No. 399   **28 April** *2006*

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

Visible Policing

Registered by Organising Field **08,** Law, Military Science and Security, publishes the following qualification and unit standards for public comment.

This notice contains the titles, fields, subfields, NQF levels, credits, and purpose of the qualification and unit standards. The 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, Hatfietd Forum West, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the qualification and unit standards should reach SAQA at the address *below* and no later than 25 May 2006. All correspondence should be marked Standards Setting - SGB for Visible Policing and addressed to

> The Director: Standards Setting and Development
> **SAQA**
> *Aftention:* Mr. D *Mphuthing*
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> Private Bag X06
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S/BHIKHA
DIRECTOR STANDARDS SETTING AND DEVELOPMENT

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:

National Certificate: Port Control and Admissions

SAQA QUAL ID	QUALIFICATION TITLE		
50419	National Certificate: Port Control and Admissions		

SGB NAME	ORGANISING FIELD ID	PROVIDER NAME	
SGB Visible Policing	8		

QUAL TYPE	ORGANISING FIELD DESCRIPTION	SUBFIELD
National Certificate	Law, Military Science and Security	Safety in Society

ABET BAND	MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
Undefined	144	Level 5	Regular-Unit Stds Based

PURPOSE AND RATIONALE OF THE QUALIFICATION

Purpose:

This qualification will enable immigration officials working within the port control and admissions environment to improve professionalism and enhance the quality of service delivery. It will also contribute to the further development of learners within immigration by providing articulation, recognition and further mobility within a dynamic, changing environment. **A** learner acquiring this qualification will have an improved understanding of his or her role, acquire the applied competencies to consistently and effectively execute their duties by interpreting and implementing policies, procedures and legislation related to port control and admissions. The skills, knowledge and understanding demonstrated within this qualification are essential for social, economic and cultural transformation and contribute to the upliftment and economic growth within the Safety in Society environment.

Qualifying learners will be able to show responsibility, and independently and effectively manage themselves and port control and admission processes. In addition, the learner will be able to perform their line function with specific reference to:

> Manage information resources in order to achieve organisational objectives.
> Protect the country's integrity at its ports of entry in order to support the sovereignty of the state.
> Control movement of people across international ports.
> Contribute to the discouragement of xenophobic behaviour and promote human rights.

Rationale:

This qualification is for learners who wish to pursue a career within the immigration discipline specifically and is one of several in a learning pathway that has been created within the area of immigration. It also provides learners with opportunities for professional development and career advancement within **the** broader constituencies of the Safety in Society community that will contribute to providing a safe and secure environment for all the people in the Republic of South Africa.

This qualification reflects the need and demand within the port control and admissions environment for officials who will be able to perform according to given client service principles. This qualification will provide a vehicle through which to develop competent official working in the permit section and ports of entry. Through this qualification officials within the immigration environment will be able to provide world class service, improve professionalism and enhance the quality of service delivery thereby contributing to the creation of public trust and achieving the vision of the department. This qualification will assist in changing the perceptions of the lack of good governance, professionalism and expertise within the immigration environment which will improve the image and relationships between immigration services and the national and international community.

This qualification opens up access for learners in the immigration environment for further development through vertical mobility to higher-level qualifications and horizontally to qualifications on the same level but in a different discipline. The level of flexibility within the range of electives will also allow the individual to pursue further specialisation within the Safety in Society sector.

RECOGNIZE PREVIOUS LEARNING?

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LEARNING ASSUMED TO BE IN PLACE

> A Further Education and Training Certificate: NQF Level **4.**
> Computer literacy at NQF level 3.

All competencies reflected in the Learning assumed to be in place could be achieved through the recognition of prior learning.

Recognition of prior learning

The structure of this unit standards-based qualification makes the Recognition of Prior Learning possible. This qualification may therefore be achieved in part or completely through the recognition of prior learning, which includes formal, informal and non-formal learning and **work** experience. The learner should be thoroughly briefed on the mechanism to **be** used and support and guidance should be provided. Care should be taken that the mechanism used provides the learner with an opportunity to demonstrate competence and is not **so** onerous as to prevent learners from taking up the RPL option towards gaining a qualification.

