

# NATIONAL DIPLOMA: CORRECTIONAL SERVICES MANAGEMENT

## Qualification code: NQF Level 6

Campus where offered: Soshanguve South Campus and distance education service points

Please note that this qualification will not be offered at distance education service points in 2018.

### REMARKS

a. *Admission requirement(s) and selection criteria:*

• **FOR APPLICANTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

**Admission requirement(s):**

- Applicants who intend to enrol as full-time day-class students (applicants who are not employed by the Department of Correctional Services): a Senior Certificate or an equivalent qualification with English at Higher Grade (D symbol) or Standard Grade (C symbol) and two other subjects at Higher Grade, one of which with a D symbol.
- Applicants who are employed full-time by the Department of Correctional Services: a Senior Certificate or an equivalent qualification.

**Selection criteria:**

Swedish formula (only for applicants who are not employed).

English, Mathematics and Physical Science:

HG	SG	Points
A		9
B	A	8
C	B	7
D	C	6
E	D	5
F	E	4
	F	3

All other subjects:

HG	SG	Points
A		7
B	A	6
C	B	5
D	C	4
E	D	3
F	E	2
	F	1

Maximum points that can be obtained: 48.

Applicants who score 24 or more points (for a maximum of six subjects) according to the formula for academic merit, will be considered.

• **FOR APPLICANTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE IN OR AFTER 2008:**

**Admission requirement(s):**

A National Senior Certificate with a bachelor's degree or a diploma endorsement, or an equivalent qualification, with an achievement level of at least 3 for English (home language or first additional language) and 3 for Mathematics or Mathematical Literacy.



**Selection criteria:**

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least 20.

**Assessment procedures:**

No further assessment will be done. Applicants who achieve the minimum APS will be considered until the programme complement is full.

- b. *Minimum duration:*  
Three years.
- c. *Presentation:*
- Soshanguve South Campus (day classes).
  - Distance education with limited contact classes per subject per semester, at Cape Town or Durban service points.
- d. *Intake for the qualification:*  
January only.
- e. *Exclusion and readmission:*  
See Chapter 2 of Students' Rules and Regulations.
- f. *Recognition of Prior Learning (RPL), equivalence and status:*  
See Chapter 30 of Students' Rules and Regulations.
- g. *Subject credits:*  
Subject credits are shown in brackets after each subject.

Key to asterisks:

- \* Information does not correspond to information in Report 151.  
(Deviations approved by the Senate in August 2005.)

## CURRICULUM

**OPTION 1: SOSHANGUVE SOUTH CAMPUS**

Subjects are offered as determined by the Head of the Department.

**FIRST YEAR**

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
ENG120C	English (A level)	(0,100)*	

**FIRST SEMESTER**

KDA10AT	Correctional Services Administration IA	(0,100)	
KDB10AT	Correctional Services Management IA	(0,125)	
KDR11AT	Correctional Services Law IA	(0,100)	

**plus one of the following subjects:**

CML10AT	Criminology IA*	(0,125)	
EUC10AT	End-User Computing IA	(0,125)	
PMG12AT	Public Management IA	(0,125)	

**SECOND SEMESTER**

KDA10BT	Correctional Services Administration IB	(0,100)	
KDB10BT	Correctional Services Management IB	(0,125)	



KDR11BT Correctional Services Law IB (0,100)

**plus one of the following subjects:**

CML10BT Criminology IB\* (0,125)

EUC10BT End-User Computing IB (0,125)

PMG12BT Public Management IB (0,125)

TOTAL CREDITS FOR THE FIRST YEAR: **1,000**

**SECOND YEAR**

<b>CODE</b>	<b>SUBJECT</b>	<b>CREDIT</b>	<b>PREREQUISITE SUBJECT(S)</b>
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**FIRST SEMESTER**

KDA20AT	Correctional Services Administration IIA	(0,125)	Correctional Services Administration IA Correctional Services Administration IB
KDB20AT	Correctional Services Management IIA	(0,125)	Correctional Services Management IA Correctional Services Management IB
KDR21AT	Correctional Services Law IIA	(0,125)	Correctional Services Law IA Correctional Services Law IB

**plus one of the following subjects if not taken in the first year:**

CML20AT	Criminology IIA*	(0,125)	Criminology IA Criminology IB
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EUC10AT	End-User Computing IA	(0,125)	
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PMG12AT	Public Management IA	(0,125)	
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TOTAL CREDITS FOR THE SEMESTER: 0,500

