

# 40 Tour Conductor

Tour conductors guide tourists on package tours, study trips and school trips. Tour conductors research about the travel destinations in advance and are in charge of organizing the schedule, plane tickets, group lists and facilitating immigration procedures. They also give instructions on how to fill out departure forms and how to board the plane. At the destination, they escort the group around the tourist attractions and also warn the group of any dangers such as theft to ensure a smooth and enjoyable trip.

## **Becoming a tour conductor:**

As a tour conductor, it is possible to work at a travel agency or to find work by registering with a recruitment company for tour conductors. There are no specific qualifications required to work as a tour conductor, however if you wish to work on international tours, foreign language proficiency will be required. To be able to conduct tours by yourself, it is necessary to obtain the itinerary control manager qualification.

- To be qualified as an itinerary control manager, you must complete two days of training to learn about the laws, regulations and contracts regarding tour conducting and domestic tour conducting practice.
- The general itinerary control manager training course covers overseas tour conducting practice and English for tour conducting in addition to the same content as the itinerary control manager training course over three days.
- To obtain the qualification, it is a requirement to work as a tour conductor at least once in the year before or after completing the training course or twice within three years after completing the course to obtain the qualification.