

Make your mark with Damelin

Go for it!

Achieve career
success with Damelin
Correspondence College,
one of the most **employer
recognised colleges**
in Southern Africa

Register Today!

Prospectus

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
e-mail: info@dcc.edu.za

Make your mark with **Damelin**



**INVESTIGATIONS and
SECURITY**

Enrol Qualify Achieve

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Message from the Principal

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.
- 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. 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 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?

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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

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 Investigations

- Corporate Forensic Investigating
- Crime Scene Investigating

Damelin School of Security

- VIP Protection
- Risk Management
- Patrol Security Officer

Short Course in Corporate Forensic Investigating

Career Prospects

The primary role of the forensics investigator is to provide expert testimony in a dispute resolution forum. To be effective, forensics investigators require advanced skills in communicating, writing reports, interviewing, analysing data, and assimilating information. In order to identify and pursue the most appropriate solution, they must be able to apply their skills in the legal and economic framework of the subject. Successful students of this learning programme will be able to assist in conducting complete and effective forensics investigations.

Programme Type

The Short Course in Corporate Forensic Investigating programme is a **Continuous Professional Development Programme**.

Programme Information

The Short Course in Corporate Forensic Investigating is endorsed by HJN Training. The learning programme material is unique in the South African market and has been developed by experts in the fields of investigation.



Admission Requirements

- Grade 12 (Std. 10) or equivalent or relevant work experience.

Programme Components

Fundamental

- Communications
- Computer Literacy
- Maths Literacy
- Enquiring Mind

Core

Module 1: Introduction to Corporate Forensic Investigation

- Orientation and role of the Corporate Investigator (CI)
- Investigative language, basic principles and concepts
- Giving testimony and trial procedures
- Overview of South African Law
- Constitutional Law
- Bill of Rights
- Prevention of Corruption Bill

Module 2: Specific Crime Investigation

- Understanding white-collar crimes
- Investigation of crimes

Short Course in Corporate Forensic Investigating

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Module 3: Information Compilation

- Quest for information
- Interviewing witnesses
- Taking statements and profiling persons

Elective

Internal Investigation

- Disciplinary procedure for misconduct

Portfolio

Students will be expected to complete a portfolio of evidence during the course of the programme. After they have completed all their exams and the portfolio, students will be awarded a Damelin Correspondence College Short Course in Corporate Forensic Investigating showing they successfully completed the course.

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 June and October of each year. Once students have passed the required 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 of this course students will receive a Damelin Correspondence College Short Course in Corporate Forensic Investigating.

Introduction to Crime Scene Investigating

Career Prospects

This course will appeal to all police officers who attend to crime scenes. Security personnel who respond to incidents will also benefit from the course. They will be empowered to manage a crime scene effectively without damaging evidence before the police arrive. Metro police and traffic law enforcement officials who attend to incidents and accidents will also benefit by doing the CSI programme.

Programme Type

The Introduction to Crime Scene Investigating programme is an **Orientation Programme**.

Admission Requirements

Grade 10 (Std. 8) or equivalent.

Programme Components

- Complexity and Approach to Crime Investigation
- Foundation of Investigations
- Investigation of the Crime Scene
- Recording Information and Evidence
- Handling of Physical Evidence
- Personal Identification
- Forensic Medicine
- Forensic Engineering and Ballistics
- Toxicological Investigations
- Hair Structure Examinations
- Biological Materials
- Organic and Inorganic Materials
- Basic Fingerprints
- Disputed Documents
- Giving Evidence and Trial Procedures
- Clean-up of the Crime Scene

Programme Duration

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

Student Assessment

You will be required to hand in 4 written assignments for this programme and complete a case study.

Certification

After successful completion of this course students will receive a Damelin Correspondence College Short Course in Introduction to Crime Scene Investigating.

Short Course in Risk Management

Career Prospects

Organisations face a variety of risks on a daily basis. This learning programme deals with the 'enterprise-wide risk management' concept, which proposes a single, consistent approach to dealing with risk. It also exposes students to various risk models: pure risk, financial risk, risk-taking and corporate governance. Regardless of whether the student is involved in financial, insurance, security or general management in an organisation, this learning programme will ensure that he or she is able to identify risks and plan strategically for them.

Programme Type

The Short Course in Risk Management is a **Continuous Professional Development Programme.**

Programme Information

This learning programme has been developed by Dr Steven Briers, an expert in the field of risk management in South Africa.

Admission Requirements

Grade 12 (Std. 10) or equivalent or relevant work experience.

Programme Components

- A rough guide to risk management
- Explanation of the terms
- The enterprise-wide risk management revolution
- Risk-management schools of thought
- DNA of risk
- Putting the new model of risk into practice
- Comparing the old and the new
- Implications of the universalistic model of risk
- Enterprise-wide risk management
- Management of risk-taking
- Key principles of enterprise-wide risk management

Programme Duration

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

Student Assessment

The student must complete a Portfolio of Evidence, to show that he or she can apply the principles learned in a real environment, as well as written assignments.

Certification

On successful completion of this course students will receive a Damelin Correspondence College Short Course in Risk Management.

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, so 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.

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 test-yourself exercises, to help you to make sure that you are in control of your work at all times.
- At the end of each module, you will complete a progress assignment, which you must send to the College for marking and comment. We will return the progress assignment to you with a model answer.
- In order to qualify for a term mark, which gives you entrance to the examination, you must submit the required assignments before your exam date.

Step 8

Enter for the examinations.

- Follow the instructions in your Exam Guide 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 certificate.

- 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



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