

SCHEDULE 5:
FORM OF APPLICATION FOR ADS TOUR GUIDE APPROVAL



Please send your completed application form and supporting documentation to Tourism New Zealand by email.

| | |
|--------------|-------------------------|
| Email | chinamarket@tnz.govt.nz |
|--------------|-------------------------|

SECTION ONE: APPLICANT DETAILS

1. Full name (in English and Chinese):

2. Date of birth:

3. Contact details:

Give street address, mailing address (if different), telephone number, email address.

4. Immigration status (tick one):

New Zealand Citizen New Zealand residence visa /permit holder New Zealand work visa /permit holder

Other (please state): _____

5. Evidence of English language: non-native speakers of English only (tick one):

IELTS (“International English Language Testing System”) certificate Letter from Immigration New Zealand New Zealand Qualification

Undergraduate degree certificate from Chinese university, majoring in English TEM4 or TEM8 English language examination certificate Other (please state) _____

6. Evidence of Chinese language: non-native speakers of Chinese only:

HSK (“Hanyu Shuiping Kaoshi”) Certificate

7. Length of experience guiding inbound tours in New Zealand:

_____ years _____ months

8. Name(s) of Inbound Tour Operator(s) that you work for (please list below):

9. Tour guide qualification:

You are applying for one of the following (please tick one):

- National Award in Guided Interpretation Tour Guide Exemption (section 6.3 applies)

IMPORTANT NOTE: Please supply the following information (in addition to that listed in Section Two of this form) if you are applying for an exemption to ADS tour guide training requirements under section 6.4 of the **Code**:

- Evidence that he or she has been residing and working lawfully as a tour guide in New Zealand for a minimum period of a total of 5 or more years, or consecutively for a minimum of 24 months
- Letters from a minimum of two tour operators confirming tours conducted by you on behalf of these operators; and
- Letters from a minimum of two other members of the tourism industry (such as accommodation, transportation and activities providers) confirming the type and term of their relationship with you; and
- (where relevant) evidence of work visas issued by Immigration New Zealand confirming your employment as a tour guide.

SECTION TWO: REQUIRED DOCUMENTATION

Please attach copies of the following documents with your fully completed application form:

- (New Zealand citizens only) A certified genuine copy of the personal details page of your passport
(仅限新西兰公民) 新西兰公民身份证明或新西兰护照的公证复印件。
- (Foreign passport holders only) A certified genuine copy of the personal details page of your **passport** AND a copy of the page(s) containing your current valid **New Zealand visa** and **permit**.
(仅限其他外国护照持有者) 护照主页及印有有效签证页的公证复印件。
- (Non-native English language speakers only) Evidence of your **English language** level as follows, either:
(仅限英语为非母语者) 证明英文能力的资料如下:
 - 1) An original or certified genuine IELTS certificate showing you have achieved an IELTS score (Academic or General) of 5 or above in each of the Speaking and Listening sections of the examination, or 雅思证书的原件或公证件一份, 证明申请人在听、说单项考试达到了 5 分或以上的成绩 (学术或普通类都可); 或
 - 2) Original or certified genuine documentation issued by Immigration New Zealand, confirming that you have been approved New Zealand residence under either the General Skills or Skilled Migrant category. If you were included as the partner of a General Skills or Skilled Migrant category applicant, you must demonstrate that you was assessed by Immigration New Zealand as having met the minimum English language standards applicable, or
新西兰移民局的确认函 (原件或公证件), 证明申请人的永久居留身份是在技术移民 (原称为一般技术移民) 类别下审核并批准的, 并在由新西兰移民局提供的证明函中证明申请人的英文已达到新西兰移民局对申请人所设定的最低英文的要求。如果申请人是通过家庭伴侣关系申请的, 则需证明其英文满足了新西兰移民局在工作移民类或是技术移民类下对副申请人所设定的最低英文要求; 或
 - 3) An original or certified genuine qualification certificate for a course of study completed by you which was taught entirely in English in New Zealand and which required a minimum of two years of full-time study. This qualification must be New Zealand Qualifications Authority (“NZQA”) recognised and be registered at level 5 or higher on the NZQA National Qualification Framework (“NQF”). More information about NZQA and NQF can be found at www.nzqa.govt.nz, or
新西兰毕业证书的原件或公证件一份, 证明申请人接受的是全英文教学并且拥有最少两年的全日制学习。此证书必须是通过新西兰学历评估局认证并拥有在全国学历大纲基础上注册成为等 5 或以上的等级。有关新西兰学历评估局和全国学历大纲的更多信息, 请登录 www.nzqa.govt.nz; 或

