



SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

Safety in Society

Registered by NSB 08, Law, Military Science and Security, publishes the following qualifications and unit standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the qualification and unit standards upon which qualifications are based. The full qualification and unit standards can be accessed via the SAQA web-site at www.saqa.org.za. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, Hatfield Forum West, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the unit standards should reach SAQA at the address ***below and no later than 26 April 2004***. All correspondence should be marked **Standards Setting – Safety in Society** and addressed to

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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

Established in terms of Act 58 of 1995

Title:	National Diploma Policing-NQF Level 5
Level:	5
Credits:	240 (Minimum)
Field:	NSB 08: Law, Security and Military Science
Sub-field:	Safety in Society
Issue date:	
Review date:	

Rationale of the qualification

This qualification reflects the workplace-based needs of the sector Safety in Society that relate to supervisory and managerial competencies to perform the relevant roles in maintaining public order, prevention of crime, investigation of crime, combating crime and protection of people and property by upholding. It allows learners employed in the Safety in Society sector to progress in supervisory and managerial competencies to perform the relevant roles in the broader policing environment and pursue studies at a more advanced managerial level. This qualification will further ensure better service delivery to the community thereby providing a safe and secure community environment, which will enhance growth of the economy.

Purpose:

The purpose of this qualification is to obtain a nationally recognized qualification in the policing environment and to uplift the professional standards of policing. The qualification will make sure that it will change perceptions of the lack of integrity and business ethics. It will improve relationships between employer and employees and organization and client (community) and attract and retain quality employees.

The unit standards in this qualification will allow vertical and horizontal progression and mobility to obtain supervisory and managerial skills. Elective standards will further allow for progression and career pathing into specialist areas. The qualification will make provision for the movement between

different domains of Safety in Society.

The learner obtaining this qualification will be able to enhance service delivery to the internal and external clients that will enhance satisfaction and trust. Qualifying learners are able to exercise their managerial responsibilities in accordance with the constitution of SA. The qualification will allow for transformation within the policing environment through the recognition of prior learning that will allow for the recognition of formal, non-formal and informal learning leading to the achievement of a national qualification by learners.

A learner acquiring this qualification will have skills, knowledge and experience to:

- Demonstrate supervisory and management skills by professionally executing daily functions and maintaining community relations
- Manage human and physical resources through monitoring and improving employer/ employee practices, leading and developing a team of people and appropriately applying industrial relations concepts and processes
- Communicate with peers, the team, members of supervisory / management levels and end-users
- Implement a document management system by producing documentation on information gathered and summarized from a range of sources.
- Plan, implement and assess operations and duties
- Conduct inspections and control activities by ensuring a smooth running unit/centre
- Co-ordinate and uphold the execution of the Constitution of South Africa and the Law of Evidence by ensuring compliance with the requirements as stated in relevant legislations
- Identify, assess, formulate and solve problems while performing tasks related to maintaining public order, prevention of crime, investigation of crime, combating crime and protection of people and property by uphold the law in selected functional core.

Access to the Qualification

The qualification is open to everyone who wishes to pursue a supervisory / middle management career in the safety in society sector, policing environment in particular.

Learning assumed to be in place

This qualification assumes learners have a National Certificate in Visible Policing NQF Level 5. In order to achieve the exit level outcomes of this qualification, learners need the following knowledge, skills, attitudes and values:

- The ability to read, write, and use written resource material for communication purposes in a policing environment
- The ability to use and understand fundamental mathematical / numeracy concepts

- Balance constitutional and legal rights of individuals with the competence to legally infringe those rights in the service of maintaining a safe and secure society.
- Conduct themselves as effective members of a policing team by the prevention of crime, supporting criminal investigations, conducting a lawful arrest and conducting armed response
- Monitor, reflect and improve own practices.

Exit Level Outcomes

The qualification consists of unit standards that describe the knowledge and skills that will change the values of the learner and that describe competence in a specific unit standard. The outcomes are specified in terms of a combination of specific and critical cross-field outcomes as defined in the different unit standards. On achieving this qualification, learners are able to:

FUNDAMENTAL

- Describe, interpret, relate and apply knowledge of mathematics to solving problems related to planning and / or operation and / or maintenance of policing functions.
- AC** Knowledge of mathematics is used to solve problems that are related to planning and/ or operation and/or maintenance of policing functions.
- Communicate technical, supervisory and general management information effectively, both orally and in writing, using appropriate language structures, styles and graphical support.
- AC** Technical, supervisory and general management information is communicated orally and in writing using appropriate language, style and graphical support.

CORE

- Demonstrate supervisory and management skills by professionally executing daily functions and maintaining community relations
- AC** Supervisory and basic management principles are applied in the policing environment during the execution of policing functions and good relations with internal and external clients are maintained to enhance service delivery by building a positive image of the organization.
- Manage human and physical resources through monitoring and improve employer/ employee practices, by leading and developing a team of people and applying industrial relations concepts and processes appropriately.
- AC** Supervisory activities contribute to improve employer/employee relations and the officials under supervision are appraised and developed to become competent.
- Implement a document management system by producing documentation on information gathered and summarized from a range of sources.
- AC** A document management system is implemented to ensure a better and proper preparation and completion of documentation.

