

## Prospectus



CRIMINAL JUSTICE

Enrol Qualify Achieve

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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 with the Department of Education until 31 December 2014. Registration no. 2008/FE07/037 - see [www.education.gov.za](http://www.education.gov.za).
- Damelin Correspondence College (Pty) Ltd has provisional accreditation with UMALUSI and is a confirmed candidate for full accreditation. UMALUSI is the Council for Quality Assurance in General and Further Education and Training in South Africa - see [www.umalusi.org.za](http://www.umalusi.org.za). The accreditation number for Damelin Correspondence College (Pty) Ltd is FET 00475PA. 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.

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



Yours sincerely  
Thivhudziwi Vele  
Damelin Correspondence College Principal



### 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 30 campuses around the country, Damelin has an unrivalled reputation as an educational institution. Every employer knows and respects the calibre of Damelin 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 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'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 email queries to the College.

The Career Counsellor can assist students in choosing a career. The Career Counsellor 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?

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### Providing for Students with Disabilities or Audio Needs

Damelin 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 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.

### Recognition of Prior Achievement

Our Internal Policy of recognition of prior achievements is applied to this programme. Therefore, should students not meet the admission requirements as described in the brochure, they should contact Damelin Correspondence College to evaluate their prior achievement, to decide if they can gain entrance to the course of their choice.

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

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

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

### Admission Requirements

It is essential that a student's choice of learning programme is based on their current level of education and experience. It would be detrimental to their study success if a student registered for a programme for which they didn't have the necessary educational background. We urge students to take a conservative, realistic approach and, in so doing, to build a solid foundation for further study.

### Examination Information

When students register as Damelin Correspondence College students, they will receive an Examination Guide for their Damelin internal examinations. This guide, which is updated every year, contains all information regarding assignment deadlines, examination registration deadlines, and examination dates. Please note that it is the student's responsibility to request an updated Examination Guide at the start of each year.

If students are registered for a Damelin Certificate or Diploma, they must register for examinations with the College as soon as they have passed all their assignments. To register for exams, students should simply 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.

Damelin School of Protection Services

- Introduction to Criminal Justice
- Certificate in Criminal Justice
- Diploma in Criminal Justice

# Introduction to Criminal Justice

## 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. Once students have passed all their assignments, they 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 Short Course: Introduction to Criminal Justice.

# Certificate in Criminal Justice

## Programme Type

The Certificate in 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. Once students have passed all their assignments, they 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 Certificate in Criminal Justice.

## Programme Type

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

## Admission Requirements

- Certificate in Criminal Justice

## 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. Once students have passed all their assignments, they 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 Diploma in Criminal Justice.

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

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 3

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 to Damelin by:

- Posting it to Damelin Correspondence College, P.O. Box 590, Cape Town, 8000, OR
- Taking it to your nearest Damelin office.

### 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 **Study Methods Booklet**, which includes helpful study hints;
- Your **Information Guide**, a summary of important details;
- Your **Examinations Guide**, 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, Student Query Forms and Envelopes**, to make it easy for you to send in your assignments and queries to the College.





# Damelin

correspondence

The Career Development College

## Register Today!

### Our branches:

#### **BRAAMFONTEIN**

1st Floor, Mineralia House, 78 De Korte Street,  
Braamfontein 2001

P.O. Box 31001, Braamfontein 2017

**Tel:** +27 11 712 2556, **Fax:** +27 11 712 2517

#### **PRETORIA**

Shop 6, 273 Andries Street, Pretoria 0002

P.O. Box 1332, Pretoria 0001

**Tel:** +27 12 352 9111, **Fax:** +27 12 322 6369

#### **CAPE TOWN**

Shop 34, Matador Centre, 62 Strand Street, Cape Town 8001

P.O. Box 4180, Cape Town 8024

**Tel:** +27 21 417 8160, **Fax:** +27 21 417 0300

#### **DURBAN**

The Educor Gallery, Educor House, 325 Smith Street,  
Durban 4001

P.O. Box 2553, Durban 4000

**Tel:** +27 31 374 9750, **Fax:** +27 31 301 0301

#### **PORT ELIZABETH**

246 Cape Road, Mill Park, Port Elizabeth 6001

P.O. Box 27067, Greenacres 6057

**Tel:** +27 41 363 0877, **Fax:** +27 41 363 0896

#### **NELSPRUIT**

25 Brown Street, Nelspruit 1201

**Tel:** +27 13 752 2400, **Fax:** +27 13 752 6184

#### **NAMIBIA**

Shop 17, Mezzanine Floor, BPI House,

269 Independence Avenue, Windhoek

**Tel:** +264 61 308 835

Post your registration form to:  
**The Registrar, Damelin Correspondence,  
P.O. Box 590, Cape Town 8024**  
Visit our website: [www.dcc.edu.za](http://www.dcc.edu.za)  
e-mail: [info@dcc.edu.za](mailto:info@dcc.edu.za)



Make your mark with **Damelin**

Damelin Correspondence College (Pty) Ltd is provisionally registered with the Department of Education as an FET College until 31 December 2014, in terms of the Further Education and Training Colleges Act 16 of 2006. Registration number 2008/FE07/037.