

# Criminal Justice

## Prospectus



**Damelin**  
correspondence

The Career Development College

**Enrol • Qualify • Achieve**

With one of the most employer recognised colleges

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# Message from the General Manager

Dear Student

Right now, you have your sights firmly set on exploring your career development. As you contemplate further study, you want to be certain that your hard work will enjoy the credibility and respect of employers.



Rest assured that Damelin Correspondence College is a learning institution that is employer-recognised and trusted. Damelin prides itself on offering you the very best learning programmes.

As you page through this prospectus, keep your career goals firmly in focus. This will enable you to identify the programme that will open the door to your career success.

Why study with Damelin Correspondence College?

- Damelin is the largest and most comprehensive offering in Southern Africa.
- Employers recognise and have confidence in a Damelin certificate as being academically sound and relevant to their needs.
- Damelin Correspondence College (Pty) Ltd is provisionally registered as a private FET college with the Department of Higher Education and Training until 31 Dec 2014. Prov. Reg. No. 2008/FE07/037
- Damelin Correspondence College (Pty) Ltd Provisionally accredited by Umalusi, the Council for Quality Assurance in General and Further Education and Training, [www.umalusi.org.za](http://www.umalusi.org.za). The provisional accreditation number for Damelin Correspondence College (Pty) Ltd is FET 00475 PA. Employers are required to quote this number in their claims to the Skills Levy Fund, for investing in their employee's education as set out in the Skills Development Act No 31, 2003.
- Damelin Correspondence College offers you the flexibility to gain qualifications while you are working.
- Damelin focuses on providing you with programmes of study that are career-related, and academically driven.
- Damelin's expertise includes programme development, curriculum design, content, and student support methods that are right up to date.
- Damelin Correspondence College is a Registered Credit Provider, NCRC 2325

Register now and be one step closer to the career position you desire, and the future you are aiming for.

A handwritten signature in black ink, appearing to read 'Rakesh Patel'.

Yours sincerely  
Rakesh Patel  
Damelin Correspondence College General Manager

# Message from the General Manager cont...

## DCC's Learning Opportunities

DCC caters for a wide variety of learner needs. This means that we offer both formal and non-formal programmes. It is important that you understand the type of programme for which you are enrolling.

**Damelin Correspondence College offers you the following learning opportunities :**

**National qualifications** are credit-bearing qualifications registered on the NQF and accredited by a Quality Assurance Body, such as a SETA. A skills programme is an accredited component of a national qualification. An example of a National Qualification offered by DCC is the National Certificate in Bookkeeping, NQF Level 3, SAQA ID 58375, accredited by FASSET.

**DCC Provider Programmes** are DCC's vocational certificates and diplomas that enhance your skills and improve your career opportunities. Provider Programmes are not linked to the NQF, but they are in high demand and carry the approval of the DCC Academic Board. An example of a DCC Provider Programme is the DCC Certificate in Professional Secretary.

**Agent Programmes** are programmes for which DCC offers tuition, but where DCC does not issue the final certificate. The agent body issues the final certificate and manages the final examinations. An example of an Agent Programme offered by DCC is the Microsoft Office User Specialist (MOUS) programme.

**Continuous Professional Development (CPD) Programmes** are short courses that help you add to your current professional knowledge in a particular field, and hence boost your abilities within your career. An example of a DCC CPD programme is the DCC Short Course in Conflict Management.

**Orientation Programmes** are short courses that introduce you to a particular field or career, and that offer you the opportunity to explore an interest or skills set without having to enroll on a full programme. An example of a DCC Orientation Programme is the DCC Short Course: Introduction to Radio Broadcasting.

**Self-employment Programmes** were designed to refine your skills in a particular field of interest, to teach you how to make a living from a particular skill, interest or hobby, and to help you start your own business. An example of a DCC Self-employment programme is the DCC Diploma in Computerised Bookkeeping.

