Qualification Guide: NATIONAL DIPLOMA: POLICING

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

**1st SEMESTER (January – May/June)**

**Entry Requirements:** The National Certificate Policing or National Certificate Crime Resolving or National Certificate Close Protection

<table>
<thead>
<tr>
<th>Module</th>
<th>Learning outcomes</th>
<th>Assignments</th>
<th>Exams</th>
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</table>
| Module 1 Relevant Legislation | - Apply human rights in a policing environment 255995  
- Demonstrate understanding of Occupational Health and safety legislation in the workplace 244288  
- Manage implementations of legislation 230022 | Assignment No. 1 | One Exam |
| Module 2 Communication and Interpersonal Relations | - Communicate at an advanced level and maintaining interpersonal relations 8046  
- Lead and manage teams of people 7859  
- Interpret and manage conflicts within the workplace 114226  
- Manage workplace relations 7883 | Assignment No. 2 | One Exam |
| Module 3 Manage crime prevention and investigation | - Investigate a crime or incident 253980  
- Manage crime investigation processes for solving of crime 230023  
- Manage the prevention of crime 230029 | Assignment No. 3 | One Exam |
| Module 4 Manage service Delivery | - Apply principles of ethics to a business environment 230078  
- Manage service delivery improvement 120306  
- Manage the operations of a Community Service Centre (CSC) 230025  
- Conduct evaluations inspections and visits for the purpose of assessing compliance and ensuring improvement of service 230021  
- Optimise the utilisation of information systems to improve service delivery 230024  
- Conduct preliminary investigations 120483 | Assignment No.4 | One Exam |

Formative Portfolio of evidence
- You now submit four assignments. One assignment for modules 1, 2, 3 and 4.
- All assignments (Formative Assessments) serve as an entry requirement for your exams. **(60%)**
- All assignments should be submitted before the dates as set in year planner.

Summative Examination
- After you have successfully completed your assignments, you will now write four exams (Summative Assessments) in **June. See year planner.**
- **NB:** 60% of your total tuition fees must have been paid for you to qualify to write examinations.
### Module 5: Operational Police Management

- Analyse tactical options for crowd management and public order management 230026
- Manage the implementation of organisational strategies, policies and plans in a public sector environment 243114
- Manage tactical operations 230028
- Plan and implement operations 256054

### Module 6: Financial and Human Resource Management

- Manage human resources processes for a public sector organisation 243111
- Enhance the performance of employees 255994
- Manage the induction of new staff 7848
- Apply basic financial procedures to PFMA principals 114873
- Manage inventory 9897

### Module 7: Crime Resolving

*Only learners without NQF 5 qualifications*

- Administer a case file 253986
- Conduct an investigative interview 253982
- Handle suspects in the investigation of an alleged crime 253990
- Present evidence in a court of law 253993

### Module 8

- Investigate Corruption

### Payments Structure

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

### 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

### Examination Fees

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

### How to pay your fees:

Please make use of the specified banking details which is applicable to you, and email your proof of payment to headoffice@hjntraining.co.za. To get these bank details you would have to contact our head office @ 0860 995 220.

Thank you

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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:

<table>
<thead>
<tr>
<th>QUALIFICATIONS</th>
<th>NQF LEVEL</th>
<th>TERM</th>
<th>√</th>
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<tbody>
<tr>
<td>National Diploma: Policing</td>
<td>6</td>
<td>1 Year</td>
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<tr>
<td>National Certificate: Traffic Management</td>
<td>5</td>
<td>1 Year</td>
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<tr>
<td>National Certificate: Paralegal Practice</td>
<td>5</td>
<td>1 Year</td>
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<tr>
<td>National Certificate: Close Protection</td>
<td>5</td>
<td>1 Year</td>
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<tr>
<td>Forensic Investigation</td>
<td>Distance</td>
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<tr>
<td>Private Investigator</td>
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SIGNATURE OF LEARNER: ___________________________ Date: ___________________________