

Qualification Guide: National Certificate: Traffic Management 2018

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

| Terms | Amount |
|------------------|---|
| Registration Fee | R250.00 |
| Deposit | R2000.00 (As soon as you pay the deposit you will receive Learner Guide Module 1) |
| Installment | R1599.00 x 10 months |
| Sub Total | R16000.00 + R2240.00 (14% VAT) |
| TOTAL | <u>R18240.00</u> |

2.2 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 September

2.3 Practical Training

R1 200.00 for 2 day practical training. This is payable by the end of July 2018. 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 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

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

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, 4, 5 and 6. Examinations will be written during June 2017 (Module 1, 2 and 3) and three Modules during October 2017 (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 | Assignment 1 | 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 | Assignment 2 | 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 | Assignment 3 | 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 | Assignment 4 | 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 | Assignment 5 | 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 | Assignment 6 | 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. Website 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>DEPOSIT</u> | <u>TERM</u> | <u>TOTAL</u> | <input type="checkbox"/> |
|--|------------------|----------------|-------------|--------------|--------------------------|
| • National Diploma: Policing | 6 | R3 000.00 | 1 Year | R19 950.00 | <input type="checkbox"/> |
| • National Certificate: Traffic Management | 5 | R 2 000.00 | 1 Year | R18 240.00 | <input type="checkbox"/> |
| • National Certificate: Paralegal Practice | 5 | R2 000.00 | 1 Year | R18 240.00 | <input type="checkbox"/> |
| • National Certificate: Close Protection | 5 | R2 000.00 | 1 Year | R18 240.00 | <input type="checkbox"/> |
| • Private Investigator | | R2 500.00 | Distance | R13 680.00 | <input type="checkbox"/> |

SIGNATURE OF LEARNER: _____ **Date:** _____

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