

NOTES FOR APPLICANTS – ASSOCIATESHIP

PERSONAL DETAILS:

1a) Telephone Contact Numbers:

A maximum of three contact numbers may be listed, please mark T for Telephone, M for Mobile and F for Fax next to each number.

1b) E-mail Addresses:

Please list a current e-mail address that is checked often; please also attach a printout to avoid errors. If you are opting for E-mail Membership you **MUST** provide an active e-mail address.

1c) Website Address (Optional)

Please attach a printout to avoid errors

Once you receive your Associateship details and Guide Number you will be able to login on the Institute website. It is your responsibility to keep your contact details up to date. If you would prefer your details not to appear on the website, please indicate so on the form.

QUALIFICATIONS:

2) Tourist Board Details:

Please supply copy evidence – certificates, photocards, letters, badges etc. for each Tourist Board qualification.

3) Languages:

The Institute requires Tourist Board or Institute of Tourist Guiding Language Proficiency Test certificates for all non-mother tongue languages. Other claims will be listed at the Language Committee's discretion.

4) Academic and/or Other Guiding Qualifications:

Only qualifications that are evidenced with certificates can be listed. The Institute cannot list modular examinations or part passes of any course.

5) Driver Guides:

MUST be accompanied by copies of private hire insurance, PHV licence and temporary driver permit. Please note that the Institute requires all three documents in order to list you as a driver guide.

REFERENCES:

Enclosed in your application pack are two referee forms, please pass these to 2 users of guide services. References from other guides will not be accepted. These should be returned with your application form.

CODE OF CONDUCT:

Also in your application pack there are two copies of the Institute Code of Conduct, one copy of each must be signed and returned with your application, the other is for your records. Please note that without the signed Code of Conduct forms your application **WILL NOT BE APPROVED.**