

Application for authorisation as a Svalbard guide



Feel free to add an attachment if you run out of space.

NB! Applications that are incomplete will not be processed.

Name: _____ Date of birth: _____

Postal address: _____

Tel.: _____ E-mail: _____

Language skills (mark with X)

Norwegian/Swedish/Danish English German French Other

How long have you lived in Svalbard? From _____ To _____

I am applying for authorisation as a Svalbard guide (please mark with X)

Longyearbyen – town guide Field – summer
 Day trip – summer Field – winter
 Day trip – winter Svalbard glacier

I have accomplished and passed following course (month/year)

Module 1: Svalbard Basic course _____
 Module 2: Svalbard Safety course _____
 Module 3: Svalbard Field course – summer _____
 Module 3: Svalbard Field course – winter _____
 Module 4: Glacier course equivalent to _____
 Norsk Fjellsportforum NF certification _____

Educational qualifications

Year	Educational institution	Subject	Title

Relevant work experience

Year	Employer	Position	Line of work

Relevant courses and certifications (in addition to SvalbardGuideTraining)

Year	Duration	Course	Organiser

Practice as a Svalbard guide

Please list tours with the most recent first followed by the next most recent, etc.

I. Applicable for those applying for authorisation as a Svalbard guide – Longyearbyen

Date	Type of trip	Area for guiding	No. of people in the group	Duration

Total no. of trips:		Total no. of hours guided:	
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Total no. of trips <i>after</i> completion of SGO course or ANG:		Total no. of hours guided <i>after</i> completion of SGO course or ANG:	
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II. Applicable for those applying for authorisation as a Svalbard guide field – summer and Svalbard guide day trip – summer.

Date	Duration	Type of trip	Area for guiding	No. of people in group	No. of guides	Type* of accommodation

Total no. of trips:	Total no. of days/hours guided:	Total no. of nights in the field

Total no. of trips <i>after</i> completion of SGO/ANG:	Total no. of days <i>after</i> completion of SGO/ANG:	Total no. of nights in the field <i>after</i> completion of SGO/ANG:

III. Applicable for those applying for authorisation as a Svalbard guide field – winterer and Svalbard guide day trip – winter.

Date	Duration	Type of trip	Area for guiding	No. of people in group	No. of guides	Type* of accommodation

Total no. of trips:	Total no. of days/hours guided:	Total no. of nights in the field

Total no. of trips <i>after</i> completion of SGO/ANG:	Total no. of days <i>after</i> completion of SGO/ANG:	Total no. of nights in the field <i>after</i> completion of SGO/ANG:

*** Nights in the field:**

In order for nights in the field to be approved, the following criteria apply: The guide must have the main responsibility for the organisation and safety. Overnight stays where others are responsible for this (in permanent structures such as the boat in the ice, Kapp Linné or at camps where others are responsible) will not be approved as field nights.

IV. Applicable for those applying for authorisation as a Svalbard guide – Svalbard glacier

Date	Type of trip – blue ice or snow-covered glacier	Area for guiding	No. of people in group	Duration

Total no. of trips:		Total no. of days/hours guided:	
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Total no. of trips <i>after</i> completion of SGO/ANG:		Total no. of days <i>after</i> completion of SGO/ANG:	
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Other relevant practice (private trips or in connection with work in Svalbard, other places in Norway or overseas)

Date/year	Where did the trip go?	Duration	Brief description

Special fields or interests, etc. that can benefit the tourists when you are guide or tour leader

1. Why do you work as a guide or tour leader?

Self-assessment

Below is a series of questions in which we ask you to assess your own abilities on a scale from 1 (worst) to 5 (best). Please mark your choice with a X and state the reasons for your choice in the space provided. This is **extremely important**. The Authorization Committee is interested to find out how each guide reflect on their role and abilities. The grade you give yourself is **not** the determining factor of whether you will gain authorisation or not.

Please note

The last few questions are only aimed at people applying for authorisation as field guides, day trip guides and glacier guides. Of these, some are only relevant for people applying for authorisation as winter field and glacier guides.

	1	2	3	4	5
2. General knowledge about Svalbard (geology, ecology, history and administration, etc.)					

Supplementary comments:

	1	2	3	4	5
3. Knowledge about Longyearbyen (local history, attractions, cultural heritage, society, business and industry and administration, etc.)					

Supplementary comments:

	1	2	3	4	5
4. Ability to express yourself, convey information and explain					

Supplementary comments:

	1	2	3	4	5
5. Ability to provide good service					

Supplementary comments:

	1	2	3	4	5
6. Ability to plan and organise a trip, including with respect to the safety of the guests					

Supplementary comments:

	1	2	3	4	5
7. Ability to arrange for good experiences for the tourists participating in the trip that you are the guide or tour leader for					

Supplementary comments:

	1	2	3	4	5
8. Practical guiding skills, e.g. where/how to position yourself in the group, when to speak and how to hold the microphone, etc.					

Supplementary comments:

	1	2	3	4	5
9. Self-assurance as a guide or tour leader					

Supplementary comments:

	1	2	3	4	5
10. Skills related to creating a good environment; ability to create a sense of wellbeing and assurance in a group during a trip					

Supplementary comments:

	1	2	3	4	5
11. Ability to take every member of the group into consideration, including during difficult conditions					

Supplementary comments:

	1	2	3	4	5
12. Ability to have a genuine, positive attitude towards the tourists					

Supplementary comments:

	1	2	3	4	5
13. Ability to cooperate with people you don't like					

Supplementary comments:

	1	2	3	4	5
14. Ability to make decisions and take control in a group comprising of "strong leaders"					

Supplementary comments:

	1	2	3	4	5
15. Ability to lead groups in stressful situations (e.g. in the case of accidents, bad weather or polar bears in the vicinity)					

Supplementary comments:

	1	2	3	4	5
16. Ability to motivate tour companions/tourists when they are tied or in difficult situations					

Supplementary comments:

17. Please provide one or more examples of a challenging guiding situation that you believe you have tackled well:

18. Please provide one or more examples of a challenging guiding situation that you believe you did not tackle so well:

19. To "sum up", what are your strengths as a guide or tour leader?

20. Are there any specific areas in which you think you can/should develop?

The following questions are only for field guides and day trip guides (other applicants may proceed directly to the signature)

	1	2	3	4	5
21. Experience of difficult or emergency situations in the field					

Supplementary comments:

	1	2	3	4	5
22. Experience of navigating in difficult conditions (use of compass, GPS or similar)					

Supplementary comments:

The following questions are only for field guides – winter and Svalbard glacier guides (other applicants may proceed directly to the signature)

	1	2	3	4	5
23. Experience of travel on glaciers (in the supplementary comments, please provide details of the mode of travel you have experience with on glaciers, as well as experience on blue ice)					

Supplementary comments:

	1	2	3	4	5
24. Experience of travel on fjord ice, including knowledge about "local conditions" and places where the ice is often poor					

Supplementary comments:

Date: _____

Applicant's signature: _____

Finally, please obtain written confirmation from the tour operator or tourism company for whom you have worked in Svalbard (see following page). If you have worked for more than one company, you may print additional copies of this page and submit more than one confirmation.

CONFIRMATION FROM TOUR OPERATOR

The guide has worked at:

(name of company)

in the period: _____

Scope of work (mark with X):

Individual assignment Seasonal employee Permanent employee

as (mark with X):

Longyearbyen – town guide Day tour – summer Day tour – winter

Field guide – summer Field guide – winter

Svalbard glacier guide

I hereby confirm the guide's practice at our company:

Date	Signature	Position