**SECOND SEMESTER**

KDA20BT	Correctional Services Administration IIB	(0,125)	Correctional Services Administration IA Correctional Services Administration IB
KDB20BT	Correctional Services Management IIB	(0,125)	Correctional Services Management IA Correctional Services Management IB
KDR21BT	Correctional Services Law IIB	(0,125)	Correctional Services Law IA Correctional Services Law IB

**plus one of the following subjects if not taken in the first year:**

CML20BT	Criminology IIB*	(0,125)	Criminology IA Criminology IB
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EUC10BT	End-User Computing IB	(0,125)	
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PMG12BT	Public Management IB	(0,125)	
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TOTAL CREDITS FOR THE SEMESTER: 0,500

TOTAL CREDITS FOR THE SECOND YEAR: **1,000**



**THIRD YEAR**

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
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**FIRST SEMESTER**

KDA30AT	Correctional Services Administration IIIA	(0,125)	Correctional Services Administration IIA Correctional Services Administration IIB
KDB30AT	Correctional Services Management IIIA	(0,125)	Correctional Services Management IIA Correctional Services Management IIB

**plus two of the following subjects if not taken in the second year:**

CML30AT	Criminology IIIA*	(0,125)	Criminology IIA Criminology IIB
EUC10AT	End-User Computing IA	(0,125)	
KDR30AT	Correctional Services Law IIIA	(0,125)	Correctional Services Law IIA Correctional Services Law IIB
PMG12AT	Public Management IA	(0,125)	
TOTAL CREDITS FOR THE SEMESTER:		0,500	

**SECOND SEMESTER**

KDA30BT	Correctional Services Administration IIIB	(0,125)	Correctional Services Administration IIA Correctional Services Administration IIB
KDB30BT	Correctional Services Management IIIB	(0,125)	Correctional Services Management IIA Correctional Services Management IIB

**plus two of the following subjects if not taken in the second year:**

CML30BT	Criminology IIIB*	(0,125)	Criminology IIA Criminology IIB
EUC10BT	End-User Computing IB	(0,125)	
KDR30BT	Correctional Services Law IIIB	(0,125)	Correctional Services Law IIA Correctional Services Law IIB
PMG12BT	Public Management IB	(0,125)	
TOTAL CREDITS FOR THE SEMESTER:		0,500	

TOTAL CREDITS FOR THE THIRD YEAR: **1,000**

TOTAL CREDITS FOR THE QUALIFICATION: **3,000**

**OPTION 2: DISTANCE EDUCATION (not currently offered)****FIRST YEAR**

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
ENG120D	English (A level)	(0,100)*	



**FIRST SEMESTER**

CML10AB	Criminology IA*	(0,125)
KDA10AB	Correctional Services Administration IA	(0,100)
KDB10AB	Correctional Services Management IA	(0,125)
KDR11AB	Correctional Services Law IA	(0,100)

**SECOND SEMESTER**

CML10BB	Criminology IB*	(0,125)
KDA10BB	Correctional Services Administration IB	(0,100)
KDB10BB	Correctional Services Management IB	(0,125)
KDR11BB	Correctional Services Law IB	(0,100)

TOTAL CREDITS FOR THE FIRST YEAR: **1,000**

**SECOND YEAR**

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
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**FIRST SEMESTER**

CML20AB	Criminology IIA*	(0,125)	Criminology IA Criminology IB
KDA20AB	Correctional Services Administration IIA	(0,125)	Correctional Services Administration IA Correctional Services Administration IB
KDB20AB	Correctional Services Management IIA	(0,125)	Correctional Services Management IA Correctional Services Management IB
KDR21AB	Correctional Services Law IIA	(0,125)	Correctional Services Law IA Correctional Services Law IB

TOTAL CREDITS FOR THE SEMESTER: 0,500

**SECOND SEMESTER**

CML20BB	Criminology IIB*	(0,125)	Criminology IA Criminology IB
KDA20BB	Correctional Services Administration IIB	(0,125)	Correctional Services Administration IA Correctional Services Administration IB
KDB20BB	Correctional Services Management IIB	(0,125)	Correctional Services Management IA Correctional Services Management IB
KDR21BB	Correctional Services Law IIB	(0,125)	Correctional Services Law IA Correctional Services Law IB