- Plan, implement and assess operations and duties
- AC** Operations are planned, implemented, monitored and assessed to enhance a better service to the communities.
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- Conduct inspections and control activities by ensuring a smooth running unit/center
- AC** Various inspections are conducted on the duties and functions of officials, registers and various resources to maintain a professional service delivery to the communities.
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- Co-ordinate and uphold the execution of the Constitution of South Africa and the Law of Evidence by ensuring compliance with the requirements as stated in relevant legislations
- AC** Operations are coordinate, prioritized and supervised to ensure compliance with the law and to minimize civil actions against the state.
- ELECTIVE**
- Identify, assess and solve problems while performing tasks related to the area of specialization
- AC** Problems related to own area of specialization are identified, assessed and solved in the performance of duties.

The qualification consists of unit standards, which describe the knowledge, skills and values that will enhance the ability of the learner with reference to a specific unit standard

International comparability

Since 1994, the South African Police Service has engaged in extensive liaison with colleagues and related services in the international community. Material, best practices and many other innovations have been considered and integrated into this qualification.

In addition, it has been bench marked against the qualifications of the Multi Implementation Team (Commonwealth, Netherlands, Sweden and the United Kingdom) who helped plan and implement a new basic policing training programme for community police constables in the post 1994 South Africa. This qualification is built in such a way that it will receive constant international review and input.

Other national institutions and Departments were consulted during the standards generation processes such as the Department of Correctional Services, Community Policing Agencies, and Business against crime, Metro Police etc.

During the year 2002 the South African Police engaged in an assessment and assessment practices project with the Swedish Police. The two organizations will assist each other in evaluating and generating assessment and assessment practices.

Integrated Assessment

The applied competence (practical, foundational and reflective competencies) of this qualification will be achieved if a learner is able to achieve all exit level outcomes of the qualification. The identification and solving of known problems, team work, organising self, using of data, implication of actions and reactions in the world as a set of related systems must be assessed during any combination of practical, foundational and reflexive competencies assessment methods and tools to determine the whole person development and integration of applied knowledge and skills.

Certain exit level outcomes are measurable and verifiable through assessment criteria assessed in one application. Applicable assessment tool(s) to establish the foundational, reflective and embedded knowledge to problem solving and application of the world as a set of related systems within the Policing environment. Competence will be assessed when conducting formative and summative assessment.

Formative assessment

The assessment criteria for formative assessment are described in the various unit standards. Formative assessment takes place during the process of learning and assessors should use a range of assessment methods and tools that support each other to assess total competence.

These tools include the following:

- *In-situ* (on-the-job) observations
- Role-play simulations
- Structured group discussions
- Knowledge tests, exams, case studies, projects, registers, logbooks, workbooks
- Oral report backs (presentations)
- Portfolios of evidence
- Projects
- Experiential learning
- Working in teams
- Scenario sketching

The assessment methods and/or tools used by the assessor must be fair in a sense that they do not hinder or advantage the learner, valid in a sense that they measure what they intend to

measure, reliable in a sense that they are consistent and delivers the same output across a range of learners and practical in a sense that they take into account the available financial resources, facilities, equipment and time.

Summative assessment

Summative assessment / Terminal assessment are carried out at the end of the learning programme to assess the achievement of the learner. A detailed portfolio of evidence is required to prove the practical, applied and foundational competencies of the learner.

Assessors and moderators

Assessors and moderators should develop and conduct their own integrated assessment by making use of a range of formative and summative assessment methods. Assessors should assess and give credit for the evidence of learning that has already been acquired through formal, informal and non-formal learning and work experience.

Unit standards associated with the qualification must be used to assess specific and critical cross-field outcomes. During integrated assessments the assessor should make use of formative and summative assessment methods and should assess combinations of practical, applied, foundational and reflective competencies.

Recognition of prior learning

This qualification may be achieved in part or in whole by recognition of prior learning. The candidate in this case must be assessed / evaluated in the same manner as described in the paragraph that deals with integrated assessment above.

Articulation possibilities

On completion of this qualification, learners will proceed to the Bachelors Degree in Policing. The choice of elective learning component allows the learner to change to another pathway in policing environment at the same level or at the next level.

Some fundamental and non-policing core learning components will equip the learner with credits that will be useful in the safety in society sector and other learning fields that the learner may wish to pursue.

Moderation Options

All providers offering the learning to achieve this qualification must be accredited by the relevant ETQA or through a memorandum of understanding with the relevant ETQA.

All assessors must be registered with the relevant ETQAs, and must comply with the requirements for assessors as prescribed by the relevant ETQAs. In addition, the assessors must have at least

the skills levels in this field equivalent to those require by the NQF at level 6, plus two years of practice in this field as a worker, expert consultant or provider. All moderators moderating the assessment of a learner for this qualification must be registered with the relevant ETQAs.

Criteria for registration of assessors

For an applicant to be registered as an assessor, the applicant needs the following:

- A minimum of five years practical, relevant occupational experience;
- Declared competent in all the outcomes of the National Assessor Unit Standards as stipulated by SAQA;
- Detailed documentary proof or educational qualification, practical training undergone, and experience gained by applicant must be provided;
- Must have successfully completed the National Diploma in Policing NQF Level 5
- Meet any other requirements stipulated by the ETQAs.

