

## 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

### 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</b><br>Relevant Legislation                      | <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>  | Formative assignment & Summative assignment | One Exam |
| <b>Module 2</b><br>Communication and Interpersonal Relations | <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>  | Formative assignment & Summative assignment | One Exam |
| <b>Module 3</b><br>Manage crime prevention and investigation | <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>   | Formative assignment & Summative assignment | One Exam |
| <b>Module 4</b><br>Manage service Delivery                   | <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> | Formative assignment & Summative assignment | 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>(60%)</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> <li>▪ <b>NB: 60% of your total tuition fees must have been paid for you to qualify to write examinations.</b></li> </ul>  |   |          |

## SEMESTER 2 (JUNE – OCTOBER)

| Module  | Learning Outcomes   | Assignments                                 | Exams    |
|---|---|---|----------|
| <b>Module 5<br/>Operational<br/>Police<br/>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> | Formative assignment & Summative assignment | One Exam |
| <b>Module 6<br/>Financial and<br/>Human<br/>Resource<br/>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>                  | Formative assignment & Summative assignment | One Exam |
| <b>Module 7<br/>Crime<br/>Resolving<br/>*Only learners<br/>without NQF 5<br/>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>  | Formative assignment & Summative assignment | One Exam |
| <b>Module 8</b>   | <ul style="list-style-type: none"> <li>▪ Investigate Corruption</li> </ul>  | Formative assignment                        | One Exam |
| <b>Formative<br/>Portfolio<br/>evidence</b>   | <ul style="list-style-type: none"> <li>▪ You now submit four formative assignments per semester.</li> <li>▪ All assignments (Formative Assessments) serve as an entry requirement for your exams. <b><u>(60%)</u></b></li> </ul> <p>All assignments should be submitted before the dates as set in year planner.</p>  |   |          |
| <b>Summative<br/>Portfolio<br/>evidence</b>   | <ul style="list-style-type: none"> <li>▪ You now submit four summative assignments per semester.</li> </ul> <p>All assignments should be submitted before the dates as set in year planner.</p>   |   |          |
| <b>Examination<br/>(FISA)</b>   | <ul style="list-style-type: none"> <li>▪ After you have successfully completed your assignments, you will now write four exams (FISA) in June and four in October. See year planner.</li> </ul> <p><b>NB: 50% of your total tuition fees must have been paid for you to qualify to write examinations in June and 100% paid for October exams.</b></p>        |   |          |
| <b>Practical Logbook</b>  | A practical logbook needs to be completed by each learner throughout the course of their studies and handed in on date set out on year planner.   |   |          |

### 3. Cost

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

### 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

### 4. Examination Fees

Examination fees – R200.00 per module per learner.

Re-examination fees – R500.00 per module per learner

### 5. 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, 6, 7 and 8 as well as one summative assignment for module 1, 2, 3, 4, 5, 6 and 7. It is also required for each student to submit a practical logbook that they complete over the course of their studies. Examinations will be written during June (Module 1, 2, 3 and 4) and four Modules during October (Module 5, 6, 7 and 8).

### 6. 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](mailto: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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**Juandre Michau**  
**Member**  
**HJN TRAINING**



# 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 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"/> |
| • Forensic Investigation                   |                  | Distance    | <input type="checkbox"/> |
| • Private Investigator                     |                  | Distance    | <input type="checkbox"/> |

SIGNATURE OF LEARNER: \_\_\_\_\_ Date: \_\_\_\_\_