Access to the qualification

> This qualification is open to appointed immigration officers in accordance with the Immigration Act and people who have been appointed as peace officers.

QUALIFICATION RULES

The qualification is made up of a planned combination of learning outcomes that have a defined purpose and will provide qualifying learners with applied competence and a basis for further training. The qualification is made up of Fundamental, Core and Elective unit standards. A minimum of 144 credits **is** required to complete the qualification.

In this qualification the credits are allocated as follows:

> Fundamental: 30 credits.
> Core: 109 credits.
> Electives (minimum): 5 credits.

Note: The elective unit standard category is open ended to allow the learner to choose the 5 credits associated to the elective unit standards from any discipline that would add value to the purpose of the qualification or the learners own development on a learning pathway within Safety in Society.

EXIT LEVEL OUTCOMES

Qualifying learners are able **to:**

1. Manage information resources in order to achieve organisational objectives.
2. Protect the country's integrity at its ports of entry in terms of the sovereignty of the state.
3. Control movement of people across international ports.
4. Contribute to the discouragement of xenophobic behaviour and promote human rights.

ASSOCIATED ASSESSMENT CRITERIA

1.
> Communication techniques are applied to optimise the impact of quality service delivery.
> Information systems are used to improve service delivery.
> Work processes are implemented to promote performance thereby achieving set goals and objectives and ensuring quality service delivery.
> Professional values and ethics are demonstrated in the execution of daily functions.
> Professional conduct is demonstrated through managing stress levels in personal and work situations.

2.

> Current legislation is interpreted and applied in order to protect the country's integrity.
 Range: Current legislation also includes but is not limited to: regulations etc.
> Duties of an immigration official are executed at a port of entry to protect the sovereignty of the country.
> Face-value documents and stamps are kept safe and secure to limit irregularities.
> Port control is administered to ensure sovereignty of the state.

3.
> Movement of persons is administered and controlled across international ports of entry.
> People are profiled at a port of entry to detect suspicious persons and possible illegal activity.
> Admission, sojourn within and departure from the country is controlled and administered to control movement of people.
> Investigative interviews are conducted to determine illegal activities and corrective action in dealing with illegal foreigners.
> Conflict is managed through provision of quality customer service and service delivery standards.

4.
> Knowledge of human rights as contained in the Bill of Rights is demonstrated in the execution of border control and admission duties at a port of entry.
> Current legislation **is** identified and interpreted to determine its impact in the workplace and in the execution of daily duties.
> Aiding and abetting activities are controlled and recognised to protect the sovereignty of the country.
> Information is shared in order to contribute towards countering xenophobic and racist behaviour through sharing of information to educate the general public and fellow officials.

Integrated Assessment

> Assessment practices must be open, transparent, fair, valid, and reliable and ensure that no learner is disadvantaged in any way whatsoever, **so** that an integrated approach to assessment is incorporated into the qualification.
> Learning, teaching and assessment are inextricably interwoven. Whenever possible, the assessment of knowledge, skills, attitudes and values shown in the unit standards should be integrated.
> Assessment of communication and mathematical literacy should be integrated as far as possible with other aspects and should use practical administration contexts wherever possible. **A** variety of methods must be used in assessment and tools and activities must be appropriate to the context in which the learner is working or will work. Where it is not possible to assess the learner in the workplace or on-the-job, simulations, case studies, role-plays and other similar techniques should be used to provide a context appropriate to the assessment.
> The term 'Integrated Assessment' implies that theoretical and practical components should be assessed together. During integrated assessments, the assessor should make use of a range of formative and summative assessment tools methods and assess combinations of practical, applied, foundational and reflective competencies.
> Assessors must assess and give credit for the evidence of learning that has already been acquired through formal, informal and non-formal learning and work experience.
> Assessment should ensure that all specific outcomes, embedded knowledge and critical cross-field outcomes are evaluated in an integrated manner.

