

<b>National Vocational Certificate in Hospitality and Tourism (Level 3) (Apprentice Guide)</b>
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**level of qualification:** 3

**credit total:** 139 - 142

	<b>Compulsory</b>	<b>Elective A</b>	<b>Elective B</b>
<b>level 1 credits:</b>	-	-	
<b>level 2 credits:</b>	17	-	
<b>level 3 credits:</b>	76	15	
<b>level 4 credits:</b>	8	-	45
<b>minimum totals:</b>	101	8 - 11	30

**registration date:** 24 July 2014

**scheduled review date:** 2019

**body responsible for the qualification:**

Hospitality and Tourism Industry Skills Committee of the Namibia Training Authority

**other bodies whose unit standards are included in the qualification:**

None.

## **1 purpose**

This is an entry level qualification for people embarking on a career in the Hospitality and Tourism sector. In particular, this qualification is intended as a first qualification for people wanting to become a National Guide in Namibia. The qualification recognises the competencies needed to guide tourists, likely under the supervision or mentorship of a recognised National Guide, on extended tours of more than one day.

The qualification, therefore, likely leads onto the Q0424 National Vocational Certificate in Hospitality and Tourism (Level 4) (National Guide).

The qualification contains two Elective Sets that enable the recognition of specific knowledge of interest to tourists. It is likely that additional unit standards will be added to Elective Set B in the future.

In keeping with the competency needs of this sector and the country, training programmes linked to this qualification should include comprehensive attention to health and relationship matters associated with such things as HIV and AIDS, sexually transmitted infections, tuberculosis, and malaria. Such attention could be given in the context of training associated with Units 170 and 177 included in this qualification.

## outcome for whole qualification

Holders of this qualification are able to assist a National Guide to conduct extended tours of more than one day, taking responsibility for significant actions or the conduct of parts of the tour.

## 2 regulations for the qualification

### 2.1 summary of qualification requirements

This qualification will be awarded to people who have met the requirements of the Compulsory and the two Elective sections.

### 2.2 detailed qualification requirements

FIELD: SERVICES AND LIFE SCIENCES

Subfield: Hospitality and Tourism

Domain: Tourist Guiding

Unit No.	Unit Standard Title	Level	Credit
170	Follow occupational health and safety procedures in tourist guiding	2	4
171	Work with colleagues and tourists in a culturally diverse tourist guiding environment	2	3
172	Communicate with others in English when guiding tourists	2	5
173	Convey information on the socio-economic and political structures of Namibia in tourist guiding	3	5
174	Provide customer care in tourist guiding	3	5
176	Perform routine estimations and calculations in tourist guiding	3	4
177	Apply first aid in tourist guiding	3	5
178	Convey information about different cultures and traditions in Namibia in tourist guiding	3	6
179	Comply with ethical and legal responsibilities of tourist guides	3	6
182	Demonstrate knowledge of the tourism industry and related jobs and career pathways	2	5
183	Convey information on personalities, current events, destinations and attractions in tourist guiding	3	5
188	Convey information about the history of Namibia in tourist guiding	3	8
189	Convey information on the physical environment of Namibia in tourist guiding	4	8
1201	Assist a tourist guide with preparations for an extended tourist experience	3	6

1204	Assist a tourist guide to conduct an extended tourist experience	3	10
1213	Operate and maintain a tour vehicle on a formed road	3	10
1217	Demonstrate awareness of environmental sustainability in tourist guiding	3	6

### Elective Set A

*A minimum of two unit standards (8 – 11 credits) are required from the following:*

FIELD: SERVICES AND LIFE SCIENCES

Subfield: Hospitality and Tourism

Domain: Tourist Guiding

Unit No.	Unit Standard Title	Level	Credit
190	Convey information on the night sky over Namibia in tourist guiding	3	7
1214	Convey information on rural communities in tourist guiding	3	4
1215	Convey information on urban communities in tourist guiding	3	4

### Elective Set B

*A minimum of two unit standards (30 credits) are required from the following:*

FIELD: SERVICES AND LIFE SCIENCES

Subfield: Hospitality and Tourism

Domain: Tourist Guiding

Unit No.	Unit Standard Title	Level	Credit
185	Demonstrate knowledge of and convey information on flora found in Namibia in tourist guiding	4	15
186	Demonstrate knowledge of and convey information on fauna found in Namibia in tourist guiding	4	15
187	Demonstrate knowledge of and convey information on birds encountered in Namibia in tourist guiding	4	15

## 3 Credit recognition and transfer arrangements

Credits for any version of a unit standard with the same identification number will be recognised in the award of this qualification.

## 4 Special Arrangements

Providers wishing to offer training and/or assessment linked to any or all of the unit standards making up this qualification are strongly urged to seek and obtain Registration and Accreditation to do so from the relevant authorities in Namibia.

Special Arrangements may apply to the accreditation of providers offering learning pathways to and/or undertaking assessment relating to all unit standards listed in this qualification in other Subfields and Domains. These Special Arrangements are available from:

Namibia Qualifications Authority  
44 Bismarck St.  
Windhoek  
Namibia  
Telephone number: 061-384116  
Facsimile number: 061-384114  
Email: [info@namqa.org](mailto:info@namqa.org)

Namibia Training Authority  
Rand Street  
Khomasdal  
Namibia  
Telephone number: 061-27 9550  
Facsimile number: 061-27 9551  
Email: [info@nta.com.na](mailto:info@nta.com.na)

## **5 transition arrangements**

### **5.1 non National Qualifications Framework transition**

None. This is a new qualification.

### **5.2 National Qualifications Framework transition**

None.