

# Tourist Guide Requirements

## THE LAW IN SIMPLE TERMS

Tour Guiding is governed by the Tourism Act no.72 of 1993. This act states that any person or body who wishes to operate as a tourist guide for reward, whether monetary or otherwise, must:

- Register as a tourist guide with the relevant provincial registrar.
- Be in possession of a certificate of competency issued by the South African Qualifications Authority.
- Sign and adhere to the code of conduct and ethics provided by the provincial registrar (Adventure Qualifications Network).

## WHO IS A TOURIST GUIDE?

The definition of a Tourist Guide is as follows: (taken from the Act)

“Means any person who for reward, whether monetary or otherwise, accompanies any person who travels within or visits any place within the Republic and who furnishes such person with information or comments with regard to any matter”.

This is a very broad description, but we have it from the controlling authority, the Department of National Tourism (DNT) that **adventure guides** are included in this definition (Adventure Qualifications Network).

## IS YOUR TOURIST GUIDE LEGAL?

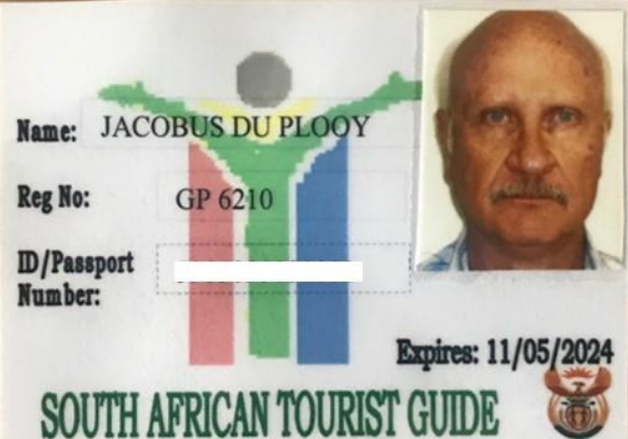
Insurance and/or liability claims, for example, may be impacted negatively if your tourist guide is not legal.

## BONSAI TECHNOLOGIES COMPLIANCE TO THE LAW

**Johan du Plooy** is qualified as a National 4x4 And Overlanding Adventure Guide - Overnight Camping and is registered with the Department of Tourism (registration number GP 6210).

- He may guide 4x4 tours, trips and activities.
- He may guide overlanding tours.
- He may conduct 4x4 and overlanding tours in eco-sensitive areas and will apply the principles of "leave no trace".
- He may conduct 4x4 and overlanding tours with overnight camping options in eco-sensitive areas.

# Johan du Plooy - Tourist Guide ID Card



**Name:** JACOBUS DU PLOOY

**Reg No:** GP 6210

**ID/Passport Number:** [REDACTED]

**Expires:** 11/05/2024

**SOUTH AFRICAN TOURIST GUIDE**


*This certifies that the bearer is registered to act as a Tourist Guide in the following competence of the Tourism Act 03 of 2014 Sect 50*

**Category:** Adventure Guide

**Province:**

**Specialties:** 4 x 4 Adventure & Overnight Camping

**Provincial Registrar of Tourist Guides**  
**Gauteng Dept of Economic Development**  
*If found, please post to: The Registrar, PO Box 155, Newtown, 2113*



### How are registered tourist guides identified?

Successfully registered tourist guides will receive a badge and identification (ID) card. The ID card will indicate the category of guiding, the site (s) region (s) in which the tourist guide was found competent to guide as well as any specialities that the guide may possess. Visibility or possession of an ID card is very important because various policing authorities may request these during tourist guide spot checks or upon entry to various attractions.



**Badge**



**ID Card**

### Important contact information

In order to register as a tourist guide or find out more about the registration and accreditation processes, the following provincial offices may be contacted:

<b>Limpopo</b> Department of Economic Development, Environment and Tourism	Tel: +27 (0)15 299 8510 Email: ngobening@ednet.gov.za
<b>Mpumalanga</b> Mpumalanga Tourism and Parks Agency	Tel: +27 (0)13 759 5328 Email: mmas@trpa.co.za
<b>Gauteng</b> Department of Economic Development	Tel: +27 (0)11 085 2101 Email: pat.naidoo@gauteng.gov.za
<b>KwaZulu-Natal</b> Department of Economic Development, Tourism and Environmental	Tel: +27 (0)33 284 9324 Email: damirize@kznded.gov.za
<b>North West</b> Department of Tourism	Tel: +27 (0)18 387 7801 Email: smakole@nwpt.gov.za
<b>Eastern Cape</b> Eastern Cape Parks and Tourism Agency	Tel: +27 (0)43 701 9645 Email: thembeka.mbergwa@ecpta.co.za
<b>Western Cape</b> Department of Economic Development and Tourism	Tel: +27 (0)21 483 9130 Email: registrar@ppwc.gov.za
<b>Northern Cape</b> Department of Economic Development and Tourism	Tel: +27 (0)53 830 4875 Email: smakole@ncpt.gov.za
<b>Free State</b> Department of Economic, Small Business Development, Tourism, and Environmental Affairs.	Tel: +27 (0)51 400 9598 Email: mfunso@detsa.fs.gov.za

For information on CATHSSETA-accredited training providers and programmes, contact CATHSSETA on 011 217 0600 or visit [www.cathsseta.org.za](http://www.cathsseta.org.za). To verify qualifications recognised by SAQA, please contact 086 010 3488 or visit [www.saqa.org.za](http://www.saqa.org.za).

