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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

Resolving of Crime

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, subfields, 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.saga.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 28 November 2004**. All correspondence should be marked Standards Setting – Resolving of Crime and addressed to

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JOE SAMUELS

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Title:	National Certificate: Resolving of Crime
Level	NQF 5
Credits:	121 minimum
Field:	NSB 08: Law, Security and Military Science
Sub-field:	Safety in Society
Issue date:	
Review date:	

Rationale of the qualification

One of the government of South Africa's main focus area is crime and how to reduce it. This goal can only be achieved by continues upliftment of the South African Police Service and subsequent the employability and specialized capabilities of the members of the South African Police Service. This qualification reflects the workplace-based needs of the sector Safety in Society that relates to investigation and to perform the relevant roles in resolving of crime and protection of property by upholding the law in selected functional electives that are expressed by employers and employees. It allows learners to be employed in the Safety in Society sector to perform the relevant roles in the broader investigation environment and pursue further studies at a more advanced investigative 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 investigation environment and to uplift the professional standards of investigations in resolving of crime.

The unit standards in this qualification may allow vertical and horizontal progression and mobility to enhance investigative knowledge and skills. Elective standards may further allow for progression and career pathing into specialist areas and sectors in Safety in Society.

The learner obtaining this qualification will be able to enhance service delivery to the internal and external clients that will endeavour to enhance satisfaction and trust. Qualified learners will be able to exercise their investigative responsibilities in accordance with the Constitution of SA as well as relevant legislation. The qualification will allow for progression within the investigation environment through the recognition of prior learning that will allow for the recognition of formal, non-formal and in-formal learning leading to the achievement of a national qualification by learners.

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

- Describe and apply identification principles, techniques and / or methods during the investigation process

- Describe and apply investigative interviewing principles, techniques and / or methods
- Describe and apply information gathering principles, techniques and / or methods
- Describe and apply the principles, techniques and / or methods of evidence collection and handling
- Identify role-players in the investigation process known as individualization
- Describe, explain and apply tracing principles, techniques and / or method
- Present evidence collected for litigation purposes
- Identify, describe and apply methods and / or techniques for recovering of property

Access to the Qualification

The qualification is accessible to **anyone** who wishes to pursue a career in the investigation environment within the safety in society sector.

Learning assumed to be in place

In order to achieve the exit level outcomes of this qualification, learners need the following knowledge and skills:

- ☐ The ability to read, write, and use written resource material at least at level 4
- ☐ The ability to use and understand fundamental mathematical/ numeracy concepts at least at level 4

Exit Level Outcomes

The qualification consists of unit standards that describe the knowledge and skills that will 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:

Exit Level 1:

Adhere and fully implement all principles of law and relevant legislation pertaining to an investigation in the pursuit of resolving of crime.

Associated assessment criteria:

- 1.1 The rights of people are regarded as of paramount importance to the manner in which the South African Police Service conducts investigations and subsequently the actions taken in the investigation process must be justifiable in terms of all applicable legislation.
- 1.2 Court methodology, proceedings and specific legislation are adhered to in order to expedite the investigation and resolving of crime process.
- 1.3 Investigative processes are adhered to and comply with relevant legislation.

Exit Level 2:

Competently communicate and constant assessment of the communication with all parties in an investigation in a professional manner in accordance with departmental policies and procedures.

Associated assessment criteria:

- 2.1 Information is extracted by various means to be utilized in the deciphering of the specific case under investigation.
- 2.2 Suspects and witnesses are questioned in order to obtain useable statements which could assist in the evaluating of the investigation
- 2.3 The findings of an investigation should be supported by the adaptable and professional manner in which information was obtained from different parties.

Exit Level 3:

Assimilate and interpret information and exercise problem solving skills which should lead to an understanding of the relevant case and subsequently relate to the final recommendation on the findings on the case.

Associated assessment criteria:

- 3.1 An analytical and logical approach to each individual case is applied according to departmental rules.
- 3.2 Findings are assessed and recommendations made to the justice system on a case by case basis.
- 3.3 information is screened to estimate the importance of each piece of information.

Exit Level 4:

Appraise individual contexts in order to determine which principals; technique and methods are required in a case by case scenario.

Associated assessment criteria:

- 4.1 Crime scenes are examined and assessed to determine and identify witnesses, victims, suspects and appropriate evidence.
- 4.2 Alibi's are verified and utilised in the particular context of the investigation.
- 4.3 Investigative aids and experts are used appropriately to expedite the findings of the investigation.
- 4.4 Evidence is collated to accurately support with the assessment and final appraisal and findings of the investigation.
- 4.5 Crime scenes are reconstructed in order to assist with the solving of an investigation.

