

APPLYING FOR IATG PROFESSIONAL MEMBERSHIP

You will find the application form for Professional Membership attached to this information. Please complete the application form in full. Your special guiding knowledge and languages are listed on the IATG website so that a Tourism Operator looking for a tour guide can see if you are suitable for the job they wish to assign. Please supply:

- one passport sized photo for your membership ID card
- if Australian, a copy of page one of your passport or your Citizenship Certificate
- if not Australian, a copy of your permanent residency visa
- copy of your current First Aid Certificate
- copies of any qualifications in Tourism (Guiding) and any other information you think is relevant
- application fee of \$25.00 GST free

Professional Membership

In order to achieve Professional Membership of IATG, you must:

- have sufficient experience in working as a tour guide - at least 12 months experience would be a guideline (Tour Guides include Tour Operator/Driver Guides but not Coach Captains)
- currently work regularly in a full or part time capacity as a Tour Guide or Tour Manager and receive remuneration for that work
- have Australian citizenship or permanent residency status in Australia
- hold a current First Aid Certificate
- hold a NAATI or University of NSW language proficiency certificate, or equivalent, if you wish to have IATG recognition of languages other than your native tongue. (National Accreditation Authority for Translators and Interpreters www.naati.com.au. Hotline 1300 557 470)
- receive a positive reference from your employer or client (IATG will contact your nominated referee)
- successfully demonstrate your guiding skills and knowledge at an interview

It is also desirable that you have:

- achieved a qualification in Tourism (Guiding)

If you do not meet these criteria, we recommend you take up Affiliate Membership until you can progress to Professional Membership.

The Interview Process

Once your application has been processed, IATG will contact you to arrange a time for your interview with the IATG Assessment Panel. You will be asked to present a ten minute commentary on the topic of your choice plus a ten minute commentary on a topic of the panel's choice.

Application & Membership Fees

There is a \$25.00 (GST free) non-refundable application fee to cover administrative costs. Please send a cheque/money order with your application or you can pay by direct deposit to IATG's bank account (Institute of Australian Tour Guides BSB 032040 Account 100942) using your surname as reference.

Successful applicants will then be invoiced for membership fee.

Full membership benefits are made available as soon as payment of your fee is received.

Promotional items such as Lapel Badges, Business Cards and T-shirts are available for purchase. To view the range, visit the IATG website and click on the Advertising tab.

Help with Your Application

If you have any difficulties, please phone the IATG office with any further enquiries or for help to complete your application. Your application cannot be fully processed and you cannot progress to an interview unless all the required details are provided. Send your completed application to the address below:

APPLICATION FOR PROFESSIONAL MEMBERSHIP



Complete this form if you currently work regularly in a full or part time capacity as a tour guide and receive remuneration for that work. If not, you may apply for Affiliate Membership.

IATG Membership No. Office Use Only

YOUR DETAILS		
Surname:		
First Name:		
Title:		
Address:		
	State	Postcode
Website:		
Telephone (include area code):		
Fax:		
Mobile:		
Email:		
What is your first language?		IATG Office use only
What is your nationality? (if Australian, supply copy of page one of passport or Citizenship Certificate)		<input type="checkbox"/> Yes <input type="checkbox"/> No Copy of passport/cert
If not Australian, do you have permanent residency status and for how many years? (Please supply copy of permanent residency visa)	Yes <input type="checkbox"/> No <input type="checkbox"/> Years	<input type="checkbox"/> Yes <input type="checkbox"/> No Copy of resident visa
Have you completed a first aid course? (This is a requirement, please supply a copy)	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No Copy of certificate
Do you hold a tourist vehicle licence? (If so, please supply a copy)	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No Copy of licence
Do you have any educational qualifications? (If so, please supply a copy)	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No Copy of qualification
Indicate which would best describe your status as a guide	<input type="checkbox"/> I consider that guiding is my main occupation <input type="checkbox"/> I work part time as a guide and part time at another occupation	
If not your main occupation, how often do you work as a guide?		
What other work do you do?		

