THE PROCESS OF BECOMING A LEGALLY QUALIFIED GUIDE THROUGH FGASA

Complete a FGASA Membership **Application form**.
The form is available from:

- The FGASA office
- The FGASA website

Make relevant **payments** and send proof of payment with the application forms to the FGASA office.

Application and payment can also be done online via the FGASA website.

On receiving your application and proof of payment you will receive the following from the FGASA office:

- FGASA General Information guide
- Logbook
- Learner Support Pack
- Practical and theory Workbooks
- Level 1 Learner Manual
- Guiding Skills Manual
- Latest Field News magazine

You can choose to go on **a practical course** or carry out long-distance **self study** for the FGASA Level 1 (NQF2) Certificate.

You will need to complete the practical and theoretical **workbooks** (*Included in the Level 1 Learner Support Pack*).

The workbooks will have to be submitted to your assessor.

If you attend a practical course the **Practical assessment** will take place at the end of the course. The final theory assessment (**FGASA exam**) can take place at the end of the course or at a later stage at a FGASA National examination sitting.

The FGASA Assessor will submit the Practical Observation sheets and Theory record sheets to the FGASA office for moderation.

To write the FGASA theory examination, you will need to complete an **exam application form**, make payment and submit proof of payment with the application form to the FGASA office.

Write and pass the Final FGASA Theory examination (Summative theory assessment)

The FGASA office will moderate the theory examination and collate all the evidence submitted by the assessor before declaring you competent for the FGASA Level 1 (NQF2) Certificate.

Once declared competent, the FGASA office will issue you with a FGASA Level 1 Certificate and a letter of competence for NDT (formally DEAT)

The FGASA office will load your NQF2 Nature Site Guide Skills programme achievement onto the CATHSSETA (formally THETA) database for them to issue you the CATHSSETA certificate. Once printed this certificate will be sent to the FGASA office. You will be notified.

Take the FGASA Certificate and Letter of competence to the **National Department of Tourism** (NDT) – Provincial to register as a legally qualified Guide.
(CATHSSETA certificate will be issued later)

Submit a copy of the CATHSSETA certificate to the Dept of Tourism.