## ARE YOU A REGISTERED TOURIST GUIDE?



**How to become a registered tourist guide**

*Publish date: October 2015*

*For information, you may contact the Office of the National Registrar at the Department of Tourism on 012 444 6000 or 0860 121 929, via email at [calcentre@tourism.gov.za](mailto:calcentre@tourism.gov.za) or visit [www.tourism.gov.za](http://www.tourism.gov.za).*




## How did registration come about?

The Tourism Act, no. 3 of 2014 (Act) defines the scope of tourist guiding and provides a framework for the conduct and governance of the tourist guiding profession.

The Act therefore makes provision for the establishment of the office of the National Registrar and Provincial Registrars of Tourist Guides with clearly defined roles and responsibilities; the development of a Code of Conduct and Ethics for tourist guides; and a framework and procedures for complaints, discipline, appeals, reviews, prohibitions and disputes.

## Considering a career as a tourist guide?

Individuals considering pursuing a career in tourist guiding must first complete the required training and assessment with accredited institutions before proceeding to register with the relevant Provincial Registrar.

## What are the qualification requirements for tourist guides?

CATHSSETA is the Sector Education and Training Authority responsible for training and education in the fields of Culture, Arts, Tourism, Hospitality and Sport.

Amongst other portfolios, they perform the function of an Education, Training and Quality Assurance (ETQA) body which accredits training providers, quality assures the programmes that are offered by such providers and ensures that learners are certified once they have been deemed competent against a particular qualification.

Once a person has completed an assessment as a tourist guide, the person will receive a formal, recognised qualification in tourist guiding that can be measured as a profession against the National Qualifications Framework (NQF) for tourist guiding.

The Tourism Act, 2014 reinforces the need for tourist guides to be in possession of a SAQA recognised/registered competency. This can be achieved through a CATHSSETA-accredited training provider, or with any other educational institution whose tourist guiding programmes are recognised and registered by the South African Qualifications Authority (SAQA).

## What will the assessors be assessing?

The current guiding qualifications are made up of a collection of unit standards or building blocks. Each unit standard represents knowledge that a person must have, specific to his/her profession. These unit standards were devised in close consultation with tourist guides and other stakeholders. Each tourist guide will be assessed against these standards.

## What is recognition of prior learning (RPL)?

This is a type of assessment which takes into account all the qualifications (formal or informal), work experience, life skills etc. of a particular guide and measures these against specific learning outcomes for a specific qualification. Credits are then awarded to learners who meet the requirements of the qualification.

## Categories of tourist guides

There are three (3) categories of tourist guides namely: nature, culture and adventure.

**Nature guides** are knowledgeable about the natural environment including in-depth knowledge about the flora and fauna of a particular area. A nature guide may specialise in certain fields i.e. conservation area, national parks, nature trails etc.

**Culture guides** conduct tours with emphasis on cultural heritage. A cultural guide may specialise in certain fields i.e. art, township history, cultural experiences in rural villages, museums, historic buildings etc.

**Adventure guides** conduct guided outdoor recreation leisure activities with an element of risk involved eg. abseiling, hiking, mountain climbing etc.

Tourist guides are further categorised according to the areas in which they operate e.g. site or provincial guides.

A **site guide** is a person who usually guides within a site e.g. at Cango Caves, Shakaland etc.

A **provincial guide** is a person who guides in one or more provinces e.g. Gauteng and/or Western Cape, KwaZulu-Natal etc.

A provincial tourist guide who is competent to guide in all nine provinces is typically referred to as a national guide.

## Requirements to be a registered tourist guide

Provincial Registrars are appointed in each of the nine (9) provinces to register tourist guides. Applicants must satisfy the following requirements before they are considered for registration.

- Proof of competence recognised by SAQA.
- A valid first aid certificate issued by an institution recognised by the Department of Labour.
- A completed and signed application form accompanied by the prescribed fee.
- A signed code of conduct and ethics for tourist guides.
- Proof of South African citizenship or in the case of a non-South African citizen, a valid working permit granting permission to work as a tourist guide.
- Four (4) passport size photos.