TOTAL CREDITS FOR THE SEMESTER: 0,500

TOTAL CREDITS FOR THE SECOND YEAR: **1,000**



**THIRD YEAR**

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
<b>FIRST SEMESTER</b>			
KDA30AB	Correctional Services Administration IIIA	(0,125)	Correctional Services Administration IIA Correctional Services Administration IIB
KDB30AB	Correctional Services Management IIIA	(0,125)	Correctional Services Management IIA Correctional Services Management IIB
<b>plus two (one, if PRM110B is taken) of the following subjects:</b>			
CML30AB	Criminology IIIA*	(0,125)	Criminology IIA Criminology IIB
EUC10AB	End-User Computing IA	(0,125)	
PKV10AB	Professional Skills Development A	(0,125)	
PMG12AB	Public Management IA	(0,125)	
PRM110B	Personnel Management I (year subject)	(0,250)	
TOTAL CREDITS FOR THE SEMESTER:		0,500	
<b>SECOND SEMESTER</b>			
KDA30BB	Correctional Services Administration IIIB	(0,125)	Correctional Services Administration IIA Correctional Services Administration IIB
KDB30BB	Correctional Services Management IIIB	(0,125)	Correctional Services Management IIA Correctional Services Management IIB
<b>plus two (one, if PRM110B was taken) of the following subjects:</b>			
CML30BB	Criminology IIIB*	(0,125)	Criminology IIA Criminology IIB
EUC10BB	End-User Computing IB	(0,125)	
PKV10BB	Professional Skills Development B	(0,125)	
PMG12BB	Public Management IB	(0,125)	
TOTAL CREDITS FOR THE SEMESTER:		0,500	
TOTAL CREDITS FOR THE THIRD YEAR:		<b>1,000</b>	
TOTAL CREDITS FOR THE QUALIFICATION:		<b>3,000</b>	

**SUBJECT INFORMATION (OVERVIEW OF SYLLABUS)**

The syllabus content is subject to change to accommodate industry changes. Please note that more detailed syllabus is available at the Department or in the study guide that is applicable to a particular subject. On 27 September 2017, the syllabus content was defined as follows:



## C

<b>CORRECTIONAL SERVICES ADMINISTRATION IA (KDA10AB, KDA10AT)</b>	<b>1 X 3-HOUR PAPER</b>
<b>CORRECTIONAL SERVICES ADMINISTRATION IB (KDA10BB, KDA10BT)</b> <i>(Subject custodian: Department of Safety and Security Management)</i>	<b>1 X 3-HOUR PAPER</b>
Prison matters – internal and external guarding, section services, visits to prisons, the role and functions of the institution committee and parole board and various other administrative functions that are performed in a prison. Support functions – development of the professional character of the correctional officer, personnel matters and privileges, the objectives and functions of the registration office and transport, as well as logistical and financial matters. (Total tuition time: not available)	
<b>CORRECTIONAL SERVICES ADMINISTRATION IIA (KDA20AB, KDA20AT)</b>	<b>1 X 3-HOUR PAPER</b>
<b>CORRECTIONAL SERVICES ADMINISTRATION IIB (KDA20BB, KDA20BT)</b> <i>(Subject custodian: Department of Safety and Security Management)</i>	<b>1 X 3-HOUR PAPER</b>
Prison matters – admission, warrants, detention, administration, legal visits and release. Support functions – personnel matters, such as promotions, housing, transfers and termination of service, finance and logistics. (Total tuition time: not available)	
<b>CORRECTIONAL SERVICES ADMINISTRATION IIIA (KDA30AB, KDA30AT)</b>	<b>1 X 3-HOUR PAPER</b>
<b>CORRECTIONAL SERVICES ADMINISTRATION IIIB (KDA30BB, KDA30BT)</b> <i>(Subject custodian: Department of Safety and Security Management)</i>	<b>1 X 3-HOUR PAPER</b>
Prison matters – treatment and reintegration of prisoners and community corrections. Support functions – personnel matters, such as organisation and record of service, recruitment and employment, salaries, recreation clubs, studies and bursaries, research, uniforms, finance and logistics. (Total tuition time: not available)	
<b>CORRECTIONAL SERVICES LAW IA (KDR11AB, KDR11AT)</b> <i>(Subject custodian: Department of Law)</i>	<b>1 X 3-HOUR PAPER</b>
General principles of criminal law and the law of delict: Conduct, unlawfulness/ wrongfulness, culpability, causality and damages. Specific crimes: murder, culpable homicide and assault. Vicarious liability and specific delicts: wrongful deprivation of liberty. (Total tuition time: ± 36 hours)	
<b>CORRECTIONAL SERVICES LAW IB (KDR11BB, KDR11BT)</b> <i>(Subject custodian: Department of Law)</i>	<b>1 X 3-HOUR PAPER</b>
Criminal procedure: entry, search, seizure and arrest in terms of the Criminal Procedure Act, 1977 (Act No. 51 of 1977) and Correctional Services Act, 1998 (Act No. 111 of 1998). Identification, ways in which an accused is brought before the court and ways in which a witness (held in a correctional centre) is brought before the court. The law of evidence: forms of evidence and burden of proof. (Total tuition time: ± 36 hours)	
<b>CORRECTIONAL SERVICES LAW IIA (KDR21AB, KDR21AT)</b> <i>(Subject custodian: Department of Law)</i>	<b>1 X 3-HOUR PAPER</b>
The Bill of Rights: the basic principles of the constitutional order, the application of the Bill of Rights, the limitation of fundamental rights and capita selecta (selected heads) of fundamental rights relevant to the Correctional Services environment. (Total tuition time: ± 36 hours)	
<b>CORRECTIONAL SERVICES LAW IIB (KDR21BB, KDR21BT)</b> <i>(Subject custodian: Department of Law)</i>	<b>1 X 3-HOUR PAPER</b>
The Correctional Services Act, 1998 (Act No. 111 of 1998) and Regulations. Admission of inmates into a correctional centre, the minimum rights of offenders, remand detainees, sentenced offenders, powers of correctional officials to ensure safe custody, discipline and complaints, offences and an introduction to placement, transfer, segregation; correctional supervision, temporary leave, parole and release. (Total tuition time: ± 36 hours)	
<b>CORRECTIONAL SERVICES LAW IIIA (KDR30AT)</b> <i>(Subject custodian: Department of Law)</i>	<b>1 X 3-HOUR PAPER</b>
Administrative law. The concept is explained in theory with the emphasis on relevant sections of the Constitution and the provisions of the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000) (PAJA). The foundation of South African administrative law; the sources of administrative law; the legal subjects in administrative law, and the administrative law relationship; the concept of administrative action. The general powers, duties and functions of administrators, and statutory grounds for judicial review, remedies and orders of court. (Total tuition time: ± 36 hours)	



