

## GENERAL INFORMATION ON THE ROLE OF THE INSTITUTE AT EACH LEVEL

### Level 4 (Blue Badge)

The Institute provides:

- Accreditation of selection (of students), programme and assessment proposals conforming to Institute criteria following written submission by the Programme provider and one day site visit by an Institute representative.
- Representation on Steering Committee for one day.
- Representation for one day (ideally the first day) on panel interviewing prospective students.
- Detailed involvement in assessment and specific oversight of standard-setting.
- Award of Blue Badge and certificate to successful candidates\*. Successful candidates will become eligible to become Members of the Institute of Tourist Guiding.

*\* Assessment costs are a separate and additional charge and will be dependent on Examiner, site, transport, number of candidates and other factors. Please contact the Institute for examination details.*

The Institute requires from the Programme Provider:

- Down payment of £600.
- Submission of training and assessment programme appropriate to the specified area and in line with Institute Criteria.
- Registration payment of £77 (London £176) per participant per programme – minimum programme size 12 registered students.
- Delivery of training and assessment programme appropriate to specified area and in line with Institute Criteria.

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### Level 3 (Green Badge)

The Institute provides:

- Accreditation of programme and assessment procedure (paper submission only).
- Participation in final written and practical assessments based on a half day for moderating the written and one and a half examiner days for the practical assessments (total 2 days).
- Award of Green Badge and certificate to successful candidates\*. Successful candidates will become eligible to become Associates of the Institute of Tourist Guiding.

*\* Assessment costs are a separate and additional charge and will be dependent on Examiner, site, transport, number of candidates and other factors.*

The Institute requires from the Programme Provider:

- Down payment of £390.
- Submission of training and assessment programme appropriate to specified area and in line with Institute Criteria.
- Registration payment of £55 per participant per programme - minimum programme size 12 registered students.
- Delivery of training and assessment programme appropriate to specified area and in line with Institute Criteria.

## Level 2

The Institute provides:

- Accreditation of programme and assessment procedure (paper submission only).
- Participation in final assessment based on one examiner day per 20 candidates.
- Award of Institute Certificate to successful candidates. Participants who successfully complete the programme will be eligible to become Affiliates of the Institute of Tourist Guiding.

The Institute requires from the Programme Provider:

- Down payment of £260.
  - Submission of training and assessment programme appropriate to specified area and in line with Institute Criteria.
  - Registration payment of £33 per participant per programme - minimum programme size 12 registered students.
  - Delivery of training and assessment programme appropriate to specified area and in line with Institute Criteria.
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## Endorsement

The Institute provides:

- Accreditation of programme and assessment procedure.

Programme Provider

- Down payment of £50.
  - Submission of training and assessment programme appropriate to specified area and in line with Institute Criteria.
  - Registration payment of £6 per participant per programme.
  - Delivery of training and assessment programme appropriate to specified area and in line with Institute Criteria.
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## PERIOD OF ACCREDITATION AND PROCEDURES FOR RENEWAL ETC

Accreditation will be for a period of 5 years provided no changes of substance are made to the details upon which the accreditation was based. Within these five years, and with the prior agreement of the Accreditation Committee of the Institute, the programme may be run as often as it is feasible. After 5 years the provider may apply for re-accreditation at a discounted fee of not more than 50% of the current fee provided no changes of substance are made. This reapplication may be made once only.

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