Go for it!

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

Make your mark with Damelin!

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


Damelin Correspondence is a Registered Credit Provider: NCRCP 2325
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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. 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, NCRCP 2325

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

Yours sincerely

Rakesh Patel
Damelin Correspondence College General Manager
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.

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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.
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
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 Investigations
- Corporate Forensic Investigating Short Course Certificate
- Introduction to Crime Scene Investigating Short Course Certificate

Damelin Correspondence College School of Security
- Introduction to Risk Management Short Course Certificate
Investigations and Security

Corporate Forensic Investigating Short Course Certificate

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 Corporate Forensic Investigating programme is a Continuous Professional Development Programme.

Programme Information
The Corporate Forensic Investigating Short Course Certificate is endorsed by HJN Training. The learning programme material 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
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.

**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. 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. After they have completed all their exams and the portfolio, students will be awarded a Damelin Correspondence College Corporate Forensic Investigating Short Course Certificate showing they successfully completed the course.

**Certification**
On successful completion of this course students will receive a Damelin Correspondence College Corporate Forensic Investigating Short Course Certificate.
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
• Toxilogical 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 Introduction to Crime Scene Investigating Short Course Certificate.
Introduction to Risk Management
Short Course Certificate

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 Introduction to Risk Management programme 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 Introduction to Risk Management Short Course Certificate.
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:
Go for it!

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Make your mark with Damelin

Register Today!

Investigations And Security Prospectus

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