**CORRECTIONAL SERVICES LAW IIIB (KDR30BT) 1 X 3-HOUR PAPER**

**(Subject custodian: Department of Law)**

Administrative law. The principles are applied in practice with the emphasis on relevant sections of the Constitution and the provisions of the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000) (PAJA) and decision making, as well as the giving of reasons for decisions. The Correctional Services delegations, transfer of personnel and offenders in Correctional Services, placement on parole, capita selecta, Correctional Services Case Law. (Total tuition time: ± 36 hours)

**CORRECTIONAL SERVICES MANAGEMENT IA (KDB10AB, KDB10AT) 1 X 3-HOUR PAPER**

**CORRECTIONAL SERVICES MANAGEMENT IB (KDB10BB, KDB10BT) 1 X 3-HOUR PAPER**

**(Subject custodian: Department of Safety and Security Management)**

A study of general management concepts, principles, theories and leadership skills. Planning, organisation and control, delegation, problem-solving, decision-making and team work. (Total tuition time: not available)

**CORRECTIONAL SERVICES MANAGEMENT IIA (KDB20AB, KDB20AT) 1 X 3-HOUR PAPER**

**CORRECTIONAL SERVICES MANAGEMENT IIB (KDB20BB, KDB20BT) 1 X 3-HOUR PAPER**

**(Subject custodian: Department of Safety and Security Management)**

A study of motivation and self-development, stress management, conflict management, communication skills, creativity and career development skills. Operational planning, organisation design, group formation and team dynamics, leadership and productivity. (Total tuition time: not available)

**CORRECTIONAL SERVICES MANAGEMENT IIIA (KDB30AB, KDB30AT) 1 X 3-HOUR PAPER**

**CORRECTIONAL SERVICES MANAGEMENT IIIB (KDB30BB, KDB30BT) 1 X 3-HOUR PAPER**

**(Subject custodian: Department of Safety and Security Management)**

A study of service evaluation, financial management, logistical management, management by objectives, organisation and work study skills. Tactical planning, organisation development, management information, decision-making and problem-solving, as well as change management. (Total tuition time: not available)

**CRIMINOLOGY IA (CML10AB, CML10AT) 1 X 3-HOUR PAPER**

**CRIMINOLOGY IB (CML10BB, CML10BT) 1 X 3-HOUR PAPER**

**(Subject custodian: Department of Safety and Security Management)**

On completion, students will have a sound basic knowledge of the origin and development of criminology as a study field, the origins of crime, factors that cause crime, victims of crime and contemporary crime issues. (Total tuition time: not available)

