

Qualification Guide: National Certificate: General Security Practises 2023

Welcome as a learner in the National Certificate: General Security Practises. This qualification is an entry-level qualification and recognises the key competencies required of security personnel who are able to work in a variety of security contexts.

1. Entry Requirements

- A grade 10 certificate
- An equivalent NQF Level 2 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 for 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 R2000.00 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: 58577	FIRST SEMESTER	130 Credits		
1.	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.	Numerical Analysis	<ul style="list-style-type: none"> Describe, apply, analyse and calculate shape motion in 2-and 3- dimensional space in different contexts. Demonstrate an understanding of the use of different number bases and measurement units and awareness of error in the context of relevant calculations. Investigate life and work-related problems using data and probabilities. Use mathematics to investigate and monitor the financial aspects of personal, business and national issues. 	9013 9010 9012 7456	Formative assignment & Summative assignment	One Exam
3.	Security Administration	<ul style="list-style-type: none"> Conduct access and egress control. Handle complaints and problems. Perform hand over and take over responsibilities. Give evidence in court. Apply legal aspects in a security environment. 	244189 244179 244181 244182 244184	Formative assignment & Summative assignment	One Exam
SECOND SEMESTER					
4.	Theoretical Security	<ul style="list-style-type: none"> Explain the requirements for becoming a security service provider. Use security equipment. Write security reports and take statements. 	246694 244176 11508	Formative assignment & Summative assignment	One Exam
5.	Operational Security	<ul style="list-style-type: none"> Conduct a security patrol in an area of responsibility. Identify, handle and defuse security related conflict. Conduct evacuations and emergency drills. Conduct security at an event. 	244177 11505 242825 244335	Formative assignment & Summative assignment	One Exam
6.	Health & Safety	<ul style="list-style-type: none"> Apply occupational health, safety and environmental principles. Apply knowledge of HIV/AIDS to a specific business sector and a workplace. Carry out basic first aid treatment in the workplace. Describe how to manage reactions arising from a traumatic event. Perform basic fire fighting. 	113852 114941 116534 244578 12484	Formative assignment & Summative assignment	One Exam
7.	Practical	<ul style="list-style-type: none"> Handle and use a handgun. Demonstrate knowledge of the Firearms Control Act 2000 (Act No 60 of 2000) applicable to possessing a firearm. Handle and use a self-loading rifle or carbine. 	119649 117705 119650	Practical: 3 Days in September.	

9. Further your studies

After completion of this qualification you would be able to further your studies in the Further Education and Training Certificate: Specialist Security Practises - NQF Level 4.

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

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: _____

HJN DISTANCE LEARNERS:

Account Name: HJN Service Provider
Bank: FNB Bank, Centurion 250 655
Account no: 6293 3583 496
Ref: ID number