<p>What type of tour guide are you? (This category will define your listing on the IATG website and will appear on your membership card, once assessed by IATG)</p>	<p><input type="checkbox"/> Tour Guide (I am proficient in guiding in all areas of my city and/or region and/or state or territory)</p> <p><input type="checkbox"/> Site Guide (I am employed by or operate only at the following sites:)</p>
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INDICATE WHAT TYPE OF GUIDING SERVICES YOU CURRENTLY PROVIDE			
Service	Yes ✓	Service	Yes ✓
Arrival /Departure Assists	<input type="checkbox"/>	VIP Host and Escorts	<input type="checkbox"/>
Commentary	<input type="checkbox"/>	Other (please indicate)	
Computer Check-ins	<input type="checkbox"/>		
Hospitality Desk	<input type="checkbox"/>		
Meet and Greet	<input type="checkbox"/>		
Personalised Guided Tours	<input type="checkbox"/>		
Site Guide	<input type="checkbox"/>		

GUIDE SPECIALTIES	
List your top 5 (max.) specialty areas of knowledge which you currently cover as a guide	
Destination/Venues	Specify Which ✓
Aboriginal Art & Culture	<input type="checkbox"/>
Adventure	<input type="checkbox"/>
Agriculture	<input type="checkbox"/>
Alice Springs	<input type="checkbox"/>
Archaeology	<input type="checkbox"/>
Architectural Tours	<input type="checkbox"/>
Art Galleries	<input type="checkbox"/>
Beaches - local	<input type="checkbox"/>
Blue Mountains Tours - Sydney	<input type="checkbox"/>
Boat Charters	<input type="checkbox"/>
Bondi & Eastern Suburbs - Sydney	<input type="checkbox"/>
Bridge Climb & Sydney Harbour Bridge	<input type="checkbox"/>
Bush Walking Guided Tours	<input type="checkbox"/>
Cairns	<input type="checkbox"/>
Canberra - ACT	<input type="checkbox"/>
City Walking Tours (include city)	<input type="checkbox"/>
City Sights Tours by Vehicle (include city)	<input type="checkbox"/>
Cockatoo Island - Sydney	<input type="checkbox"/>
Colonial History	<input type="checkbox"/>
Coorong - South Australia	<input type="checkbox"/>
Cricket	<input type="checkbox"/>
Cycling Tours	<input type="checkbox"/>
Ecotourism	<input type="checkbox"/>
Fauna - Australian	<input type="checkbox"/>
Flora - Australian	<input type="checkbox"/>
Fishing Tours	<input type="checkbox"/>
Flinder Ranges - South Australia	<input type="checkbox"/>
Football	<input type="checkbox"/>
Geology	<input type="checkbox"/>
Golf	<input type="checkbox"/>
Gourmet Food Tours	<input type="checkbox"/>
continued next page	

Destination/Venues	Specify Which ✓
Great Barrier Reef	<input type="checkbox"/>
History	<input type="checkbox"/>
Horticultural Tours	<input type="checkbox"/>
Hyde Park Barracks - Sydney	<input type="checkbox"/>
Kakadu National Park - Northern Territory	<input type="checkbox"/>
Kangaroo Island	<input type="checkbox"/>
Kayak Tours	<input type="checkbox"/>
Ku Ring Gai National Park - Sydney	<input type="checkbox"/>
Marine Tour	<input type="checkbox"/>
Maritime Tours	<input type="checkbox"/>
Military History	<input type="checkbox"/>
Music	<input type="checkbox"/>
National Parks & Wildlife Services	<input type="checkbox"/>
Natural & Cultural Heritage	<input type="checkbox"/>
Opera	<input type="checkbox"/>
Outdoor Interpretive Guiding	<input type="checkbox"/>
Parks & Gardens	<input type="checkbox"/>
Parramatta Walking Tours - Sydney	<input type="checkbox"/>
Political Science	<input type="checkbox"/>
Port Jackson & Rivers - Sydney	<input type="checkbox"/>
Port Stephens - NSW	<input type="checkbox"/>
Queen Victoria Building - Sydney	<input type="checkbox"/>
Royal National Park - Sydney	<input type="checkbox"/>
Sailing Charters	<input type="checkbox"/>
Shopping Tours	<input type="checkbox"/>
Strand Arcade - Sydney	<input type="checkbox"/>
Surfing	<input type="checkbox"/>
Sydney Fish market Tour	<input type="checkbox"/>
Sydney Harbour National Parks	<input type="checkbox"/>
Sydney Historic Pub Tour	<input type="checkbox"/>
Sydney Olympic Site	<input type="checkbox"/>
Sydney Opera House	<input type="checkbox"/>
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Destination/Venues	Specify Which ✓
Sydney Tower	<input type="checkbox"/>
Taronga Zoo - Sydney	<input type="checkbox"/>
Theatre	<input type="checkbox"/>
The Rocks - Sydney	<input type="checkbox"/>
Trains, Trams & Rail Tours	<input type="checkbox"/>
Uluru & Kata-Juta National Park - Northern Territory	<input type="checkbox"/>
Whale Watching Tours	<input type="checkbox"/>
Winery Tours	<input type="checkbox"/>
Other	

