

## Qualification Guide: NATIONAL DIPLOMA: POLICING 2018 –

Congratulations for enrolling for the National Diploma Policing (NQF 6). This is a sectorial based, SAQA qualification designed on Unit Standards.

### 1. Duration

This qualification can be attained within 12 months after a qualification on NQF 5 has successfully been completed.

Learners who have already attained the National Certificate: Policing or Crime Resolving or Close Protection or Tactical Road Traffic Operations have automatic access to the Diploma.

### 2. Accreditation

National Diploma: Policing is registered on the SAQA database at NQF Level 6. It is accredited by the Safety and Security Seta [SASSETA]. Thus upon successfully completing of this programme, you will receive a National Diploma: Policing NQF. Level 6 from SASSETA.

## 1. QUALIFICATION OUTLINE – NATIONAL DIPLOMA POLICING – SAQA ID: 61729 (NQF 6) - 240 CREDITS

1 <sup>st</sup> SEMESTER (January – May/June)			
Entry Requirements: The National Certificate Policing or National Certificate Crime Resolving or National Certificate Close Protection			
Module	Learning outcomes	Assignments	Exams
<b>Module 1 Relevant Legislation</b>	<ul style="list-style-type: none"> <li>▪ Apply human rights in a policing environment 255995</li> <li>▪ Demonstrate understanding of Occupational Health and safety legislation in the workplace 244288</li> <li>▪ Manage implementations of legislation 230022</li> </ul>	Assignment No. 1	One Exam
<b>Module 2 Communication and Interpersonal Relations</b>	<ul style="list-style-type: none"> <li>▪ Communicate at an advanced level and maintaining interpersonal relations 8046</li> <li>▪ Lead and manage teams of people 7859</li> <li>▪ Interpret and manage conflicts within the workplace 114226</li> <li>▪ Manage workplace relations 7883</li> </ul>	Assignment No. 2	One Exam
<b>Module 3 Manage crime prevention and investigation</b>	<ul style="list-style-type: none"> <li>▪ Investigate a crime or incident 253980</li> <li>▪ Manage crime investigation processes for solving of crime 230023</li> <li>▪ Manage the prevention of crime 230029</li> </ul>	Assignment No. 3	One Exam
<b>Module 4 Manage service Delivery</b>	<ul style="list-style-type: none"> <li>▪ Apply principles of ethics to a business environment 230078</li> <li>▪ Manage service delivery improvement 120306</li> <li>▪ Manage the operations of a Community Service Centre (CSC) 230025</li> <li>▪ Conduct evaluations inspections and visits for the purpose of assessing compliance and ensuring improvement of service 230021</li> <li>▪ Optimise the utilisation of information systems to improve service delivery 230024</li> <li>▪ Conduct preliminary investigations 120483</li> </ul>	Assignment No.4	One Exam
<b>Formative Portfolio of evidence</b>	<ul style="list-style-type: none"> <li>▪ You now submit four assignments. One assignment for modules 1, 2, 3 and 4.</li> <li>▪ All assignments (Formative Assessments) serve as an entry requirement for your exams. <b><u>(60%)</u></b></li> <li>▪ All assignments should be submitted before the dates as set in year planner.</li> </ul>		
<b>Summative Examination</b>	<ul style="list-style-type: none"> <li>▪ After you have successfully completed your assignments, you will now write four exams (Summative Assessments) in <b>June. See year planner.</b></li> </ul>		

### SEMESTER 2 (JUNE – OCTOBER)

Module	Learning Outcomes	Assignments	Exams
<b>Module 5 Operational Police management</b>	<ul style="list-style-type: none"> <li>▪ Analyse tactical options for crowd management and public order management 230026</li> <li>▪ Manage the implementation of organisational strategies, policies and plans in a public sector environment 243114</li> <li>▪ Manage tactical operations 230028</li> <li>▪ Plan and implement operations 256054</li> </ul>	Assignment No.5	One Exam
<b>Module 6 Financial and Human Resource Management</b>	<ul style="list-style-type: none"> <li>▪ Manage human resources processes for a public sector organisation 243111</li> <li>▪ Enhance the performance of employees 255994</li> <li>▪ Manage the induction of new staff 7848</li> <li>▪ Apply basic financial procedures to PFMA principals 114873</li> <li>▪ Manage inventory 9897</li> </ul>	Assignment No.6	One Exam
<b>Module 7 Crime Resolving *Only learners without NQF 5 qualifications</b>	<ul style="list-style-type: none"> <li>▪ Administer a case file 253986</li> <li>▪ Conduct an investigative interview 253982</li> <li>▪ Handle suspects in the investigation of an alleged crime 253990</li> <li>▪ Present evidence in a court of law 253993</li> </ul>	Assignment No.7	One Exam
<b>Module 8</b>	<ul style="list-style-type: none"> <li>• Investigate Corruption</li> </ul>	Assignment No. 8	One Exam

### 3. Cost

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

#### Payments Structure

<b>Terms</b>	<b>Amount</b>
Registration Fee	R 500.00
Deposit	R 2000.00 (As soon as you pay the deposit you will receive Learner Guide Module 1)
Installment	R 1745.00 x 10 months
<b>SUB TOTAL</b>	<b><u>R17450.00</u></b> + R2450.00 (14% VAT)
<b>TOTAL</b>	<b><u>R19950.00</u></b> (VAT included in above costs)

#### Study Material

A Learner will receive study material after payment of the deposit. Your study material consists of the following:

- Learner Guide
- Assessments (Assignments)
- Qualification Guide

### 4. Examination Fees

Examination fees – R150.00 per module per learner.

Re-examination fees – R150.00 per module per learner

### 5. How to pay your fees:

Please make use of the specified banking/fax details below which is applicable to you. Fax your proof of payment.

#### **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

Thank you



**HJN TRAINING (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 checked="" type="checkbox"/>
• National Diploma: Policing	6	R2 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: \_\_\_\_\_

### 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