Rules of combination

Learners undertaking the National Diploma in Policing will be required to do all 79 Fundamental credits and all 98 core credits. For the achievement of the minimum 240 credits required to achieve the qualification, learners will be required to achieve at least 63 credits in the elective component. It is strongly advised that learners should not only achieve the minimum 61 credits in the elective component but that they should ensure **for career purposes** that once they chose an elective stream, they should complete all the credits in that stream.

Critical Cross- Field Outcomes

This qualification addresses the following critical cross-field outcomes. The way in which the critical cross-field outcomes are addressed is presented in detail in the unit standards.

- identifying and solving problems in which responses display that responsible decisions using critical and creative thinking have been made
- working effectively with others as a member of a team, group, organisation, or community
- organizing and managing oneself and one's activities responsibly and effectively
- collecting, analysing, organizing and critically evaluating information
- communicating effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion
- using science and technology effectively and critically, showing responsibility towards the environment and health of others
- demonstrating an understanding of the world as a set of related systems by recognizing that problem-solving contexts do not exist in isolation.

TITLES MATRIX: NATIONAL DIPLOMA IN POLICING) – NQF LEVEL 5

National Diploma in Policing at NQF Level 5		240 credits	
FUNDAMENTAL		L	Cr
9014 Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	5	6	
14510 Demonstrate knowledge and insight into the impact of HIV/AIDS on financial products, markets and workforce	6	6	
14553 Demonstrate insight into current global events and their potential impact on a business sector in South Africa	6	10	
Map Orientation and Use of a Handheld Global Positioning System for Tactical Operations	4	3	
Identify and apply principles of law of evidence	5	6	
11979 Identify and apply relevant knowledge about law in general related to policing	5	9	
11974 Conduct oneself in a professional manner in a policing environment	5	4	
11973 Build and maintain relationships with local communities	5	4	
11977 Identify and apply specific and statutory offences	5	12	
11978 Identify and apply sections of the Criminal Procedure Act	5	9	
Attending an incident as a first responder	4	10	
TOTAL			79
CORE			
7886 Develop and Implement a business plan	5	8	
14505 Apply the principles of ethics and professionalism to a business environment	6	6	
Oversee the professional execution of daily functions	6	5	
Coordinate and uphold the execution of the Constitution of South Africa (Chapter 2 – Bill of Rights) and legal prescripts	6	5	
Develop competent officials	6	3	
Demonstrate and apply supervisory and basic management skills	6	8	
Maintain good relations with internal and external clients	6	6	
7883 Manage workplace relations	5	5	
7859 Lead and manage teams of people	6	6	
Implement an information management system	6	5	
Plan, implement and assess operations and activities	6	6	
14131 Use appropriate force to uphold and enforce the law and protect people and property	5	8	
Conduct inspections and control activities	6	4	
11995 plan and perform special operations in the prevention and resolving of crime	6	5	
Use force to uphold and enforce the law and protect people and property	5	18	

TOTAL		98
ELECTIVES 61 Credits (Minimum)		
TACTICAL OPERATIONS		
Direct small teams operations	5	8
Tactical Options for Small Teams Tactical operations	5	6
Management of Tactical Policing Operations	5	15
CRIME PREVENTION		
Tactical Options for Crime Prevention Operations	5	6
Manage Sector Policing	6	4
Establish and maintain Community Forum Structures	6	6
Oversee custody of suspects and detainees	6	5
CRIME INTELLIGENCE		
114507 Understand, identify, and plan the exploitation of operational resources to collect information	5	35
114506 Apply intelligence analysis tradecraft	5	35
PROTECTION SERVICES		
11506 Conduct evacuations and emergency drills	4	17
Apply advanced driving skills / techniques in defensive and offensive situations	5	9
11510 Provide close protection of designated people	5	40
11497 Protection of premises and assets under all conditions	3	30
11512 Protect assets in transit	4	20
BORDER CONTROL		
Perform duties as an immigration official at a port of entry	5	6
Perform duties as a custom official at a port of entry	5	6
Perform duties as a Agricultural official at a port of entry	5	6
Perform duties as a Health official at a port of entry	5	6
Perform duties as a Police official at a port of entry	5	6
Apply relevant legislation	5	9
Detect and identify places of concealment	5	6
Profiling and selection of goods at a port of entry	5	8
Profiling and selection of persons at a port of entry	5	8
Administer and control movement of persons and goods across international borders at port of entry	5	9
SPECIALISED GROUP TECHNIQUES		
Use ropes to support tactical operations	5	4
Advance use of primary weapons for assault team operations	4	10

Use pyrotechnical aids in support of policing operations (This is a very specialised skill that is not included in the initial Certificate at level 5)	3	6
Prepare officials and individuals to survive a hostage incident	4	2
Assault team movement for special operations	5	11
CROWD MANAGEMENT		
Tactical options for Crowd Management Operations	4	8
Manage Crowds	4	8
TOTAL		63