

Tourist Guide Accreditation Examination Important Notes

[For holders of Certificates of Category VI (degree holders) only]

I. Introduction

Since 1 July 2004, tourist guides assigned by members to receive visitors to Hong Kong must hold a valid Tourist Guide Pass issued by the TIC. With effect from 1 March 2010, the TIC begins to allow holders of Category VI certificates, namely degree holders, to take the Tourist Guide Accreditation Examination without taking the designated tourist guide training courses ^(Note 1) and apply for the Tourist Guide Pass if they pass the examination, in order to attract more talent.

Note 1:

- Candidates with Category VI certificates can be exempted from taking any tourist guide training courses, but they are **required to collect information and conduct field trips themselves** in order to prepare for the examination.
- A set of examination syllabus will be provided. Standard answers are given for the fill-in-the-blank questions only, but no answers, reference list or hints will be given for the short questions or Road Test. Therefore, candidates are **advised to allow at least two months for information searching and self-study.**

II. Entry requirements

1. 18 years old or above;
2. Holders of the Hong Kong Permanent Identity Card, or holders of the Hong Kong Identity Card who are not subject to any condition of stay; and
3. Holders of a bachelor's degree or above in any discipline ^(Note 2).

Note 2:

- Only graduation certificates or certified documents, such as transcripts of academic records, issued by the education institutions concerned are accepted.
- Applicants may need to obtain a Report for Qualifications Assessment from the Hong Kong Council for Accreditation of Academic and Vocational Qualifications if the TIC deems it necessary. The TIC reserves the right to request the applicant to submit any necessary supplementary documents proving his/her academic qualifications.
- Documents being laminated, or with any signs of erasure, alteration, missing or incorrect information will NOT be accepted.

III. Application for the Tourist Guide Pass

Having passed the Tourist Guide Accreditation Examination does NOT mean having fulfilled all the requirements for the application for the Tour Escort Pass. Those who wish to obtain the Tourist Guide Pass may visit the TIC's website for the latest application requirements and relevant details (http://www.tichk.org/public/website/en/guides/cert_system/html).

IV. About the examination

A. Examination format

Paper		Format	Duration
Paper I	Written Examination Part A: Basic knowledge for tourist guides Part B: Knowledge on Hong Kong and Mainland China	Short questions Fill-in-the-blanks	4 hours
Paper II	Road Test	Practical examination	about 4–5 hours

B. Examination syllabus

Paper I: Written examination

Paper	Syllabus	No. of questions	Weighting
Part A: Basic knowledge for tourist guides (short questions)	1. Tourism Industry of Hong Kong and Tour Guiding Concepts	6	15%
	2. The Professional Ethics of Tourist Guides	3	8%
	3. Tour Guiding Techniques	6	15%
	4. Tourist Behaviour and Cultural Characteristics	5	12%
Part B: Knowledge on Hong Kong and Mainland China (Fill-in-the-blanks)	5. Knowledge on Hong Kong	170 blanks	42.5%
	6. Knowledge on Mainland China	30 blanks	7.5%
Total:			100%

Paper II: Road test

Paper	Syllabus	Weighting
Paper II: Road test	25 routes on Hong Kong Island	100%

C. Language used for examination

Paper I: Written examination → In Chinese or English

Paper II: Road test → In Cantonese, Putonghua or English

D. Fees*

Paper I: Written examination → HK\$240

Paper II: Road test → HK\$ 360

(Study notes for the written examination and a set of DVDs about 25 routes on Hong Kong Island are included in the above examination fees.)

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***Remarks: The Tourist Guide Accreditation Examination is eligible for subsidies by the Development Fund for the Travel Industry. The travel agency staff may be subsidized with a maximum of 70% of the examination fee upon successful application. The application guide and form can be downloaded from the TIC's website: (http://www.tichk.org/public/website/en/industry_subsidy_scheme/development_fund/training_activities/html)**

E. Pass marks and arrangements of resits

- Paper I: Written examination → pass marks: 75% of the total marks
- Paper II: Road test → pass marks: 75% of the total marks
- Candidates must pass both Papers I and II in order to be eligible for a certificate of pass issued by the TIC.
- Candidates who have not passed both Papers are required to re-take only the failed Paper within two years (counting from the examination date of the passed Paper). Otherwise, they have to retake both Papers I & II. The number of resits allowed is not limited. The resit fee for a paper is the same as above.

