

## **CHECKLIST FOR TRAINING PROVIDERS OF BLUE BADGE GUIDE PROGRAMMES**

To be used in conjunction with the following Institute of Tourist Guiding documents:

- **Criteria for Blue Badge Guide Training and Accreditation Level Four**
- **Setting up a Tourist Guide Training Programme for Accreditation**
- **Application Guidelines**
- **Syllabus Guidelines**
- **The Institute Role**
- **What constitutes an appropriate ‘Specified Area’**
- **Steering Committee Guidelines**
- **Prospectus** (an example can be found here: <http://www.blue-badge-guides.com/training-london-2010.html>)

<b>Please check you have information on all the points below:</b>	
Choice of title for Badge Tourist Guide Training Programme	
Choice of appropriate specified area	
Choice of appropriate title for qualification	

<b>Composition of Steering Committee</b>	
Institute representative	
RTB/RDA/Tourism Agency representative	
User of guide services	
Regional Blue Badge guide association representative (usually the Chairman)	
Academic/Educationalist	

<b>Programme Prospectus</b>	
Outline of programme objectives	
Outline of programme contents	
Outline of programme structure	
Programme duration	
Cost of programme to student (excluding examination fees)	
Outline of assessment	
Dates of examinations	
Examination costs per student	
Role of a professional tourist guide	
Introduction to the Institute	
Introduction to Regional Tourist Board (if in existence)	
Introduction to Programme Director	
Introduction to Tutors	
Composition of Steering Committee	

<b>Details of Application Procedure</b>	
Example of <b>Application Form</b> enclosed	
Evidence (prospectus, press release, details of advertising, interview form) to access candidates from a wide variety of backgrounds and experience	
Details of selection procedure	

<b>Interviews</b> Composition – a minimum of 3 people from:	
Institute representative	
RTB representative	
User of guide services	
Regional Blue Badge guide association representative (usually the Chairman)	
Representative from Steering Committee	
Programme Director	
Evidence of structure of interview procedure	
Indication of provision being made for Language Tests	
Format of Language Test	

<b>Content for a Blue Badge Tourist Guide Training Programme</b>	
Core Syllabus	
Regional/Area Syllabus	

<b>Guiding Techniques and Communication Skills / Evidence of Training and Practice</b>	
On site	
On foot	
On a moving vehicle	
For Communications Seminar see below	
System for individual evaluation of practice	

<b>Business Skills</b> Evidence of provision of training in respect of:	
Self-employment	
Marketing	
Tour Planning	
Working in the Tourist Industry	
Responsibility for Health and Safety / Legal obligations	

<b>Visitor Management</b> Evidence of training provision in respect of:	
Customer care	
Problem solving	
Working with people with special needs	
(NB first aid may be included if desired, but is no longer a requirement)	

<b>COURSE TIMETABLE</b>	
Course duration	
Minimum contact hours: Lectures / Classroom	
<b>Practical</b> (specific breakdown of timetable hours)	
On site	
On foot	
On a coach	
<b>Student Practice Hours</b> (included in the hours given above)	
In classroom	
On site	
On foot	
On a coach	
<b>Self Directed Study Hours</b>	
Evidence that candidates have been warned of amount of private study likely to be needed	

<b>Tutors and lecturers</b> Proposed list with their qualifications	
Of tutors	
Of lecturers	

<b>Evaluation</b>	
Scheme for ongoing evaluation during the programme	

<b>Language Test</b> – see under interviews above
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<b>Communications Seminar</b>	
Details of structure and delivery	
Max number of participants	
Programme	
Tutors	
No of hours	
Course timing for delivery	

<b>INSTITUTE OF TOURIST GUIDING EXAMINATIONS</b>	
<b>Written Papers</b>	
Core Syllabus: Evidence that candidates will be sitting the Institute Background Knowledge examination	
Regional Syllabus: Evidence (detail of format) to show that regional examinations will conform to the criteria listed	
<b>Practical Examinations</b> There is a need for provision in the application to include details of sites to be examined with reasons for choice.	
Specify and justify choice of Religious Building	
Specify and justify choice of Museum and/or Art Gallery	
Outline of format and type of route for the Coach examination	
<b>Re-examination</b>	
Evidence that candidates have been informed about the possibilities and limitations for re-examination	

<b>The Training Provider/Centre</b>	
Evidence of appropriate staff to deliver training	
Evidence of access to appropriate premises and equipment for the delivery of training	
Evidence of quality monitoring	