- 4) An original or certified genuine qualification certificate confirming your completion of a 4-year undergraduate degree majoring in English at a Chinese University, or
申请人毕业于中国的大学英语系本科的毕业证书的原件或公证件一份；或
- 5) An original or certified genuine qualification certificate confirming that you have achieved a pass mark in either “TEM 4” or “TEM 8” English language examinations.
申请人通过“TEM 4”或“TEM 8”英语考试的原件或公证件一份。
- 6) Other documentary evidence of your English language level, which **TNZ** in its discretion may choose to accept as confirmation that you meet English language requirements. **TNZ** may conduct an interview in English with you as part of this assessment.
新西兰旅游局有权接受并认可其他能证明申请人英文水平的资料。新西兰旅游局可能会通过英文面试来衡量申请人的英文水平。

- *(Non-native Chinese language speakers only)* An original or certified genuine copy of the Hanyu Shuiping Kaoshi (“HSK”) certificate showing that you have achieved a score of 9 or higher in the Hanyu Shuiping Kaoshi (HSK) **Chinese language** advanced test. More information about the HSK can be found at: chinesetest.cn.
(仅限中文为非母语者) 申请人通过“汉语水平考试”9分或以上的证书原件或复印件一份。有关汉语水平考试的更多信息，请登陆：chinesetest.cn。
- A copy of your valid First Aid Certificate (Work Place First Aid Certificate — must meet NZQA Unit Standard 6400, 6401, and 6402).
申请人的有效急救证书复印件一份。
- A copy of a completed criminal record via Ministry of Justice’s Third Party request
申请人的完整无犯罪证明
- Reference letters from current or past employers you have worked for to prove that you have at least six months tour guiding experience.
现任或者前任雇主证明信证明申请人有累计至少6个月的导游经验，可同时提交多份雇主证明信。

SECTION THREE: DECLARATION

Should I be granted ADS tour guide approval, I agree to abide by the below terms and conditions.

一旦我的导游资质被批准，我同意遵守以下的条款。

I understand that my failure to comply with any of these terms and conditions may constitute a breach of the Code (see sections 6.3 & 6.11 of the Code).

我清楚如果我未能遵守以下的任何条款，都有可能造成违规（参见准则第6.3条和6.11条）

1. I will at all times ensure that a sign bearing the **unique tour ID number** is displayed on the dashboard or windscreen of the coach or other licensed passenger service vehicle used to transport an **ADS tour**, in a position such that it is fully visible and clearly readable from outside the vehicle, **OR** I will hold a copy of this sign and present it to **TNZ** staff upon request or alternatively ensure that the coach driver holds a copy of the ADS sign and presents a copy of this sign to **TNZ** staff upon request.

我保证在旅游车或其它用于接待ADS组团的载客巴士的仪表盘或挡风玻璃上随时陈列有一份印有ADS代码的ADS标示牌，或者，我会携带此标示牌，并按要求向新西兰旅游局人员出示，或者确保旅游车驾驶员持有一份ADS标示牌，并按要求向新西兰旅游局人员出示。

2. I will either wear or hold my ADS Approval ID Card when conducting **ADS tours**, and present this card to a **TNZ** staff member upon request.

我保证在接待ADS团的任何情况下，都会佩戴或携带我的ADS导游资格认证卡，并按要求向新西兰旅游局人员出示。

3. I will deliver or provide all of the services, visits, **attractions** and **activities** listed in the itinerary to the best of my ability.

