

## IATG Professional Membership Renewal Points

To ensure excellent quality standards are maintained by IATG Professional Members, it is essential that for membership renewal, **nine professional development points** are achieved annually during the relevant financial year. There are many **easy and enjoyable** ways to earn points, particularly for our members who are all dedicated and passionate about their work.

**You can choose from any or all categories to attain total points needed. If you have too few points at renewal time, you can borrow up to two points from the previous (if you had extra) or the following year.**

The following table will give you a guide and can be used to note points achieved. You can complete this and at membership renewal time send to the Administration Manager [info@iatg.com.au](mailto:info@iatg.com.au) together with verifications.

**Note: All sensitive information disclosed to IATG as part of this process will be kept strictly confidential.**

HOW TO EARN POINTS	HOW TO VERIFY	POINTS	ACHIEVED
<b>Working as a paid guide</b>			
120 to 200 hours in last financial year	Employer letter (will be kept confidential)	2	
200+ hours in last financial year	As above	3	
Member of IATG committee	IATG keeps notes on file	Various	
<b>Attendance at IATG functions, events, tours and famils</b>			
Annual General Meeting (AGM)	IATG office keeps a record	2	
Famils	IATG office keeps a record	1 each	
Speaker nights	IATG office keeps a record	1 each	
Full day workshops and seminars	Registration, receipt and attendance	2	
Full day tours	Registration, receipt and attendance	2	
<b>Attendance at industry briefings, conferences and industry related events (non-social)</b>			
Destination NSW quarterly briefings	IATG office keeps a record	1 each	
Tourism Australia Conference	Registration, receipt and attendance	2	
Exhibitions, lectures, workshops and tours	Registration, receipt and attendance	1 each	
Overseas famils specific to Australian tour guiding	Registration, receipt and attendance	1 each	
<b>Memberships</b>			
Tourism organisations, museums, galleries, institutions and historical societies e.g., Art Gallery of NSW, Sydney Living Museums, State Libraries, Australian Museum, National Trust, Historic Houses Association etc.	Receipts for annual membership renewals	1 each to max. of 2 per annum	
<b>Subscription, reference books and materials relevant to tour guiding and knowledge gathering</b>			
Subscription to trade publication such Travel Weekly, Travel Daily or Travel Bulletin etc. Purchase of reference books relevant to guiding, tourism, geology, geography, botany, indigenous	Receipts for annual subscription renewal and book purchases	1 each to max. of 2 per annum	

HOW TO EARN POINTS	HOW TO VERIFY	POINTS	ACHIEVED
culture etc.			
<b>Newsletter articles</b>			
Submit and have published a story in an IATG newsletter. This can be about your experience at a recent famil or another event of interest related to tourism. 250 words minimum with photo/s if applicable.	IATG office keeps a record	1 each to max. of 2 per annum	
<b>Education and Training</b>			
Certificate III or IV in Tourism (Guiding)	Certificate or proof of completion	3	
Kakadu/Uluru-Kata Tjuta accreditation	Proof of enrolment and Certificate of completion	3 start 3 finish	
Indigenous training full day	Certificate or proof of attendance	2	
Infection control course	Certificate or proof of attendance	1	
TAFE courses offered through IATG	Certificate or proof of attendance	1	
Training to develop relevant knowledge and skills	Certificate or proof of attendance	1	
<b>Presenting famil, tour or seminar</b>			
Presenting to IATG members	IATG office keeps a record	1	
Presenting to and external organisation	Verification from training supplier	1	
<b>Other</b>			
<b>If you have other professional development possibilities you feel are relevant and would like to claim, please check with the IATG Administration Manager for referral and approval.</b>	Receipt or other proof of participation	TBA	