# Why Choose Damelin Correspondence?

## Employer Credibility

Today's job market is highly competitive, particularly for young people who are seeking their first job. In this environment, the most valuable asset that a job-seeker can have is a relevant qualification from an acclaimed and respected institution. Students can rest assured that, with over 40 years' experience in preparing students for employment, and branches in most major cities, Damelin Correspondence College has an unrivalled reputation as an educational institution. Every employer knows and respects the calibre of Damelin Correspondence College graduates.

## Flexibility and Commitment to the Student

Studying by correspondence has several advantages over attending classes at a campus:

- Students can register at any time of the year.
- Students can learn at home, according to a convenient schedule, without having to incur the cost and inconvenience of travelling to classes at fixed times.
- Students can continue to earn an income, while studying outside of working hours at home.
- Students have access to highly qualified and experienced Damelin Correspondence College tutors who can provide quick feedback by giving detailed comments on assignments, and can provide telephonic tutorials on a one-to-one basis.
- Students can engage with study material that is divided up into logically sequenced, manageable units, which form part of an integrated and sound learning process of introduction, reinforcement and review, interspersed with student-centred exercises.

## Career Counselling & Development Service

Students are encouraged to make use of Damelin Correspondence College's free educational counselling service. Students can contact the Damelin Correspondence College Call Centre by telephone for referral to a Career Counsellor, or to make a personal appointment. Alternatively, students can e-mail queries to the College.

The Career Counsellor can assist students in choosing a career. He or she can also provide additional academic support (such as study skills, tips for writing assignments and pre-exam techniques, life skills, time-management, coping with stress, and more), or can simply provide job-searching techniques.

# Why Choose Damelin Correspondence

cont...

## Providing for Students with Disabilities or Audio Needs

Damelin Correspondence College seeks to provide students who have disabilities with every opportunity to participate fully in the College. When registering, students are invited to disclose any disabilities that they may have, and to indicate any individual support or special examination arrangements that they may need. Students are also welcome to contact a Damelin Correspondence College Student Consultant for further information. In addition, students with disabilities are invited to discuss their particular needs with the Career Counsellor, who is available to assist with personal, academic and career choices.

Students who experience difficulty in studying from printed material, for whatever reason, are encouraged to contact the Education Desk of Tape Aids for the Blind, to arrange for printed material to be transferred to audio.

Phone 031 309 4800.

## Admission requirements – Recognition of Prior Learning

Damelin Correspondence College applies the South African Qualification Authority's ( SAQA) policy of recognising prior learning. Therefore, if students do not meet the admission requirements of a particular learning programme , as stated in the entrance requirements for each course, they should contact the College to evaluate their prior learning and experience and decide if they can gain admission to the programme of their choice.

For further information and distance learning guidance visit our website at:

**[www.dcc.edu.za](http://www.dcc.edu.za)**

# Damelin Correspondence College

## General Career Programmes

The safety and security industry, which is growing at a rate of 29% per year, is one of the fastest growing sectors in the South African economy. It is not surprising, then, that this multi-faceted industry offers an increasing range of employment opportunities, both in the private and public sectors.

Damelin Correspondence College offers a range of high quality learning programmes that will allow students to launch, and develop, their careers in the security industry. Damelin Correspondence College students are assured of acquiring hands-on skills that will advance their careers in the South African security environment.

### **Admission Requirements**

It is important that a student's choice of learning programme is based on his or her current level of education and experience. It is often detrimental to study success if a student registers for a programme for which he or she doesn't have the necessary educational background. It might also prove a blow to the student's self-confidence. Therefore, we urge students to take a conservative, realistic approach, and in so doing build a solid foundation for further study.

We have outlined, in this prospectus, the admission requirements for each programme. However, if students have any doubts about admission requirements, they are encouraged to contact a Damelin Correspondence College Student Consultant, who will be able to answer any queries.

### **Assessment methods**

Internal assessments can be portfolios of evidence or assignments based or written exams.

External assessment consists of assignments and written exams per subject. These are set and managed by external assessment bodies (such as ICB - Institute of Certified Bookkeepers or IBS (Institute of Business Studies).

