



# **EXAMINATIONS HANDBOOK**

## **Standard Operating Procedure 61**

### **Policy on Blue Badge Tourist Guide Candidates**

## **Amendments and date of issue**

Amendments to this Standard Operating Procedure (SOP) can be authorised only by the Chair of the Qualifications Board in consultation with that Board and the Examinations Committee.

This issue is 2020 version 1 and is dated November 2020.

## **Register of amendments**

<b>Version</b>	<b>Brief description of Amendment</b>	<b>Amendment</b>	<b>Date approved</b>
2020.1	New handbook		23/11/2020

Institute of Tourist Guiding  
Unit 209  
Coppergate House  
10 Whites Row  
London E1 7NF

Tel: 020 7680 7146  
Email: [office@itg.org.uk](mailto:office@itg.org.uk)

Website: [www.itg.org.uk](http://www.itg.org.uk)

© *Institute of Tourist Guiding 2020*

## **Policy on Blue Badge Tourist Guide Candidates**

Any existing holder of a Blue Badge qualification who wishes to qualify for another region must enrol on an Institute-accredited training programme. They will be termed Blue Badge Tourist Guide Candidates (BBTG Candidates). Such Candidates may not necessarily participate in the full training programme for that region.

The Institute strongly encourages the training provider, which term for the avoidance of doubt includes Course Directors, for that region to offer some essential training for their region which will allow the BBTG Candidates to become familiar with all aspects of guiding the examination sites for that region and any other essential aspects of guiding in that region.

The Institute will produce a framework for this which will be a minimum amount of training/continuous assessment. Each training provider should recommend the specific requirement for their region subject to approval by the Institute and cost it accordingly. It is their decision as to how they decide to deliver this training. It could be together with the full-time course students, or as a separate group undertaking a short intensive training period, or a mix of both.

Training providers must submit the BBTG Candidates training requirement at the same time as the main course when they send details for accreditation.

The BBTG Candidates will be registered as being on the course by the training provider and will pay the registration fee to the training provider. All examination correspondence will be via the training provider in the same way that all full-time course students receive this. The BBTG Candidates must attend a two-day Communications Seminar and the Chief Examiner's briefing.

The training provider will confirm in writing to the Institute to state that the BBTG Candidates have participated in the training provided.

The Background Knowledge examination and Project are portable units and do not need to be repeated for a new region if these examinations have been successfully completed since 2002.

The Institute recognises that it does not influence the intake of students for any course and that there may be a need to limit places for BBTG Candidates on any course, therefore an application is not a guarantee of a place.

The Institute, however, requests that that training providers offer an interview to all applicants who have a Blue Badge qualification, whether they are applying for the main course or the BBTG Candidate training, and to all applicants with a Green Badge qualification.