

## Professional Development points



### Continuing Professional Development

As IATG Professional Members it is essential that to constantly improve knowledge and guiding skills. This document is designed to assist members to assess PD points to facilitate the renewal process each year. IATG office manager requires verification of claimed number of points for the year.

### Professional Development Requirements

Professional Members should obtain 6 points (non-NSW/Regional 4 points) by undertaking professional development as per the details below to accompany their renewal application. The suggestions outlined in the PD table can be used in **any combination** to make up the requisite points.

### Records for renewal

The office manager has a record of attendees for all IATG events and members can ask for confirmation of those by email if helpful in tallying points for renewal.

Members will send all other **receipts and record of attendances** with renewal information. These will be verified by the IATG Office Manager to facilitate renewal. Work hours claimed will be verified by an inbound operator to match the points claimed (2 or 3) or members can send in copies invoices to match total hours claimed.

There are options to carry forward/ borrow points for one year as well as simple processes for reinstating lapsed memberships. Contact [info@iatg.com.au](mailto:info@iatg.com.au) for further details.

Once PD points have been confirmed by IATG, members pay professional membership renewal and a new photo ID will be issued for the current year.

Example of PD points for IATG professional membership

Examples of professional development	Verification	Points
Members can choose from <b>any or all</b> categories to attain total points required		
<b>Working</b> as paid tour guide:		
120 to 200 hours in last financial year	Invoices or email from inbound operator to confirm hours	2
200+ hours in last financial year	As above	3
Member of IATG committee		Various
<b>AGM</b> attendance		2
<b>IATG famils</b>		1 each
Full day <b>workshops or seminars</b>	Registration and receipt	2
<b>Subscriptions</b> to tourism organisations e.g. RAHS, Sydney Living Museums, Art Gallery of NSW	Receipts	1 (to max. 2 per year)
<b>Subscriptions</b> to trade publications, purchase of tourism related books	Receipts	1 (to max. 2 per year)
Undertaking <b>Cert III or IV</b> Tourism/Tour Guiding	Certificate or proof of completion	3
<b>Presenting</b> famil or seminar	Verification from training supplier	1
<b>Indigenous training</b> full day	Certificate or proof of attendance	2
<b>Kakadu/Uluru-Kata Tjuta</b> accreditation	Certificate	3 at commencement and 3 on completion
<b>Industry</b> related events (non-social)	Registration or proof of attendance	1
<b>Destination NSW</b> briefings	IATG keeps on file	1
<b>Overseas famils</b> specific to Australian tour guiding	Receipts	1
<b>Other</b>	Check IATG office manager if you have other professional development you wish to claim	