我保证尽我最大的能力提供行程上所注明的所有服务项目，如景点及活动项目。

4. I will be tidily presented at all times while guiding **ADS tours**. (examples of untidy presentation include: wearing ripped jeans, ripped t-shirts, singlets, shorts, sandals/jandals or dirty sports shoes).
在带团过程中，我一定会保持一个干净、整洁的仪容、仪表（非干净、整洁的仪容包括：破牛仔裤、T恤、拖鞋、短裤、人字拖或脏球鞋）。
5. I will conduct myself and behave professionally while guiding **ADS tours**. (examples of unprofessional behaviour include: attending to personal errands, playing hand-held electronic games while guiding).
在带团过程中，我一定会举止端正、行为得体（行为不得体包括：在带团过程中处理私事，玩电动等）。
6. I will not impose or obtain from the **visitors**, charges for services or entrance to **attractions, activities**, venues or other places which have already been charged for in the package price paid for the tour.
我一定不会以任何形式向游客额外征收免费的活动项目、景点；或是团费里已经包括的活动项目、景点。
7. I will not provide misleading information to **visitors**, including in respect of any charges imposed for optional tour inclusions introduced to visitors on an **ADS tour**. *For example: advising visitors about a fictitious entry charge to a tourist attraction which is free for entry to the public is likely to constitute misleading conduct.*
我不会向游客提供有误导性的信息，这包括向游客征收在带团过程中推荐的自费项目。例如：向游客虚报门票其实是向公众免费开放的场所很有可能构成了误导性行为。
8. I will not:
- 我一定不会：
- 8.1. require **Chinese visitors** to shop in retail shopping outlets against their wishes;
强迫中国游客在零售店购物；
- 8.2. take any steps which impede Chinese visitors from shopping in their choice of retail outlets; or
阻止中国游客去他们想去的零售店购物；
- 8.3. for each ADS tour group, spend more than 1.5 hours at each **organised shopping** venue per full day spent in New Zealand, or more than 3 hours of total organised shopping time over two consecutive full days spent in New Zealand.
让ADS团在新西兰的拟定购物零售店每天购物超过1.5小时，或连续两天超过3小时。
9. I will give full, comprehensive and accurate information to **visitors** during the course of **ADS tours**. My commentary will include insightful interpretation on New Zealand's geographical, ecological and cultural heritage in order to enrich **ADS tour group visitors'** understanding and appreciation of New Zealand.
在带团过程中，我一定会向游客提供全面、完整及真实的信息。我的解说词会含有新西兰相关的地理、生态及文化遗产方面的知识以丰富游客对新西兰的理解及欣赏。
10. I will provide reasonable notice to inbound tour operators contracting my services of my unavailability to guide any **ADS tour**. Under ordinary circumstances reasonable notice is a period of not less than 3 working days prior to the arrival of an **ADS tour** in New Zealand.
我会及时通知地接社如果我因故不能带团。在通常情况下，及时有效的通知是指在ADS团抵达新西兰前3天内。
11. I have read and understood my obligations under the Health and Safety at Work Act 2015 and will take all reasonably practicable steps to ensure the health and safety of **visitors** during the course of all **ADS tours**. I currently hold and will continue to hold a valid First Aid Certificate.
我已阅读并理解工作场所健康与安全法（2015）条款下我的责任和义务，并会采取一切合理可行的步骤确保在带所有ADS团过程中游客的健康和安全。我目前持有并将持续持有一份有效的急救证书。
12. When interviewed by **TNZ** staff or authorised representatives during the course of an **ADS tour**, I will answer all questions asked about the tour to the best of my knowledge and ensure that the information and answers that I provide are accurate, comprehensive and truthful (see section 9.1(a)(i) of the Code).
如果在接待ADS团的过程中有新西兰旅游局的工作人员或经授权的代表对我进行面试，我保证会据实以告（参考准则9.1(a)(i)）。

13. I will not allow the use of my name for an **ADS tour** which is to be conducted and administered by a person other than myself.
我不会允许其它人用我ADS资质导游的名义带队并管理ADS团。
14. I will comply with all laws and regulations of New Zealand in my activities relating to **ADS tours**.
我在带团过程中会遵守新西兰法律法规。
15. I will accompany the ADS tour group for the duration of the **ADS tour** in New Zealand. During working hours, I will remain with the tour group and be available to provide assistance, guidance and information to the tour group.
我在带团的工作时间内不会脱离旅游团，保证在他们需要的时候提供必要的信息和协助。
16. I will provide the tour leader and Chinese visitors with my contact information before any scheduled **free time**. During any **free time**, I will be available to be contacted in the case of an emergency.
在带团期间的自由时间安排中，我会提供给团队我的联系方式，并且在紧急情况下能联系到我。
17. I will at all times take reasonable steps to ensure that the **Chinese visitors** are kept safe and secure for the duration of the **ADS tour** in New Zealand and are not exposed to, or subjected to, physical or psychological harm.
我作为ADS导游，将一直采取合理步骤，确保游客安全，并且不受任何身体或心理上的威胁或虐待。
18. I will act honestly and truthfully in all interactions with TNZ. I will take reasonable steps to ensure that all information which I provide to TNZ is true, complete, and not misleading.
我保证诚实守信，确保我提供给TNZ所有信息都是真实完整，没有误导性。
19. I acknowledge that the **Chinese travel seller** is required to comply with Article 35 of the Tourism Law of the People's Republic of China, as amended from time to time.

