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

**credit total:** 71 - 87

|                         | <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> | 40                | 20                | 50                |
| <b>level 4 credits:</b> | -                 | 20                | 18                |
| <b>minimum totals:</b>  | 57                | 10 - 20           | 4 - 10            |

**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. It is intended for people who guide short tours in a single locality or at a main tourist attraction or facility. The tour would likely have a specialist focus in a cultural, social, historical, natural environment, adventure, rural or urban area of interest to tourists. This range of interest areas is reflected in the Elective Set B of the qualification.

People holding this qualification could, if they wished, continue in the industry to become a National Guide in Namibia. The qualification could, therefore, lead onto the National Vocational Certificate in Hospitality and Tourism (Level 4) (National Guide).

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 guide a group of tourists on a short tour of less than one day in an area or at a venue of special interest to tourists.

## 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

#### Compulsory

*All the unit standards listed below are required.*

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      |
| 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      |
| 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      |
| 1202     | Prepare to conduct a short tourist experience   | 3     | 4      |
| 1205     | Conduct a short tourist experience  | 3     | 10     |
| 1217     | Demonstrate awareness of environmental sustainability in tourist guiding              | 3     | 6      |

**Elective Set A**

*A minimum of two unit standards (10 – 20 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 |
|----------|--|-------|--------|
| 173      | Convey information on the socio-economic and political structures of Namibia in tourist guiding      | 3     | 5      |
| 183      | Convey information on personalities, current events, destinations and attractions in tourist guiding | 3     | 5      |
| 328      | Operate and maintain a 4x4 tour vehicle in off-road tours  | 4     | 10     |
| 1213     | Operate and maintain a tour vehicle on a formed road   | 3     | 10     |
| 1216     | Demonstrate competencies in tourist guiding in a language other than English                         | 4     | 10     |

**Elective Set B**

*A minimum of one unit standard (4 – 10 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 |
|----------|--|-------|--------|
| 178      | Convey information about different cultures and traditions in Namibia in tourist guiding | 3     | 6      |
| 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      |
| 190      | Convey information on the night sky over Namibia in tourist guiding                      | 3     | 7      |
| 1207     | Convey information on flora found in Namibia on a short tourist experience               | 3     | 7      |
| 1208     | Convey information on fauna found in Namibia on a short tourist experience               | 3     | 7      |
| 1209     | Convey information on birds found in Namibia on a short tourist experience               | 3     | 7      |
| 1212     | Lead tourists on a short adventure experience  | 4     | 10     |
| 1214     | Convey information on rural communities in tourist guiding                               | 3     | 4      |
| 1215     | Convey information on urban communities in tourist guiding                               | 3     | 4      |

### 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.