



ANNEX 1 - REVALIDATION OF QUALIFICATIONS¹

1. In order to ensure the maintenance of high standards in tourist guiding, the Institute's Bye Laws have always stated that guides wishing to rejoin the Institute after a period of years may need to revalidate their original qualification. The Institute Board remains concerned to ensure that those who have been away from the profession for a period without maintaining Institute membership (and therefore contact with their professional body) have retained the knowledge and skills required as an accredited guide.²
2. Until 2012, the specific requirements for individual cases were determined at the discretion of the Board. With the introduction in 2012 of the new Career Break and Retired membership categories, the Board set out an objective policy for revalidation of Institute qualifications. The details were communicated to the full membership, including all newly accredited guides when they joined the Institute, and to guiding associations throughout the country.³
3. Following a review in 2020, the Board decided to modify and simplify the requirements. The implications of new health and tourism industry challenges convinced the Board to adjust the revalidation policy to help the effort to retain members as well as extend membership to as many accredited guides as possible, without compromising standards. Other factors included: the cost and delay faced by lapsed members rejoining; limited access to many exams which are held only infrequently; the relative success to date of relying on references as evidence of skills and knowledge; and the increasing practice of undertaking continuing professional development.
4. The revised policy came into effect on 4th March 2021 and applies to accredited guides who:
 - (a) for a period of three or more years have chosen to join the Career Break or Retired membership categories and who subsequently wish to return to active tourist guiding;OR
 - (b) have allowed their membership of the Institute to lapse or who have never joined the Institute and who now wish to join as Members, Associates or Affiliates.

¹ Approved by the Board on 4th March 2021.

² Amended by the Board on 13th January 2022.

³ Amended by the Board on 13th January 2022.



- 5 The revalidation policy will not apply to accredited guides who:
 - (a) return to full membership after fewer than three years as Career Break or Retired members; or
 - (b) rejoin the Institute as full members within three years of allowing their membership to lapse; or
 - (c) join the Institute within three years of achieving their qualification.
- 6 An accredited guide returning to full Institute membership as a Member (Blue Badge), or Associate (Green Badge) after 3 years without it should provide at least two references from tour operators, other travel trade companies, guide associations, or volunteer guide employers, showing that they have been working regularly throughout the period.
- 7 Those accredited guides applying to join or rejoin without being able to provide references to demonstrate evidence of regular guiding activity will receive student membership, but will not be admitted to full membership unless they pass one practical and one written exam retaken for the relevant area and level. The practical exam will normally be the coach exam at Blue Badge level, and the walk at Green Badge level. The written exam at Blue Badge level will be the paper containing the essay questions on regional knowledge. Arrangements for revalidating White Badge qualifications will be agreed case by case.
- 8 Examinations will usually be offered as part of the Institute's existing examination schedule. When no exam cycle for the region and level is available within a reasonable time, the applicant may be admitted to full membership after passing an assessment of one practical module of the last exam cycle (walk, gallery/museum, church), conducted by an Institute-accredited examiner. However, continued full membership will be conditional on success in retaking the exams as per Para 7 in the next official exam cycle.
- 9 In due course the Institute may further reduce reliance on exams by taking account (alongside references) of training, professional development undertaken, or alternative tests of skill and knowledge, provided that objective criteria for the assessment of such activities have been developed.
- 10 When an assessment or examination is required to achieve revalidation of qualifications, fees will apply (payable by the guide).
- 11 All guides returning to active guiding will be required to show that they have current Public Liability Insurance and indicate the provider of it.



- 12 Holders of an Institute of Tourist Guiding awarded badge agree to provisions of the Code of Professional Conduct. These include holding current Public Liability Insurance, and appropriately recording training and professional development undertaken to improve the standard of work and expand and update one's range of knowledge and skills. Guides rejoining the Institute will be required to sign the Code of Professional Conduct again.