Indicate what language you speak fluently (to IATG's guiding standards) and in which you will be conducting guiding activities

Language	Yes ✓	Language	Yes ✓
Arabic	<input type="checkbox"/>	Japanese	<input type="checkbox"/>
Armenian	<input type="checkbox"/>	Korean	<input type="checkbox"/>
Bahasa Indonesian	<input type="checkbox"/>	Malay	<input type="checkbox"/>
Burmese	<input type="checkbox"/>	Mandarin	<input type="checkbox"/>
Catalan	<input type="checkbox"/>	Norwegian	<input type="checkbox"/>
Cantonese	<input type="checkbox"/>	Portuguese	<input type="checkbox"/>
Czech	<input type="checkbox"/>	Polish	<input type="checkbox"/>
Danish	<input type="checkbox"/>	Russian	<input type="checkbox"/>
Dutch	<input type="checkbox"/>	Spanish	<input type="checkbox"/>
English	<input type="checkbox"/>	Swedish	<input type="checkbox"/>
Flemish	<input type="checkbox"/>	Swiss-German	<input type="checkbox"/>
French	<input type="checkbox"/>	Taiwanese	<input type="checkbox"/>
German	<input type="checkbox"/>	Thai	<input type="checkbox"/>
Greek	<input type="checkbox"/>	Others - please list	
Hebrew	<input type="checkbox"/>		
Hindi	<input type="checkbox"/>		
Hungarian	<input type="checkbox"/>		
Italian	<input type="checkbox"/>		

Licences	
Service:	Yes ✓
Driver/Guide	<input type="checkbox"/>
Motor Bike Licence	<input type="checkbox"/>
Public Vehicle Licence - 4WD	<input type="checkbox"/>
Public Vehicle Licence - light rigid	<input type="checkbox"/>
Public Vehicle Licence - medium rigid	<input type="checkbox"/>
Public Vehicle Licence - heavy rigid	<input type="checkbox"/>
Public Vehicle Licence - hire car	<input type="checkbox"/>
Tourist Vehicle Licence - up to 9 passengers	<input type="checkbox"/>

Accreditation	
Please supply a copy of relevant documents of accreditation	Yes ✓
Guides of Australia	<input type="checkbox"/>
Uluru - Kata-Juta	<input type="checkbox"/>
Kakadu	<input type="checkbox"/>

Applicant's signature _____

Date _____

PLEASE SELECT YOUR PAYMENT METHOD

- Cheque/Money Order – Payable to Institute of Australian Tour Guides.
- Direct Deposit - Institute of Australian Tour Guides
BSB 032 040 Account #100942.
Please quote your surname as a reference.

MAILING INSTRUCTIONS

Send completed application and appropriate fee if paying by cheque or money order to:

Secretariat
Institute of Australian Tour Guides
PO Box 14
Willoughby NSW 2068

If sending your application by post or fax, please date and sign your name. Or to submit your application electronically, click on "Send", which acknowledges that you accept the Code of Ethics, terms and conditions as stated by IATG and that this acts as your approval to submit your information.

Please note: If using a web based email service (Hotmail, Yahoo Mail, Gmail etc), please save the completed PDF form to your computer and create a new email message addressed to info@iatg.com.au with the PDF included as an attachment.

SEND