

## SETTING UP A TOURIST GUIDE TRAINING PROGRAMME FOR INSTITUTE ACCREDITATION

We suggest this is used in conjunction with the document setting out the Criteria for the relevant Institute level.

### 1. Choose and state the level of the Programme:

- Level 4 Blue Badge
- Level 3 Green Badge
- Level 2 site guiding
- Endorsement

Often Level 2 will be for an in-house site tour; Level 3 will be for a city walking tour programme and Level 4 will be guiding all types of tour within a large region.

For specific detail please look at what constitutes an appropriate 'Specified Area' for each level.

2. State the title of your proposed Programme. e.g. Heart of England Blue Badge, City of Coventry Green Badge etc.
3. Programmes leading to Blue Badge and Green Badge must have a Steering Committee. This should be established before any course is planned as it will inform for the need of a course and what sites should be included.

The recommended constitution of a Steering Committee is available on the website.

**Application Guidelines are on the next page**

## APPLICATION GUIDELINES

The following information should be forwarded with the application.

For Level 4 there is a checklist.

For other levels please use the list below.

### Recruitment Details required:

- Evidence of advertising (if any) and text of announcements relating to recruitment, to include information about dates and sites of advertising. The Institute seeks to encourage widening the participation in accredited guide-training programmes.
- Example of prospectus or introductory information sent prior to application including training objectives.
- Example of application form.
- Recruitment and selection procedures including details of members of interview panel, interview procedures where applicable and information sent to successful applicants. (At Blue Badge level the Institute will provide an interviewer for one day. The document called 'The Role of the Institute' is available on the website.
- Testing of candidates' skills in languages other than English. For the Institute Language Policy please check the website.

### Programme Details required:

- Syllabus
- Timetable
- Contact hours and private self-study hours. The Institute encourages flexible modes of Programme delivery.
- Names and qualifications of tutors. For guidelines of required qualifications for Programme Directors and Tutors please check the website.
- Evidence of programme evaluation system quality monitoring.
- Venues and facilities.