

## Qualification Guide: National Certificate: Resolving of Crime

Welcome as a learner in the National Certificate: Resolving of Crime (**NQF Level 5**). This qualification articulates to the National Diploma: Policing. This means that when learners complete Resolving of Crime (1<sup>st</sup> year) they qualify to register for the National Diploma: Policing 2<sup>nd</sup> year)

### 1. Entry Requirements

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

### 2. Costs

Please contact our office for the pricing / cost structure

#### 2.1 Examination Fee

Examination fees – R150.00 per module per learner AND  
Re-examination fees – R150.00 per module per learner  
To be paid May and October.

#### 2.2 Practical Training

R1 200.00 for 2 day practical training. This is payable by the end of July (in registration year). No firearm training included. Practical trainings fee excluded in your tuition fee.

### 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 below which is applicable to you. Fax your proof of payment to the number indicated:

#### HJN PRETORIA LEARNERS:

Fax number: 012 320 0317  
Account Name: HJN Training Pretoria  
Bank: FNB Bank, The Reds 250 655  
Account no: 626 712 506 96  
Ref: ID number/PLK

#### HJN POLOKWANE LEARNERS:

Fax number: 015 291 3931  
Account Name: HJN Training Polokwane  
Bank: FNB Bank, The Reds 250 655  
Account no: 626 712 692 09  
Ref: ID number/PLK

#### HJN JOHANNESBURG LEARNERS:

Fax number: 011 403 0544  
Account Name: HJN Training Johannesburg  
Bank: FNB Bank, The Reds 250 655  
Account no: 626 712 577 83  
Ref: ID number/JHB

#### HJN VEREENIGING LEARNERS:

Fax number: 016 421 3560  
Account Name: HJN Training Vereeniging  
Bank: FNB Bank, The Reds 250 655  
Account no: 626 712 411 08  
Ref: ID number/VAAL

#### HJN DISTANCE LEARNERS:

Fax number: 086 758 4562  
Account Name: HJN Training Distance  
Bank: FNB Bank, The Reds 250 655  
Account no: 625 670 942 57  
Ref: ID number/DIS

### 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

Examinations will be written during the first semester (June) and the second semester (October). It is required that learners submit one assignment per module 1, 2, 3, 4, 5, 6 and 7. Four examinations (Modules 1-4) will be written during June 2017 and three Modules during October 2017 (Module 5, 6, and 7).

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

	Module	Contents (Unit standards covered)	Assignments	Examinations
	SAQA ID: 59989	<b>FIRST SEMESTER</b>		
1.	<b>Module 1</b> <b>Regulatory Framework</b>	<ul style="list-style-type: none"> <li>▪ Apply the general principles of criminal law - 253974</li> <li>▪ Apply provisions of the Criminal Procedure Acts - 253983</li> <li>▪ Apply principles of law of evidence - 253978</li> </ul>	Assignment No. 1	One Exam
2.	<b>Module 2</b> <b>Administration and Communication</b>	<ul style="list-style-type: none"> <li>▪ Function in a team - 116594</li> <li>▪ Administer a case file - 253986</li> </ul>	Assignment No. 2	One Exam
3.	<b>Module 3</b> <b>- Criminal Investigation</b>	<ul style="list-style-type: none"> <li>▪ Attend to an incident - 253988</li> <li>▪ Investigate a crime or incident 253980</li> <li>▪ Conduct an inquest investigation - 253987</li> <li>▪ Investigate a missing person's case - 253981</li> <li>▪ Demonstrate understanding of the prevention and investigation of crimes related to Family Violence and Child Protection. - 253976</li> </ul>	Assignment No. 3	One Exam
4.	<b>Module 4</b> <b>Crime Intelligence</b>	<ul style="list-style-type: none"> <li>▪ Manage informers - 253979</li> <li>▪ Manage crime intelligence practices - 253985</li> </ul>	Assignment No. 4	One Exam
		<b>SECOND SEMESTER</b>		
5.	<b>Module 5</b> <b>Investigation Methods and Techniques</b>	<ul style="list-style-type: none"> <li>▪ Conduct an Investigative Interview - 253982</li> <li>▪ Handle suspects in the investigation of an alleged crime - 253990</li> </ul>	Assignment No. 5	One Exam
6.	<b>Module 6</b> <b>Witness and Evidence</b>	<ul style="list-style-type: none"> <li>▪ Demonstrate an understanding of stress in order to apply strategies to achieve optimal stress levels in personal and work situations - 15096</li> <li>▪ Perform witness support activities - 253992</li> <li>▪ Present evidence in a court of law - 253993</li> </ul>	Assignment No. 6	One Exam
7	<b>Module 7</b>	<ul style="list-style-type: none"> <li>▪ Practitioners Guide to Forensic Investigation</li> </ul>	Assignment No. 7	One Exam

8. Further your studies

After completion of this qualification you would be able to further your studies in the National Diploma: Policing.

**NB: National Certificate: Resolving of Crime – RPL programme only applies to current or previous law enforcement officials such as police officers, metro police and military personnel.**

Welcome to HJN Training, should you need any more information please do not hesitate to call us on 0860 995 220 / 078 177 4023. Website [www.hjntraining.co.za](http://www.hjntraining.co.za).

Thank you



HJN VAN ROOYEN / CEO

# 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>
• National Diploma: Policing	6	1 Year
• National Certificate: Traffic Management	5	1 Year
• National Certificate: Resolving of Crime	5	1 Year
• National Certificate: Paralegal Practice	5	1 Year
• National Certificate: Close Protection	5	1 Year
• Private Investigator		Distance

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**SIGNATURE OF LEARNER:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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