V. Examination schedule

Examination code		Paper I : Written Examination	Paper II : Road Test	Application Deadline*
CAT6-2019005	Date	19-11-2019 (Tue)	20-11-2019 (Wed)	18-10-2019 (Fri) (full)
	Time	9:30 am – 1:30 pm	12:45 – 6:00 pm	

*Seats are limited. All applications are accepted on a first-come-first-served basis.

VI. How to apply

1. Complete the application form, and return it by post or in person to the TIC Industry Training Department with the following documents:
 - photocopy of academic proof; and
 - examination fee HK\$600 (Please do NOT mail cash) .
2. Crossed cheques should be made payable to ‘Travel Industry Council of Hong Kong’ with the applicant’s name written on the back.
3. Eligible applicants will be notified to collect the study notes and other details about the arrangement of examination. **No refund** of examination fee will be made **once the application for examination has been accepted**.
4. **Applicants must submit the original copy of their academic proof and identity card on or before the date of written examination** for checking. The TIC may require the applicant to submit designated supplementary documents if necessary. Those who cannot submit the documents required may be disqualified for the examination.
5. Absence without good reason will be regarded as giving up the examination, and the absentee is required to submit the application form and examination fees again for a re-sit. Request for examination postponement will not be accepted for other personal reasons. Candidates who cannot sit an examination for business commitment may request for postponement once. Application with the original company letter must be submitted at least 3 working days before the examination date for approval. Postponement for the

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second or subsequent time will not be arranged unless a new examination application and fees are submitted. Candidates who are absent due to sickness will be entitled to a free resit only if they can produce a certificate (original copy) **issued on the examination date** by a recognized medical practitioner **within 3 days after the examination.**

VII. Enquiries

For any enquiries, please contact the TIC Industry Training Department on 2807 1199.

VIII. Notes on Collection of Personal Data

1. The personal data provided in this form will be used by the Travel Industry Council of Hong Kong (TIC) for the following purposes:
 - (i) to process examination applications and registration;
 - (ii) to maintain examination participants' records in the TIC;
 - (iii) to administer the examination;
 - (iv) to distribute examination results, issue course certificates and disseminate relevant information to candidates;
 - (v) to conduct research or statistical analysis;
 - (vi) any other related purposes.
2. Applicants are advised to provide sufficient information as far as possible, otherwise their applications may be unable to be processed.
3. Applicants will be required to produce their HKID Card in person for verification purposes, and staff of the TIC will only sign the application form after verifying the contents of the applicant's HKID Card. If an applicant is unable to come to the TIC in person, the applicant may submit a copy of his/her HKID Card by post or by fax but any such copy shall be retained until such time as the applicant concerned is able to produce his/her HKID Card in person for verification purposes. The TIC reserves the right to require the production and to make and retain copies of an applicant's HKID Card in any circumstances which are permitted by law.
4. The TIC will keep the personal data of applicants confidential but may provide such data to any other person or his/her representative for any one or more of the purposes set out in paragraph 1 above.
5. According to the Personal Data (Privacy) Ordinance, applicants have the right to:
 - (i) ascertain whether their personal data are held by the TIC;
 - (ii) obtain a copy of the data mentioned in paragraph 5(i); and
 - (iii) correct their personal data held by the TIC.

Applicants should provide the TIC with sufficient information in order for their identity to be determined, otherwise their data access request may be rejected. The TIC may impose a fee on any such request.

6. Any request for access to personal data should be made in writing and addressed to the TIC Industry Training Department at Rooms 1706-09, Fortress Tower, 250 King's Road, North Point, Hong Kong

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導遊核證考試 Tourist Guide Accreditation Examination 申請表 Application Form

[只適用於第六類別證書(即學位證書)持有人]

[For holders of certificates of Category Six (degree holders) only]

付款方式 Payment method :

現金 Cash 支票 Cheque (號碼 no. : _____)

申請人是否旅行社職員? Is the applicant a travel agency staff member?

是 Yes 否 No

由議會填寫 For Official Use Only
考試費用 Exam fee : <u>HK\$600</u>
收款編號 : _____
收據日期 : _____

重要事項 Important Notes

申請人須填妥表格的第 1 至 2 頁,並連同學歷證明文件副本及考試費用,親身或郵寄回議會行業培訓部,並於應考筆試當日或之前出示學歷證明文件及身份證正本,以供核實之用。

Applicants are required to complete P.1 – 2 of this form and return together with the photocopy of academic proof and examination fee to the TIC Industry Training Department in person or by post. Applicants must also produce the original of their academic proof and identity card on or before the date of written examination for verification.

