognition of Prior Learning (RPL), allows experienced guides to obtain the FET Certificate in Tourist Guiding with minimal time and expense.

However, it is the guide's responsibility to apply for RPL and create a comprehensive portfolio of evidence showcasing their previous learning and experience. An assessor will then evaluate this evidence against the unit standards required for the tourist guide qualification. Based on the assessment, the guide will receive recognition for their prior learning and/or experience, and they may need additional evidence and/or learning for certain unit standards.

The RPL process starts with a briefing / interview with the learner to ascertain their current level of competency, once this is determined we will guide them as to what evidence we will require to declare them competent against the selected qualification. This is ideal for learners with previous guiding experience.

## PORTFOLIO OF EVIDENCE

### Examples of types of evidence to include in your POE:

- Tour operator reports.
- Tourism industry qualifications.
- Former SATOUR acknowledged guiding qualifications.
- Certificates and/or awards for any other activities or courses that you have taken part in.
- Language course certificates.
- Itineraries of previous tours.
- Photos, testimonials, emails, or videos from previous customers.

Contact us on 012 460 9585 or email [info@drumbeatacademy.co.za](mailto:info@drumbeatacademy.co.za) for more detailed information on the RPL process and who qualifies.





☎ | 012 460 9585

✉ | [info@drumbeatacademy.co.za](mailto:info@drumbeatacademy.co.za)

🌐 | [www.drumbeatacademy.co.za](http://www.drumbeatacademy.co.za)

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