



## **ITG Blue Badge Exam External Candidates Policy for 2017**

### **1. Introduction**

Two Institute accredited Blue Badge training courses are due to commence in the coming twelve months (in London and the Southwest). This policy applies to these courses and will be reviewed in March 2018.

The Institute is committed to maintaining the highest standards in relation to its badge qualifications. This is done through a combination of rigorous examinations and the accreditation of training courses that meet the Institute's criteria and thus the relevant industry standards. It is important to emphasise that both these elements are important, particularly in relation to the guiding techniques that are taught during the specific site, walk and coach training sessions.

Whilst knowledge of a particular area or site may be acquired in a number of different ways, the Institute recommends participation in an appropriately accredited training course as a way of developing the skills necessary to be a good guide. However, the Institute also recognises that some prospective guides prefer not to join a course and to sit the relevant exams as "external" candidates.

### **2. Eligibility**

The Institute's exams are currently open to all, subject to Institute membership criteria.

### **3. Selection & Registration**

Institute exams are only organised where there is a current accredited training course, consequently the only Blue Badge exams over the next twelve months relate to London and the Southwest.

Candidates may apply to sit the exams without participation in the relevant training courses.

Applications to sit exams from current Institute members, associate members or registered students will automatically be accepted provided the individuals were members as at 28 February 2017. Current Institute members must register for the 2018-19 London and 2018 Southwest 2018 exams by 15 September 2017 at the latest.

Applications by non-Institute members to sit the 2018-19 London and 2018 Southwest exams should be submitted to the Institute by 31 July 2017 at the latest. Non-members will be subject to an assessment process and may be asked to an interview in order to determine whether they meet Institute membership criteria. Only successful candidates will be allowed to register for the relevant exams.

### **5. Support from the Course**

The relevant Institute accredited courses are not obliged to provide any support to external exam candidates. Courses may choose to offer support and may charge appropriately.

## **6. Syllabus & Support**

The detailed syllabus for each training course is agreed as part of the accreditation process. Details of the syllabus will be provided to external candidates within 2 weeks of the exam registration deadlines.

Additional details, such as site stops, will be provided by the Institute as soon as available and in accordance with the examinations handbook.

External candidates will be offered an initial briefing by the Institute, setting out the overall exam process and the Institute's responsibilities.

External candidates will be able to attend a briefing session with the Chief Examiner.

External candidates will be invited to a relevant badge award ceremony, although a fee may be levied depending on the event.

Unsuccessful external candidates will be provided with a summary of the reasons for not passing the practical exams.

## **7. Approved Prior Learning**

Requests for Approved Prior Learning (APL) exemption from a specific exam must be made by external candidates at the same time as registration. Such requests will be considered in the normal way by the Institute which will endeavour to provide a response within 6 weeks of the application.

## **8. Communications Seminar**

It is now Institute policy that all prospective guides must attend an appropriate Communications Seminar.

All external exam candidates must therefore attend a two-day Communications Seminar with the exception of existing Blue and Green Badge holders who have already attended the current two-day format seminars.

Appropriate Communications Seminars will be made available to external candidates for a fee. The fee can only be determined once the number of potential attendees is established.

## **9. Tour Planning Project**

External Candidates will be provided with the topics for the tour planning project by the Institute in accordance with the timetable set out in the examinations handbook. A deadline for submission of the project to the Institute will be specified.

External candidates' projects will be assessed and marked by an Institute appointed marker. The candidates will need to pay the relevant fee for the tour planning project.

An existing Green Badge holder must complete a tour planning project if sitting as an external candidate for a Blue Badge qualification.

An existing Blue Badge holder sitting as an external candidate does not need to complete a tour planning project so long as they qualified as a BBG within the last 10 years.

## **10. Examinations**

The Institute treats all examination candidates as equals regardless of whether they have participated on a course or not. External candidates may be incorporated into exam groups with candidates who attended a course.

## **11. Fees**

External candidates must pay the relevant registration and exam and other related fees. For the year 2017-18 these fees are as follows

### ***Current Institute Members & Associate Members***

London exam registration	£243
Southwest exam registration	£158
Written exam fee	£148 per exam
Coach exam fee	£243
Practical exam fee	£148 per exam
Tour Planning Project fee	£35
Communication Seminar fee	TBD

### ***Non Institute Members***

London exam registration	£1000
Southwest exam registration	£750
Written exam fee	£148 per exam
Coach exam fee	£243
Practical exam fee	£148 per exam
Tour Planning Project fee	£35
Communication Seminar fee	TBD

Fees for resit exams will be charged in accordance with the Institute fee schedule.