Exit Level 5:

Prepare accurate documentation and ensure proper record keeping systems are followed to ensure adequate case management and administration.

Associated assessment criteria:

- 5.1 Case dockets are accurately presented, submitted and complies with departmental policies and procedures.
- 5.2 Records are kept in the appropriate manner specified.
- 5.3 Computerised and manual systems are updated for inspections of revision of a case.

International comparability

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 benchmarked 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. This qualification is built in such a way that it will receive constant international review and input from Southern African Regional Police Chiefs Corporation Organisation (SARPCCO) and Interpol.

Higher Education Institutions and other National Departments were consulted during the standards generation processes such as the Department of Correctional Services, Department of Defense, Community Policing Agencies, and Business against crime, Metro Police and Private providers.

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 Investigation 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 may include the following:

- ☐ **In-site** (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 deliver 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 learner 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 National Diploma in resolving of Crime as well as advanced Certificates in the specialization fields.

The choice of elective learning component **allows** the learner to change to another pathway in investigation environment at the same level or at the next level.

The fundamental and 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 this qualification and the relevant ETQA. In addition, the assessors must have at least the skills levels in this field equivalent to those required by the NQF at level 6, plus two years of practice in this field as a worker or 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 of educational qualification, practical training undergone, and experience gained by applicant must be provided;

- ☐ Must have successfully completed this qualification on NQF Level **5** and/or at least the skills levels in this field equivalent to those required by the NQF at level **6**, plus two years of practice in this field **as** a worker or expert consultant or provider
- ☐ Meet any other requirements stipulated by the **ETQAs**.

Definitions

Investigation includes the investigation of crime, irregularities and civil matters

Identification includes all techniques and methods used to identify a person, crime, places and exhibits, etc.

Rules of combination

Learners undertaking the National Certificate in the Resolving of Crime (investigators) will be required to acquire all 43 credits within the Fundamental and all **49** credits within the Core. For the achievement of the minimum 121 credits required to achieve the qualification, learners will be required to achieve at least 29 credits in the elective component. It is strongly advised that learners should not only achieve the minimum 29 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.

TITLES MATRIX: NATIONAL Certificate in resolving of crime (investigators): **NQF LEVEL 5**

NATIONAL Certificate in Resolving of Crime: NQF LEVEL 5 (minimum 121credits)		
FUNDAMENTAL	L	CR
Apply the principles of Law of Evidence in the investigation of crime	5	4
Apply the provisions of the Criminal Procedure Act in the investigation of crime	5	12
11974 Conduct oneself in a professional manner in a policing environment	5	4
8976 Write for a wide range of contexts	4	5
Apply the general principles of Criminal Law to the investigation of crime	5	8
15906 Demonstrate an understanding of stress in order to apply strategies to achieve optimal stress levels in personal and work situations.	5	5
8975 Read analyze and respond to a variety of text	4	5
TOTAL		43
CORE		
Administer the case docket administration flow	5	12
11996 Recruit and maintain informers to assist in the prevention and resolving of crime	5	3
11982 Attend to and handle a scene of crime	5	5
11984 Give evidence in court	5	4
Conduct investigative interviewing	5	4
11992 Deal with suspects in the investigation of an alleged crime (Identification parade, pointing out and tracing of suspects)	5	8
14122 Collate intelligence information	5	5
11993 Investigate a crime scene	5	8
TOTAL		49
ELECTIVES 29 Credits (Minimum)		
VEHICLE THEFT INVESTIGATIONS		
Administer the Vehicle Safeguarding section investigation process	5	5

Conduct an enquiry docket investigation in respect of a vehicle	5	9
Determine the identity of a vehicle	5	10
Receive seized vehicles at the vehicle safeguarding section	5	5
COMMERCIAL CRIME INVESTIGATIONS		
Demonstrate an understanding of the procedural systems used by banks	5	6
Manage and control any given commercial crime scene	5	6
SERIOUS AND VIOLENCE CRIME INVESTIGATIONS		
Conduct investigations of crimes against the state	5	10
Conduct IFSO investigations	5	8
Conduct Psychology investigations	5	8
Ensure an effective investigation based on the integrated approach principles	5	8
ORGANIZED CRIME INVESTIGATIONS		
Manage and maintain an effective informers/agent network	5	12
Conduct project driven investigations	5	17
STOCK THEFT INVESTIGATIONS		15
Investigate the combating and control the movement of livestock and livestock produce	5	15
COPORATE INVESTIGATIONS		
10985 Conduct a Disciplinary Hearing	6	5
11286 Institute disciplinary action	5	8
OPEN END ELECTIVE – ANY UNIT STANDARDS RELATED TO INVESTIGATION CAN BE ADDED		