

COURSE DETAILS

Location of Course:

Guildhall, London, EC2V 7HH

Cost of Course:

- Course fee £1150 (which includes the Institute of Tourist Guiding registration fee)
- Exam fees £422 (paid directly to Institute of Tourist Guiding in February 2017)

Day / Time of Course:

- Wednesday 6.30 pm - 8.30 pm (30 sessions)
- Weekend am/pm (15 sessions) and one full day

Course start / end dates

27 September 2017 – 30 May 2018

FREQUENTLY ASKED QUESTIONS

What is the course about?

This Level 3 course is aimed at all those who have an interest in the Square Mile. It offers an in-depth study of the historical, architectural, and contemporary City of London. Participants will learn how to assimilate this knowledge and how to select and present information in order to lead visitors on guided tours. Participants will also develop the practical skills needed to conduct guided tours.

What is the time commitment?

- 30 lectures and tutorials on Wednesday evenings
- 2 hour walks and tutorials on alternate Saturday mornings or afternoons (dates will be given at the start of the course)
- 1 Saturday (full day/7 hours)
- 180 self-study hours

What can I expect to achieve?

Successful candidates will be awarded:

- City of London Guide Badge and Certificate
- Institute of Tourist Guiding Green Badge and Certificate

How will I be taught?

The course is taught through a mixture of lectures, practical walks, presentations and workshops. As the course progresses students will be expected to give presentations on particular topics and themes.

Are there any other costs involved before or during the course?

You may wish to:

- Buy a map of the City (from £5);
- Attend additional optional walks and visits of relevant interest, available at low cost.

How do I apply?

Recruitment to the City of London Guides course is by application form and interview.

Application forms are available from 2 May 2017. Completed application forms must be returned by 5pm Friday 16 June 2017. Please return completed application forms to:

adulteducation@cityoflondon.gov.uk

or by post to:

Pat Edwards,
City of London Adult Skills & Education Service,
PO Box 270,
London, EC2P 2EJ

Interviews will take place at the Guildhall from 03-07 July 2017. Successful applicants will be asked to give a 5 minute presentation to a small group of other candidates on a City topic. You will be notified of your topic in the invitation to interview.

Please note, presentations must be oral – no notes are allowed, and no visual aids or PowerPoint will be needed or provided.

We regret that due to the very high number of applications to the course we are unable to give feedback to unsuccessful candidates at either the application or the interview stage.

What are the selection criteria?

The qualification is open to all, and no formal qualifications are needed to be a successful guide. Furthermore no prior knowledge of the City or of guiding skills are required. Selection is by successful application and interview.

The selection process is designed to assess your suitability for the course and for guiding, and a successful candidate demonstrates that they are:

- A clear communicator
- Follows instructions
- Able to engage, interest and make information accessible to a wide variety of people (including people with no knowledge of the history of the City)
- Have the enthusiasm and commitment to guiding in the City of London
- Are able to assimilate knowledge, e.g. is accurate in the content of the presentation
- Have prepared well for the presentation on the City
- Are able to conduct some independent research, e.g. has researched the presentation topic
- Able to manage their time well, e.g. can keep to the 5 minute deadline

If you want to find out more or have any further questions then please call the City of London Adult Skills and Community Learning service on 020 7332 1211