

## Qualification Guide – PRIVATE INVESTIGATION - 2018

This qualification guide will furnish you with information required for the enrolment of the qualification: Private Investigation.

### Study Programme

#### Module 1: Relevant Legislation

246694	Explain the requirements for becoming a security service provider.	NQF Level 3 – 4 Credits
120484	Demonstrate understanding of the principles of common law crimes and statutory offences.	NQF Level 5 – 12 Credits
120489	Demonstrate understanding of the criminal justice system.	NQF Level 5 – 9 Credits

#### Module 2: Investigation

120483	Conduct preliminary investigations.	NQF Level 5 – 6 Credits
253982	Conduct an investigative interview.	NQF Level 5 – 4 Credits
11508	Write security reports and take statements.	NQF Level 4 – 10 Credits

#### Module 3: Administration and ethics

11983	Compile and administer a case docket for investigation purpose.	NQF Level 5 – 6 Credits
244182	Give evidence in court.	NQF Level 3 – 4 Credits
230078	Apply the principles of Ethics to a business environment.	NQF Level 6 – 10 Credits

### Assessment

The qualification requires learners to conduct formative and summative assessments.

- Formative assessments (assignments) must be submitted and find competent before examination.
- Examinations will be every six months (6) June or October.

- **Formative assessment**

Each learner must submit an assignment (formative assessment) for each module.

- **Summative assessment**

Each learner must do a summative assessment (examination) for each module (during June or October).

### Costs

The total amount for this program is R13 680.00. This includes study material, tutorial letters and assignments. Examination fees will be additional.

### Payment structure

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

### Payments Structure

<b>Terms</b>	<b>Amount</b>
Registration Fee	R500.00
Deposit	R2500.00 (As soon as you pay the deposit you will receive Learner Guide Module 1)
Installment	R1526.00 x 7 months
<b>Sub Total</b>	<b><u>R12 000.00</u></b> + R1680.00 VAT
<b>TOTAL</b>	<b><u>R13680.00</u></b>

**Examination Fee**

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

**How to enrol**

Complete the enclosed registration form and attach the following documents:

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

**How to pay your fees:**

- Please make use of the specified banking details below, and fax your proof of payment to the fax 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:**

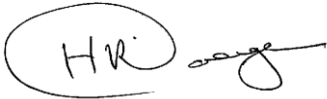
Fax number: 011 403 0544  
Account Name: HJN Training Johannesburg  
Bank: FNB Bank, The Reds 250 655  
Account no: 626 712 577 83  
Ref: ID number/JHB

**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

Should you need any more information please do not hesitate to call us on 0860 995 220 / 078 177 4023.

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:

QUALIFICATIONS	NQF LEVEL	DEPOSIT	TERM	TOTAL	<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: \_\_\_\_\_

### HJN PRETORIA LEARNERS:

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