INTERNATIONAL COMPARABILITY

During the (first stage of the) international comparison no trace was found of any existing national or in-house qualifications that cover the core content of this qualification. However, reference was found of an UN protocol that specifically refers to training **to** prevent trafficking in persons. Article 10.2 of the Protocol to Prevent, Suppress and Punish Trafficking in Persons Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime read as follow:

"States Parties shall provide or strengthen training for law enforcement, immigration and other relevant officials in the prevention of trafficking in persons. The training should focus on methods used in preventing such trafficking, prosecuting the traffickers and protecting the rights of the victims, including protecting the victims from the traffickers. The training should also take into account the need to consider human rights and child- and gender-sensitive issues and it should encourage cooperation with non-governmental organizations, other relevant organizations and other elements of civil society."

This clearly puts an obligation on Government to ensure that both government officials and society at large should be exposed to such training. From this it could be further deduced that the UN expects of all governments in general to take steps in training their officials for the implementation of all other protocols and treaties.

ARTICULATION OPTIONS

This qualification articulates horizontally with the following proposed and registered qualifications:

> National Certificate in Law Enforcement - Level **5, ID No: 49336.**
> National Certificate in Immigration Services- Level 5, ID No: **50418**
> National Certificate in Policing - Level 5, ID No: 50122.
> National Diploma in Policing - Level 5, ID No: **48865.**

This qualification articulates vertically with the following proposed and registered qualifications:
> Bachelor: Policing Practices Level 6, ID No: **50194.**

MODERATION OPTIONS

> Anyone assessing a learner or moderating the assessment of a learner against this Qualification must be registered **as** an assessor with an appropriate Education, Training, Quality Assurance (ETQA) Body or with an ETQA that has a Memorandum of Understanding with the relevant ETQA.
> Any institution offering learning that will enable the achievement of this qualification must be accredited as a provider with the relevant ETQA or with an ETQA that has a Memorandum of Understanding with the relevant ETQA.
Moderation **of** assessment will be overseen by the relevant ETQA or by an ETQA that has a Memorandum of Understanding with the relevant ETQA, according to the ETQA`s policies and guidelines for assessment and moderation.
> Moderation must include both internal and external moderation of assessments at exit points of the qualification, unless ETQA policies specify otherwise. Moderation should also encompass achievement of the competence described both in individual unit Standards as well as in the exit level outcomes described in the qualification.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

For an applicant to register as an assessor, the applicant needs:

> Assessment competencies and subject matter experience of the assessor can be established by recognition of prior learning.
> Well-developed interpersonal skills, subject matter and assessment experience.
> To be competent in the planning and conducting assessment of learning outcomes as described in the unit standards Plan and Conduct assessment of Learning outcomes NQF level 5.
> Well-developed subject matter expertise within immigration.
> A relevant tertiary qualification and/or 3 years experience in the relevant field.
> To be registered with the relevant Education and Training Quality Assurance Body.
> Detailed documentary proof of educational qualification, practical training undergone, and experience gained by the applicant must be provided (Portfolio of evidence).

NOTES

N/A

UNIT STANDARDS
(Note: A blank space after this line means that the qualification is not based on Unit Standards.)