甲部 Part A 個人資料 Personal Particulars

姓名 Name : (以身份證上登記為準 As printed on HKID card)

*請將不適用者刪去 Delete where inappropriate

英文 In English _____

姓 Surname

名 First/Other name

中文 In Chinese _____

出生日期 Date of Birth ____/____/____

*性別 Sex : **M / F**

日 dd / 月 mm / 年 yy

身份證明文件類別 Type of Identification Document :

(請參閱夾附的「個人資料收集說明」。Please refer to "Notes on Collection of Personal Data" attached.)

香港永久性居民身份證 Hong Kong Permanent Identity Card [號碼 No. : _____]

香港居民身份證 Hong Kong Identity Card [號碼 No. : _____]

如非永久居民,必須於遞交本表格時夾附「簽證身份書」(即D.I.)或護照副本。

For non-permanent residents, a copy of the Document of Identity for Visa Purposes / passport must be attached to this form.

聯絡資料 Contact Information

*任何香港以外之地址或郵政信箱皆不能作為申請人與議會通訊之用途。Please note that no address or mailbox outside HK should be used as the applicant's correspondence address.

議會將採用不同方式(包括手機短訊及電郵)向考生發放消息或其他參考資料。為方便聯絡,考生如更改通訊資料(地址、電話、電郵等),請立即通知議會行業培訓部。The TIC may disseminate news or other information to candidates by various means (including SMS and email). In order to keep in contact with the TIC, candidates should notify the TIC Industry Training Department of any changes in their contact information (correspondence address, telephone number and email address).

聯絡地址 Correspondence address :

(中文 In Chinese) _____

(英文 In English) _____

電話號碼 Tel. Nos. :

(住宅 Home) _____ (辦事處 Office) _____ (手機 Mobile) _____

(傳真 Fax) _____ (電郵 Email) _____

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乙部 Part B 應考語言 Language of Examination

請在適當空格內劃上「✓」號。Please put a tick “✓” in the appropriate boxes.

卷別 Paper	應考語言 Language to be used for examination
卷一 Paper I : 筆試 Written examination	<input type="checkbox"/> 中文 Chinese <input type="checkbox"/> 英文 English
卷二 Paper II : 路試 Road test	<input type="checkbox"/> 粵語 Cantonese <input type="checkbox"/> 普通話 Putonghua <input type="checkbox"/> 英文 English

丙部 Part C 考試日期 Examination Date

考試編號 Examination code	卷一 Paper I : 筆試 Written examination		卷二 Paper II : 路試 Road test	
	考試日期 Examination Date	考試時間 Examination Time	考試日期 Examination Date	考試時間 Examination Time
CAT6-2019005	19-11-2019 (Tue)	9:30 am – 1:30 pm	20-11-2019 (Wed)	12:45 – 6:00 pm

丁部 Part D 學歷Academic Qualifications****

院校名稱 School name	最高學歷 Highest qualification attained	頒發日期 Date awarded

** 申請人必須夾附上述學歷之副本於本申請表內，以及於筆試當日或之前向議會職員出示相關文件的正本，以供核實之用。未能出示所需文件者可被取消考試資格，並不會獲退回有關考試費用。

Applicant must attach a photocopy of the above academic qualification to this form, and produce the original copy of the relevant documents on or before the date of written examination for verification. Those who fail to produce the original documents needed may be disqualified from the examination without refund.

Declaration 聲明

- 本人已細閱、明白並同意附於此申請表的「報考須知」及「個人資料收集說明」。I have read, understood and agreed to the “Important Notes” and “Notes on Collection of Personal Data” that are attached to this form.
- 本人同意議會核實本人的學歷證明文件，並授權本人曾經就讀之教育/單位機構向議會透露有關本人學歷相關的資料作核實之用。I agree that the Travel Industry Council of Hong Kong (TIC) shall verify the documents of my academic proof, and here **I authorize the education institutions/units that I used to attend to provide the TIC with my personal particulars for the verification of academic qualification(s) I attained.**
- 本人證明以上所填資料正確無誤。如本人之聲明有任何失實之處，貴會有權取消本人之申請資格。本人亦知悉如議會發現任何虛假文件，定必報警處理。I hereby declare that the information provided in this form is true and correct. The TIC has the right to disqualify me if there is any inconsistency with the statements that I have made. I also know that **the TIC shall report any cases of using false documents to the police.**

Signature 申請人簽署：_____

Date 日期：_____