In completing this application form, I confirm the following statements. Should I be granted ADS tour guide approval, I agree that these statements will continue to be accurate.

在完成此申请表之际，我确认以下声明属实。如我的导游资质申请被批准，我同意此声明书将会继续属实。

I understand that my failure to comply with these statements may result in either my application for ADS tour guide approval being declined or in a breach of the Code (see section 6.3 and 6.11 of the Code).

我清楚如我未能遵循此声明书中的要求，将有可能导致我的导游资质申请被拒绝，或是违规（参见准则第6.3和6.11条）。

20. I am of good character. I have not, and will not, supply false or misleading information to **TNZ** or any other government agency, including in the completion of this application form. If I have committed any driving-related, health and safety or other criminal offences, I have declared these to **TNZ**.
我品行端正。我从未，也决不会向新西兰旅游局或其它政府部门提供虚假信息，包括目前正在填写的导游申请表。如果我因驾驶、健康和安法或其他刑事过错有任何的犯罪记录，我会如实向新西兰旅游局明。
21. Neither I nor my tour guiding company (if applicable) have been investigated or prosecuted by WorkSafe New Zealand, nor received any other enforcement action, such as an infringement notice or improvement notice.
我声明不论是我还是我所在导游服务公司（如有）从未被新西兰工作安全局调查或起诉，或收到任何其他强制执行令，如违反通知书或整改通知书。
22. I have not had any involvement in any aspect of conducting and / or administering an ADS tour (including providing tour guide services in respect of any ADS tour) prior to lodging my application for ADS tour guide approval.
在我向新西兰旅游局递交申请成为ADS导游之前，我从来没有参与任何跟ADS团队相关的操作和管理，也没有从事任何ADS团队的导游工作。

23. I am currently the holder of New Zealand citizenship, New Zealand residence or a work permit that entitles me to work as a tour guide in New Zealand. I will advise **TNZ** immediately if my immigration status changes, rendering me ineligible to work as a tour guide in New Zealand.

我是新西兰公民，永久居民或工作签证持有者，工作签证允许我在新西兰以导游为职。若我的签证有任何的变动导致我无法继续导游的工作，我会立即通知新西兰旅游局。

24. Pursuant to section 9.5 of the **Code** I understand that, if I am granted ADS approval, my name and current email address will be added to the **ADS approved tour guide** register kept on **TNZ's** website.

根据准则第9.5条我清楚地知道一旦我的申请被批准，我的姓名和电子邮箱地址会公布在新西兰旅游局网站之ADS资质导游名册上。

(Signed) _____

Full name (in English and in Chinese): _____

Date: _____

Acknowledgment

I acknowledge that if I am granted ADS approval, I understand and agree to TNZ publishing my name and current email address on the ADS approved tour guide register kept on TNZ's website.

(Signed) _____

Full name (in English and in Chinese): _____

Date: _____

Please make sure that you have included the following documents with this application:

- Completed and signed application form
- (NZ Passport) - A certified copy of the personal details page
- (Foreign Passport) - A certified copy of personal details page, and certified copy of other pages containing current valid New Zealand visa or permit
- Evidence of English eligibility for Non-native English speaker, such as:
 1. IELTS certificate, or
 2. Documentation issued by Immigration New Zealand, or
 3. New Zealand Qualification Certificate - NZQA Level 5 or higher, or
 4. Certificate of Undergraduate Degree majoring in English at a Chinese University, or
 5. TEM 4 or TEM 8 English language certificate
- Evidence for Non-native Chinese speaker, such as:
 1. Hanyu Shuiping Kaoshi (HSK)
- A copy of valid First Aid certificate meets NZQA Unit Standard 6400,6401 & 6402 (This can be supply upon the completion of training)
- Reference letter from employer to proof minimum of six months tour guide experience
- For Tour Guide Exemption programme, additional documentation is required, such as:
 1. Two letters from tour operators
 2. Two other letters from other members of tourism industry

Refer to Section 2 of the application form for further information on the documents.