	UNIT STANDARD ID AND TITLE	LEVEL	CREDITS	STATUS
Core	110000 Generate information and reports for Internal and external use	Level 4	10	Registered
core	11975 Conduct a lawful arrest	Level 5	4	Reregistered-
core	11976 Conduct a lawful search and seizure	Level 5	6	Reregistered
Core	15225 Identify and interpret related legislation and its impact on the team. department or division and ensure compliance	Level 5	4	Registered
Core	115306 Apply relevant legislation	Level 5	9	Registered
Core	115307 Perform duties of a police office official at a port of entry	Level 5	6	Registered
Core	115317 Perform duties of an immigration official at a port of entry	Level 5	6	Registered
Core	115318 Administer and control the movement of persons and goods across international borders at ports of entry	Level 5	9	Registered
Core	115323 Profile and select persons at a port of entry	Level 5	8	Registered
core	117456 Conduct an Investigative Interview	Level 5	4	Registered
core	120485 Receive and attend to complaints	'Level 5	5	Registered

Core	123482	Control and administer admission of people to, sojourn in and departure from the country	Level 5	10	Draft - Prep for P Comment
Core	123483	Evaluate the effects of counter-xenophobia and non-racism on a work environment	Level 5	4	Draft - Prep for P Comment
Core	123484	Analyse the deportation methods of illegal foreigners	Level 5	4	Draft - Prep for P Comment
core	123485	Control aiding and abetting activities	Level 5	4	Draft - Prep for P Comment
core	123486	Explain the administration of a port control office	Level 5	5	~ r a f t prep pr P Comment
Core	123488	Safe-keep and handling of face-value documents and stamps	Level 5	4	Draft - Prep for P Comment
Core	123501	Interpret current legislation and policies related to immigration Services in South Africa	Level 5	7	Draft - Prep for P Comment-
Elective	7854	Provide First Aid	Level 4	4	Reregistered
Elective	11 985	Inspect, drive and maintain an official vehicle	Level 4	3	Reregistered
Elective	14646	Demonstrate an understanding of the human rights contained in the bill of rights	Level 4	12	Registered
Elective	115313	Prepare officials and individuals to survive a hostage incident	Level 4	2	Registered
Elective	7878	Prepare and Maintain Financial Records and Statements	Level 5	12	Reregistered
Elective	7883	Manage workplace relations	Level 5	5	Reregistered
Elective	8662	Analyse and communicate workplace data	Level 5	5	Reregistered
Elective	9224	Implement policies regarding HIV/AIDS in the workplace	Level 5	4	Reregistered
Elective	15236	Apply financial analysis	Level 5	4	Registered
Elective	114038	Conduct search and Inspection	Level 5	8	Registered
Elective	115311	Apply advanced riving skills / techniques in defensive and offensive situations	Level 5	9	Registered
Elective	115316	Perform duties of department agriculture border control offici	Level 5	6	Registered
Elective	115322	Perform duties of customs official at a port of entry	Level 5	6	Registered
Elective	115325	Detect and identify places of concealment	Level 5	6	Registered
Elective	117469	Identify and explain explosives	Level 5	9	Registered
Elective	119345	Apply principles, regulations and legislation underlying supply chain management in the pub? sector	Level 5	15	Registered
Elective	114493	Manage interactive communication between public and government	Level 6	7	Registered
Elective	115329	Develop competent offiaals	Level 6	3	Registered
Elective	115334	Maintain good relations with internal and external clients	Level 6	6	Registered
Fundamental	8648	Demonstrate an understanding of professional values and ethics	Level 5	4	Reregistered
Fundamental	9407	Communicate with clients and discuss work	Level 5	5	Reregistered
Fundamental	12156	Apply government communication processe		5	Reregistered
Fundamental	15096	Demonstrate an understanding of stress in order to apply strategies to achieve optimal stress levels in personal and work situations	Level 5	5	Registered
Fundamental	15233	Harness diversity and build on strengths of a diverse working environment	Level 5	3	Registered
Fundamental	114226	interpret and manage conflicts within the workplace	Level 5	8	Registered

SAQA US ID	UNIT STANDARD TITLE	
123482	Control and administer admission of people to, sojourn in and departure from the country	

SGB NAME	ORGANISING FIELD ID	PROVIDER NAME
SGB Visible Policing	a	

UNIT STANDARD TYPE	ORGANISING FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Regular	Law, Military Science and Security	Safety in Society

ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	10	.Level 5	Regular

SPECIFIC OUTCOME 1

Verify documentation to check for authenticity and validity of endorsements.