National qualifications assessments consist of portfolios of evidence (formative and summative assessments)

### **Awards**

Upon successful completion of all the applicable assessment requirements as stated in your study material you will be awarded the relevant award.

Damelin Correspondence College School of Protection Services

- Introduction to Criminal Justice Short Course Certificate
- Criminal Justice Certificate
- Criminal Justice Diploma

# Introduction to Criminal Justice

## Short Course Certificate

### Programme Type

The Introduction to Criminal Justice programme is an **Orientation Programme**.

### Admission Requirements

- Grade 10 (Std. 8) OR
- Grade B Security Officer qualification.

### Programme Components

#### Fundamental

- Criminal Justice Communication
- Mathematical Literacy
- Life Skills (Introduction to Ethics)
- Computer Literacy

#### Core

- Introduction to Criminology
- Introduction to South African Criminal Law
- Statute Law
- Law of Criminal Procedure and Evidence

### Programme Duration

Students should be able to complete this programme in 12 months.

### Student Assessment

Students are not required to hand in written assignments but need to write 5 formal exams. Please note that exams are written in July and October of each year. Students should complete an examination entry form and submit it to the College, together with the prescribed examination fee, before the closing date for the next examination.

### Certification

On successful completion, the student will receive a Damelin Correspondence College Introduction to Criminal Justice Short Course Certificate.



# Criminal Justice Certificate

## Programme Type

The Criminal Justice programme is a **Provider Programme**.

## Admission Requirements

- Grade 12 (Std. 10) OR
- Introduction to Criminal Justice OR
- Grade A Security Officer qualification.

## Programme Components

### Fundamental

- Communication
- Life Skills

### Core

- Legislation
- Criminal Justice
- Correctional Criminal Justice I
- Metro Policing I
- Traffic Law Enforcement
- Policing I

### Electives (choose 1)

- Community Criminal Justice
- Private Security
- Military Policing

## Programme Duration

Students should be able to complete this programme in 18 months.

## Student Assessment

Students are not required to hand in written assignments but need to write 8 formal exams. Please note that exams are written in July and October of each year. Students should complete an examination entry form and submit it to the College, together with the prescribed examination fee, before the closing date for the next examination.

## Certification

On successful completion, the student will receive a Damelin Correspondence College Criminal Justice Certificate.

# Criminal Justice Diploma

## Programme Type

The Criminal Justice programme is a **Provider Programme**.

## Admission Requirements

- Criminal Justice Certificate

## Programme Components

### Core

- Traffic Management
- Correctional Criminal Justice II
- Metro Policing II
- Policing II

### Electives (select any two of the following)

- Business Ethics
- Advanced Criminology
- Leadership Management
- Penology
- Military Law

## Programme Duration

Students should be able to complete this programme in 24 months.

## Student Assessment

Students are not required to hand in written assignments but need to write 6 formal exams. Please note that exams are written in July and October of each year. Students should complete an examination entry form and submit it to the College, together with the prescribed examination fee, before the closing date for the next examination.

## Certification

On successful completion, the student will receive a Damelin Correspondence College Criminal Justice Diploma.

# 10 Steps to Success

The accomplishment of any important goal in life requires two things: a plan, and a commitment to keep to that plan! What follows is a simple 10-step process that will guide you to achieving success in your chosen Damelin programme, therefore bringing you one step closer to the career of your choice, or the advancement that you aspire to.

## Step 1

Choose the programme that best suits you:

- Identify a career that best suits your natural interests and abilities.
- Choose a learning programme that is relevant to your chosen career, and for which you are able to meet the entrance requirements.

## Step 2

Fill in your registration form. (You can phone one of our student consultants on 0860-61-61-61 to assist you in filling out the form.) Then send your completed registration form plus the certified copies of the relevant support documents to meet the entrance requirement of your chosen course to Damelin by:

- Posting it to Damelin Correspondence College, P.O Box 31001, Braamfontein, 2017, OR
- Taking it to your nearest Damelin office.

