

Qualification Guide: National Certificate: Traffic Management

Welcome as a learner in the National Certificate: Traffic Management (**National Certificate: Tactical Road Traffic Operations**). This qualification articulates to the National Diploma: Policing. This means that when learners complete Traffic Management (1st year) they qualify to register for the National Diploma: Policing 2nd year)

1. Entry Requirements

- A grade 12 certificate
- An equivalent NQF Level 4 qualification

2. Costs

The following is a breakdown of all the costs for this qualification.

2.1 Tuition Fees

Payments Structure

Please contact our office for this information since it differs each year!

2.2 Examination Fee

Examination fees – R200.00 per module per learner AND

Re-examination fees – R500.00 per module per learner

To be paid May and September

3. How to enrol

Complete the enclosed registration form and attach the following documents:

- A copy of your ID/Passport
- Copy of your latest qualifications
- Proof of registration payment
- Proof of deposit payment
- Fax all above documents to the fax number indicated with our bank details below:

4. How to pay your fees:

Please make use of the specified banking details which is applicable to you, and email your proof of payment to headoffice@hjntraining.co.za. To get these bank details you would have to contact our head office @ 0860 995 220.

5. Study Material

Your study material consists of the following:

- Learner Guides
- Assessments (Assignments)
- Qualification Guide

A Learner will receive study material after payment of the deposit.

6. Examinations & Assessments

Examinations will be written during the first semester (June) and the second semester (October). It is required that learners submit one formative assignment per module 1, 2, 3, 4, 5 and 6 as well as one summative assignment per module 1, 2, 3, 4, 5 and 6. Examinations will be written during June (Module 1, 2 and 3) and three Modules during October (Module 4, 5 and 6).

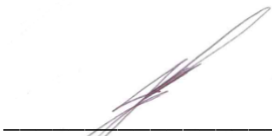
7. Below is an outline of all modules and unit standards of the qualification.

Module	Contents (Unit standards covered)	Unit Standard	Assignments	Examinations
SAQA ID: 80046	FIRST SEMESTER	175 Credits		
1. Legislation	<ul style="list-style-type: none"> ▪ Demonstrate knowledge and application of the Occupational Health and Safety Act, 85 of 1993 (OHSA) as amended and the responsibilities of management in terms of the Act ▪ Demonstrate understanding of the principles of common law crimes and statutory law offences ▪ Demonstrate an understanding of stress in order to apply strategies to achieve optimal stress levels in personal and work situations ▪ Apply basic financial procedures to PFMA principles 	242668 120484 15096 114873	Formative assignment & Summative assignment	One Exam
2. Organisational Management	<ul style="list-style-type: none"> ▪ Describe and apply the management functions of an organization ▪ Develop, implement and evaluate a project plan ▪ Manage a diverse work force to add value ▪ Present information in report format ▪ Create, maintain and update record keeping systems 	14667 252022 252043 110023 115855	Formative assignment & Summative assignment	One Exam
3. Operational Traffic Management	<ul style="list-style-type: none"> • Control Traffic • Attend to and manage a collision scene ▪ Demonstrate an understanding of the role and functions of a Peace Officer and traffic Warden 	256520 11981 377224	Formative assignment & Summative assignment	One Exam
4. Manage Performance	<ul style="list-style-type: none"> ▪ Induct a new employee ▪ Build teams to achieve goals and objectives ▪ Conduct a disciplinary hearing ▪ Deal with sub-standard performance in a team 	10980 252037 255514 252189	Formative assignment & Summative assignment	One Exam
5. Organisational Ethics	<ul style="list-style-type: none"> ▪ Adhere to professional conduct and organisational ethics ▪ Customise an anti-corruption strategy at operational level for a Public Sector Department ▪ Apply the principles of ethics to improve organisational culture ▪ Conduct a range of audits 	120476 243264 252042 117392	Formative assignment & Summative assignment	One Exam
6. Communication	<ul style="list-style-type: none"> ▪ Utilise communication and information management systems ▪ Use communication techniques effectively ▪ Monitor and evaluate team members against performance standards ▪ Conduct a structured meeting 	251963 12433 252034 242816	Formative assignment & Summative assignment	One Exam

8. Further your studies

After completion of this qualification you would be able to further your studies in the National Diploma: Policing. Welcome to HJN Training, should you need any more information please do not hesitate to call us on 078 177 4023 / 0860 995 220. Website www.hjntraining.co.za.

Thank you



Juandré Michau
Member
HJN TRAINING



REGISTRATION FORM

SECTION 1: PERSONAL DETAILS

First Name: _____ Surname: _____

ID Number: _____ *(ID COPY TO BE ATTACHED)*

Race: White: African: Coloured: Indian:

Gender: Male: Female: Home Language: _____

Highest qualification attained: _____ Signature: _____

SECTION 2: COMMUNICATION DETAILS

Work no: _____ Home no: _____

Cell no: _____ Fax no: _____

E-mail: _____

Postal address – for all correspondence : _____

Code: _____

Employer Name: _____ Contact no: _____

Employer Address: _____ Suburb: _____

!!!! REGISTRATION FEE IS NOT REFUNDABLE!!!!

SECTION 3: PROGRAM DETAILS: Please indicate with a ✓ the qualification you are registering for:

<u>QUALIFICATIONS</u>	<u>NQF LEVEL</u>	<u>TERM</u>	<u>✓</u>
• National Diploma: Policing	6	1 Year	<input type="checkbox"/>
• National Certificate: Traffic Management	5	1 Year	<input type="checkbox"/>
• National Certificate: Paralegal Practice	5	1 Year	<input type="checkbox"/>
• National Certificate: Close Protection	5	1 Year	<input type="checkbox"/>
• Forensic Investigation		Distance	<input type="checkbox"/>
• Private Investigator		Distance	<input type="checkbox"/>

SIGNATURE OF LEARNER: _____ Date: _____