

Qualification Guide:

Further Education and Training Certificate: Specialist Security Practises 2023

Welcome as a learner in the National Certificate: General Security Practises. This qualification will allow qualifying learners to use a series of legal and security skills to protect and serve their clients and communities.

1. Entry Requirements

- A grade 11 certificate
- An equivalent NQF Level 3 qualification

2. Costs

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

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. **This is not included in your total cost of the program.**

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
- Please forward all the above documentation to info@hjntraining.co.za

4. How to pay your fees:

- Please make use of the specified banking details below for **REGISTRATION**, and email your proof of payment.
- Your Administrator will then allocate you an account number in which to pay your **INSTALMENTS** into. Please note that should you pay your installments into the incorrect account, that an administration **penalty of R200.00** will be deducted.

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 for 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. Practical Training

Please take note that the practical training is covered in Module 7 of the program syllabise.

This is a compulsory module, meaning you cannot complete the full Qualification if you are not found competent in this module. This module is an interactive module that will be conducted in the month of September and payment in the amount of R2500.00 is payable on or before 31 August. This amount includes the shooting venue, facilitation and ammunition.

8. Below is an outline of the complete programs Modules, Subjects, Assignments and Exams.

	Module	Contents (Unit standards covered)	Unit Standard	Assignments	Examinations
	SAQA ID: 57713	FIRST SEMESTER	148 credits		
1.	Security Communication	<ul style="list-style-type: none"> ▪ Write/present/sign text for a range of communicative contexts. ▪ Interpret and use information from texts. ▪ Accommodate audience and context needs in oral/signed communication. ▪ Use language and communication in occupational learning programmes. 	119465 119457 119472 119467	Formative assignment & Summative assignment	One Exam

2.	Advanced Security Communication	<ul style="list-style-type: none"> Write/present/sign for a wide range of contexts. Read/view, analyse and respond to a variety of texts. Engage in sustained oral/signed communication and evaluate spoken/signed texts. Use the writing process to compose texts required in the business environment. 	119459 119469 119462 12153	Formative assignment & Summative assignment	One Exam
3.	Workplace Logistics	<ul style="list-style-type: none"> Give instructions. Conduct a structured meeting. Induct a member into a team. Perform one-to-one training on the job. Care for customers. 	242833 242816 242812 117877 8600	Formative assignment & Summative assignment	One Exam
SECOND SEMESTER					
4.	Advanced Numerical Analysis	<ul style="list-style-type: none"> Represent, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts. Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues. Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems. 	9016 7468 9015	Formative assignment & Summative assignment	One Exam
5.	Organisational Management & Legislation	<ul style="list-style-type: none"> Outline the legal environment of a selected industry. Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit. Apply the principles of situational leadership to a business unit. Describe and apply the management functions of an organization. Demonstrate and understanding of stress in order to apply strategies to achieve optimal stress levels in personal and work situations. 	13936 13952 13953 14667 15096	Formative assignment & Summative assignment	One Exam
6.	Security Specialist	<ul style="list-style-type: none"> Describe human, social and ecological rights in the field of crime and victimisation. Identify, handle and defuse security related conflict. Attend to and handle a domestic violence incident. Conduct evacuation and emergency drills. Conduct a security threat assessment in a defined operational area. Carry out basic first aid treatment in the workplace. Demonstrate an understanding of crime prevention. 	115226 11505 120488 242825 242830 116534 120480	Formative assignment & Summative assignment	One Exam
7.	Practical	<ul style="list-style-type: none"> Handle and use a handgun for business purposes Handle and use a self-loading rifle or carbine for business 	123515 123511	Practical: 3 Days in Sep.	

9. Further your studies

After completion of this qualification you would be able to further your studies in the National Certificate: Traffic Management – NQF Level 5 and/or National Certificate: Paralegal Practises – NQF Level 5.

Welcome to HJN Training, should you need any more information please do not hesitate to call us on 0860 995 220 or 078 177 4023. Website www.hjntraining.co.za.

Thank you

J MICHAU
DIRECTOR



SASSETA ACCREDITATION NO: 071 907 005 906

Website address: www.hjntraining.co.za

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>	<input checked="" type="checkbox"/>
• 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"/>
• National Certificate: General Security	3	1 Year	<input type="checkbox"/>
• FEC Certificate: Specialist Security	4	1 Year	<input type="checkbox"/>
• Forensic Investigation	Skills	6 Months	<input type="checkbox"/>
• Private Investigator	Skills	6 Months	<input type="checkbox"/>

SIGNATURE OF LEARNER: _____

DATE: _____