## Step 3

Once the academic process has been successfully completed decide how you wish to pay for your studies:

- You may pay the full fee in cash (which will save you interest charges), or on terms over an agreed period.
- You may choose to register now for the complete learning programme, even if you plan to do only some of the subjects this year, and the rest later. This will save you money in the long run.

## Step 4

Once you have registered, Damelin will send you your first study pack containing the following:

- Your Student Card, which identifies you as a student wherever you go;
- Your Damelin Study Notes, which have been designed to make you feel as if you have your own personal teacher;
- Your Information Guide, a summary of important details;
- Certification Road Map, which tells you how to enter for your examinations;
- Your Personal Study Programme, which shows you the study units or items that you will need for each subject that you are studying; and
- Your Assignment Covers and Envelopes, to make it easy for you to send in your assignments and queries to the College.

## Step 5

Decide on the study times that best suit your lifestyle. Then work out your own study timetable. Try to keep to your timetable! It is very difficult to catch up when you have fallen behind.

## Step 6

Get down to the serious business of studying. The notes have been designed to take the place of a class teacher.

## Step 7

Complete regular assignments to check how you are doing.

- Continuous assessment is an essential feature of distance learning. Our study material contains numerous self-assessment exercises, to help you to make sure that you are in control of your work at all times.
- At the end of each module, there is a progress assignment which you can complete and send to the College for marking and/or model answers.

Note that the assignments are not compulsory, for examinable courses, and you can register for exams when you are ready.

## Step 8

Enter for the examinations

- Follow the instructions on your Certification Road Map on how and when to enter for your examinations.
- Remember that it is your own responsibility to register in time for a particular examination sitting.

## Step 9

Write the examinations

- You will enter the examination room knowing that you have done the very best preparation that you are capable of, and you will face the exam paper with confidence.

## Step 10

Qualify for your award

- Join the thousands of successful past students of Damelin Correspondence College who are making a success of their careers.

**Help is only a phone call away!**

**Should you have any queries about the learning programme you are interested in, please do not hesitate to contact a Damelin Student Consultant at the following number:**

**0860 61 61 61**

## Questions and Notes



The Career Development College

## Register Today!

### JOHANNESBURG

1st Floor, Mineralia House  
78 De Korte Street,  
Braamfontein 2001  
P.O. Box 31001, Braamfontein 2017  
 +27 11 712 2556  
 +27 11 712 2517

### PRETORIA

Shop 6, 273 Andries Street,  
Pretoria 0002  
P.O. Box 1332, Pretoria 0001  
 +27 12 352 9111  
 +27 12 322 6369

### CAPE TOWN

Shop 34, Matador Centre,  
62 Strand Street, Cape Town 8001  
P.O. Box 4180, Cape Town 8024  
 +27 21 417 8160  
 +27 21 417 0300

### DURBAN

The Educor Gallery,  
325 Anton Lembede (Smith) Street,  
Durban 4001  
P.O. Box 2553, Durban 4000  
 +27 31 374 9750  
 +27 31 301 0301

### PORT ELIZABETH

246 Cape Road, Mill Park  
Port Elizabeth 6001  
P.O. Box 27067, Greenacres 6057  
 +27 41 363 0877  
 +27 41 363 0896

### NELSPRUIT

25 Brown Street, Nelspruit 1201  
 +27 13 752 2400  
 +27 13 752 6184

### NAMIBIA

Shop 17, Mezzanine Floor  
BPI House, 269 Independence Ave.  
Windhoek  
 +264 61 308 835  
 +264 61 308 691

**Post your registration form to:**  
The Registrar, Damelin Correspondence,  
P.O Box 31001, Braamfontein, 2017

Damelin Correspondence College (Pty) Ltd. Co. Reg. No. 1996/000339/07  
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**[www.dcc.edu.za](http://www.dcc.edu.za)  
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**Make your mark with Damelin**

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