SPECIFIC OUTCOME 2

Apply entry and departure requirements in accordance with legal criteria.

SPECIFIC OUTCOME 3

Apply adjudication and review provisions.

SPECIFIC OUTCOME 4

Capture and record immigration related data.

SPECIFIC OUTCOME 5

Process applications for issuance and extension of permits and visas.

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UNIT STANDARD:　　　　　　　　　　2

SAQA US ID	UNIT STANDARD TITLE		
123483	Evaluate the effects of counter-xenophobia and non-racism on a work environment		
SGB NAME	**ORGANISING FIELD ID**		**PROVIDER NAME**
SGB Visible Policing	8		
UNIT STANDARD TYPE	**ORGANISING FIELD DESCRIPTION**		**SUBFIELD DESCRIPTION**
Regular	Law, Military Science and Security		Safety in Society
ABET BAND	**CREDITS**	**NQF LEVEL**	**UNIT STANDARD TYPE**
Undefined	4	Level 5	Regutar

SPECIFIC OUTCOME　1

Analyse key concepts, principles and rationale relating to foreign victims of xenophobia and racism in South Africa.

SPECIFIC OUTCOME　2

Evaluate the implications for the organisation in contributing to the prevention of xenophobia and racism.

SPECIFIC OUTCOME　3

Evaluate the implications of social and restorative justice principles in contributing to the prevention of xenophobia and racism in accordance with the Batho Pele principles.

SPECIFIC OUTCOME　4

Analyse the impact of integrated service provision on foreign victims of xenophobia and racism in South Africa.

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UNIT STANDARD: 3

SAQA US ID	UNIT STANDARD TITLE		
123485	Control aiding and abetting activities		

SGB NAME	ORGANISING FIELD ID		PROVIDER NAME
SGB Visible Policing	*8*		

UNIT STANDARD TYPE	ORGANISING FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Regular	Law, Military Science and Security	Safety in Society	

ABET BAND	CREDITS	NQF LEVEL		UNIT STANDARD TYPE
Undefined	4	Level 5		Regular

SPECIFIC OUTCOME 2

Analyse the patterns and ways in which aiding and abetting occurs to be able to profile the trends, countries and syndicates involved.

SPECIFIC OUTCOME 3   \

Utilise profile information to detect and investigate individuals involved in aiding and abetting activities.

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UNIT STANDARD:

Explain the administration of a port control office

SAQA US ID	UNIT STANDARD TITLE		
123486	Explain the administration of a port control office		

SGB NAME	ORGANISING FIELD ID	PROVIDER NAME
SGB Visible Policing	a	

UNIT STANDARD TYPE	ORGANISING FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Regular	Law, Military Science and Security	Safety in Society

ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	5	Level 5	Regular

SPECIFIC OUTCOME 1

Explain the hand over and taking over procedures of a shift.

SPECIFIC OUTCOME 2

Analyse the purpose of registers and reports.

SPECIFIC OUTCOME 3

Assess the importance of processes related to fine payments.

SPECIFIC OUTCOME 4

Explain administrative remedies in immigration law enforcement.

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UNIT STANDARD: 5

Safe-keep and handling of face-value documents and stamps

SAQA US ID	UNIT STANDARD TITLE		
123488	Safe-keep and handling of face-value documents and stamps		

SGB NAME	ORGANISING FIELD ID	PROVIDER NAME
SGB Visible Policing	8	

UNIT STANDARD TYPE	ORGANISING FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Regular	Law, Military Science and Security	Safety in Society

ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD N P E
Undefined	4	Level 5	Regular

SPECIFIC OUTCOME   1

Safe-keep face-value documents and stamps.

SPECIFIC OUTCOME   2

Administer and manage the handling of face-value documents and stamps in accordance with organisational procedures.

SPECIFIC OUTCOME   3

Explain monitoring activities to ensure the continuous safe-keeping and handling of face-value documents and stamps.

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