

Domain	TOUR GUIDING	Unit ID: 192
Title:	Set up and operate a temporary camp for tour guiding operations	
Level: 3		Credits: 8

Purpose

This unit standard specifies the competency required to set up and operate a temporary camp in tour guiding operations. It includes selecting a temporary campsite, setting up a temporary camp, briefing guests staying in a temporary camp and breaking of a temporary camp. This unit standard is intended for those who work as tour guides.

Special Notes

1. Entry information:

Prerequisite:

- Unit 170 *Follow occupational health and safety procedures in tour guiding operations* or demonstrated equivalent knowledge and skills
- Unit 177 *Apply First Aid in tour guiding operations* or demonstrated equivalent knowledge and skills.

2. To demonstrate competence, at a minimum, evidence is required of selecting a temporary campsite, setting up a temporary camp, briefing guests staying in a temporary camp and breaking of a temporary camp.
3. Assessment evidence may be collected from a real workplace, or simulated real workplace or an appropriate simulated realistic environment in which tour guiding operations are carried out.
4. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with manufacturers' and company guidelines and instructions.
5. Tour guides must comply with the Namibia Tourism Board's Code of Conduct for Tour Guides.
6. Regulations and legislation that could be relevant to this unit standard include the following:
 - Labour Act No 6, 1992
 - The Social Security Act 1994
 - The Employee Compensation Amendment Act 5 of 1995
 - Liquor Act 6 of 1998
 - Public Health Amendment Act 45 of 1976
 - The International Health Regulation Act 28 of 1974
 - Nature Conservation Ordinance 4 of 1975
 - Namibia Tourism Board Act 21 of 2000
 - Diamonds Act, 1999 (Act No. 13 of 1999)
 - Minerals Development Fund of Namibia Act, (No. 19 of 1996)
 - Minerals (Prospecting & Mining) Act, 1992 (Act No. 33 of 1992)
 - Petroleum Products and Energy Amendment Act, 2000

- National Energy Fund Act of 2000
- Gas Act (Draft 2b)
- Petroleum (Exploration and Production) Amendment Act 1993 (Act 2 of 1993)
- Electricity Act, 2000 (Act No. 2 of 2000)
- Meat Industry Act, 1981 (Act No. 12, 1981)
- Agricultural (Commercial) Land Reform Act, 1995 (Act No. 6, 1995)
- Water Resources Management Act 24 of 2004
- Occupational Health and Safety Regulations No.18, 1997 and all subsequent amendments to any of the above.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Select a site for a temporary camp in tour guiding operations

Risks include but are not limited to fire, flood, animals, rock movement, falling trees, vehicles, pollution.

Performance Criteria

- 1.1 Temporary camp site is selected that minimizes risk to persons, equipment and the environment.
- 1.2 Campsite is arranged to optimize opportunities for natural cooling of the camp surrounds.

Element 2: Set up a temporary camp in tour guiding operations

Performance Criteria

- 2.1 Tents are sited and erected in line with organisational procedures.
- 2.2 Central fireplace is sited and constructed in a safe manner that complies with organisational and regulatory requirements.
- 2.3 Toilets are sited and established in line with organisational and regulatory requirements.
- 2.4 Shower and personal ablution facilities are sited and established in line with organisational and regulatory requirements.
- 2.5 Kitchen and washing-up facilities are sited and established in line with organisational and regulatory requirements.

- 2.6 Liquid traps and solid waste facilities are sited and established in line with organisational and regulatory requirements.

Element 3: Brief guests staying in a temporary camp in tour guiding operations

Performance Criteria

- 3.1 Procedures for moving in and around camp are explained to guests in line with organisational requirements.
- 3.2 Advice is given to guests on actions to take in the event that animals enter the campsite.
- 3.3 Guests are reminded of the need to keep tents secure to minimize intrusion of insects and reptiles.
- 3.4 Instructions to guests regarding disposal of liquid and solid wastes are consistent with environmentally sound practices and regulatory requirements.
- 3.5 Toilet, shower and general ablution procedures and rules are explained to tour group.
- 3.6 Rosters for duties involving guests are communicated to tour group members and negotiated reassignments are noted in line with organisational requirements.

Element 4: Break temporary camp in tour guiding operations

Performance Criteria

- 4.1 Tents and equipment are dismantled, packed and stored according to organisational and manufacturers' specifications.
- 4.2 Bio-degradable and non-biodegradable waste is sorted, stored and removed in accordance with regulations and organisational requirements.
- 4.3 Final checks are done to verify that all signs of the campsite are eliminated as far as possible in accordance with regulatory and organisational requirements.

Registration Data

Subfield:	Hospitality and Tourism
Date first registered:	16 November 2006
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