**CRIMINOLOGY IIA (CML20AB, CML20AT) 1 X 3-HOUR PAPER**

**CRIMINOLOGY IIB (CML20BB, CML20BT) 1 X 3-HOUR PAPER**

**(Subject custodian: Department of Safety and Security Management)**

Building on the first year, the second year will concentrate on the criminogenic conditions under which crime is committed, the measurement and analysis of crime statistics, specific crime categories and the reaction to crime. Contemporary crime issues will also receive attention. (Total tuition time: not available)

**CRIMINOLOGY IIIA (CML30AB, CML30AT) 1 X 3-HOUR PAPER**

**CRIMINOLOGY IIIB (CML30BB, CML30BT) 1 X 3-HOUR PAPER**

**(Subject custodian: Department of Safety and Security Management)**

Students will be expected to relate to the causes of crime, which include recent theoretical developments and paradigm shifts. Specific crime categories, as well as vulnerable groups, with the emphasis on businesses as victims and perpetrators, will receive attention. (Total tuition time: not available)

**E**

**END-USER COMPUTING IA (EUC10AB) CONTINUOUS ASSESSMENT**

**(Subject custodian: Department of People Management and Development)**

Introduction to computers, Microsoft Word and Excel. (Total tuition time: ± 65 hours)

**END-USER COMPUTING IA (EUC10AT) CONTINUOUS ASSESSMENT**

**(Subject custodian: End User Computing Unit)**

Students have to acquire theoretical knowledge (computing fundamentals) and practical skills as end-users in operating systems and MS Office Suite applications (MS Word, MS Excel and MS PowerPoint) on an introductory level. Students will do online and computer-based tests. The modules are mapped with SAQA and IC3 Essential Skills for Digital Literacy (international certification). (Total tuition time: ± 40 hours)





**END-USER COMPUTING IB (EUC10BB)****CONTINUOUS ASSESSMENT****(Subject custodian: Department of People Management and Development)**

An introduction to the South African industrial relations system, conflict management, the history of South African industrial relations, South African labour laws, and overview of environmental influences on industrial relation. The role of communication in the workplace, employee representation, employee participation, grievances and discipline in the workplace, dismissals, trade union rights in South Africa, dispute procedures and strikes. (Total tuition time: ± 120 hours)

**END-USER COMPUTING IB (EUC10BT)****CONTINUOUS ASSESSMENT****(Subject custodian: End User Computing Unit)**

Students have to acquire practical skills as end-users in MS Office Suite applications (MS Excel Intermediate and MS Access Essentials), graphic design and dealing with the internet, networks and how to search for information. Students will do online and computer-based tests. The modules are mapped with SAQA and IC3 Essential Skills for Digital Literacy (international certification). (Total tuition time: ± 30 hours)

**ENGLISH (A LEVEL) (ENG120C, ENG120D)****1 X 3-HOUR PAPER****(Subject custodian: Department of Applied Languages)**

Students acquire a variety of essential written and oral language skills required for effective business and industrial communication in the correctional services environment. (Total tuition time: not available)

**P****PERSONNEL MANAGEMENT I (PRM110B)****1 X 3-HOUR PAPER****(Subject custodian: Department of People Management and Development)**

A broad frame of reference relating to the psychological aspects of individual behaviour and social processes. An introduction to the responsibilities and realities of a career in personnel management. An introduction to the aspects that will be studied in depth in Personnel Management II and III, as well as in Management of Training and Labour Relations. A synopsis of all the functions of personnel management. (Total tuition time: not available)

**PROFESSIONAL SKILLS DEVELOPMENT A (PKV10AB)****1 X 3-HOUR PAPER****PROFESSIONAL SKILLS DEVELOPMENT B (PKV10BB)****1 X 3-HOUR PAPER****(Subject custodian: Department of Safety and Security Management)**

To equip the student with the capacities required by a correctional officer in the new South Africa. On completion of the subject, the student will be able to perform an important role in the criminal justice system in a more professional manner, thereby making an important contribution to the protection of society against crime. (Total tuition time: not available)

**PUBLIC MANAGEMENT IA (PMG12AB, PMG12AT)****1 X 3-HOUR PAPER****(Subject custodians: Departments of Safety and Security Management and Public Management)**

A study of the locus of public administration in relation to the internal and external environments. (Total tuition time: not available)

**PUBLIC MANAGEMENT IB (PMG12BB, PMG12BT)****1 X 3-HOUR PAPER****(Subject custodians: Departments of Safety and Security Management and Public Management)**

An introduction to South African government structures for legislation, execution and legislative authority within the three spheres of government, including community structure. (Total tuition time: not available)

