



Revalidation Policy

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, eg through further examination. The specific requirements for individual cases have been determined at the discretion of the Board. The Board's concern has always been 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 a professional tourist guide.

However, with the introduction in April 2012 of the new Career Break and Retired membership categories, the Board considered it necessary to set out in detail the policy for revalidation of Institute qualifications, and published this to the full membership. These details were also communicated to all newly qualified tourist guides when they joined the Institute and to guiding associations throughout the country.

This policy came into effect on 1st April 2013 and applies to 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.

The revalidation policy will **not** apply to guides who (a) return to full membership after fewer than three years as Career Break or Retired members; or (b) join the Institute within three years of achieving their qualification; or (c) rejoin the Institute as full members within three years of allowing their membership to lapse.

The revalidation requirements for those returning to full membership are as follows:

Level 4 (Member)

- After 3 and up to 6 years without full Institute Membership:
 - For Career Break/Retired Members or those who have been absent from active tourist guiding: requirement to pass one practical examination (probably the coach);
 - For guides who have none the less remained in active tourist guiding, evidence should be provided that they have been working throughout the period (usually in the form of at least two relevant references from tour operators or other travel trade companies);
- 6-10 years without full Institute Membership: requirement to pass three examinations: one written, one major site and one coach examination;
- Over 10 years without full Institute Membership: requirement to pass all examinations including the Tour Planning Project.



Level 3 (Associate)

- After 3 and up to 6 years without full Institute Associate membership:
 - For Career Break/Retired Associates or those who have been absent from active tourist guiding: requirement to pass one practical examination (probably the walk);
 - For guides who have none the less remained in active tourist guiding, evidence should be provided that they have been working throughout the period (usually in the form of at least two references from tour operators or other travel trade companies);
- 6-10 years without full Institute Associate membership: requirement to pass two examinations: one written, one practical;
- Over 10 years without full Institute Associate membership: requirement to pass all examinations including the Tour Planning Project.

Level 2 (Affiliate)

- After 3 and up to 10 years as a Career Break/Retired Affiliate or without full Institute Affiliate membership : re-instatement upon recommendation of site of qualification;
- Over 10 years: requirement to pass both examinations.

The revalidation policy came into effect at the start of the Institute membership year, 1st April 2013.

When examination is required to achieve revalidation, fees will apply (payable by the guide) and examinations will usually be offered as part of the Institute's existing examination schedule.

Board of Directors
July 2012

(Updated June 2016)