

NATIONAL DIPLOMA: POLICING

Qualification code: NDPO99 - NQF Level 6

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

Important notification to new applicants:

Students who intend to enrol for this qualification for the first time in 2017 or thereafter, should note that it will not be possible to continue with any Baccalaureus Technologiae as from 2020, since it is being replaced by qualifications aligned with the newly-implemented Higher Education Qualification Sub-Framework. Potential students are advised to consult the University's website for any new qualifications which might not be published in this Prospectus.

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: 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 South African Police Service: 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 and Polokwane campuses (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.

CURRICULUM

OPTION 1: SOSHANGUVE SOUTH AND POLOKWANE CAMPUSES

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

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
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FIRST SEMESTER

ICR10AT	Investigation of Crime IA	(0,125)	
LPG10AT	Law: Policing IA	(0,125)	
PLG10AT	Policing IA	(0,125)	

plus one of the following subjects (subjects are offered at the location determined by the Head of the Department):

CML10AT	Criminology IA	(0,125)	
EPG100T	English Practical: Policing (year subject)	(0,250)	
LBP10AT	Management Leadership: Policing IA	(0,125)	



SECOND SEMESTER

ICR10BT	Investigation of Crime IB	(0,125)
LPG10BT	Law: Policing IB	(0,125)
PLG10BT	Policing IB	(0,125)

plus one of the following subjects if English Practical: Policing was not taken in the first semester (subjects are offered at the location determined by the Head of the Department):

CML10BT	Criminology IB	(0,125)
LBP10BT	Management Leadership: Policing IB	(0,125)

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

SECOND YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
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FIRST SEMESTER

PLG20AT	Policing IIA	(0,125)	Policing IA Policing IB
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plus three of the following subjects (two subjects, if Communication: Policing was taken), on condition that at least one subject is taken at second-year level (subjects are offered at the location determined by the Head of the Department):

CML20AT	Criminology IIA	(0,125)	Criminology IA Criminology IB
EUC10AT	End-User Computing IA	(0,125)	
ICR20AT	Investigation of Crime IIA	(0,125)	Investigation of Crime IA Investigation of Crime IB
KPE100T	Communication: Policing (year subject)	(0,250)	
KPR10AT	Criminal Procedure A	(0,125)	
LBP20AT	Management Leadership: Policing IIA	(0,125)	Management Leadership: Policing IA Management Leadership: Policing IB
LEV10AT	Law of Evidence A	(0,125)	

SECOND SEMESTER

PLG20BT	Policing IIB	(0,125)	Policing IA Policing IB
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plus three of the following subjects (two subjects if Communication: Policing was taken), on condition that at least one subject is taken at second-year level (subjects are offered at the location determined by the Head of the Department):

CML20BT	Criminology IIB	(0,125)	Criminology IA Criminology IB
EUC10BT	End-User Computing IB	(0,125)	
ICR20BT	Investigation of Crime IIB	(0,125)	Investigation of Crime IA Investigation of Crime IB
KPR10BT	Criminal Procedure B	(0,125)	
LBP20BT	Management Leadership: Policing IIB	(0,125)	Management Leadership: Policing IA Management Leadership: Policing IB



LEV10BT Law of Evidence B (0,125)

TOTAL CREDITS FOR THE SECOND YEAR: 1,000

THIRD YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
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FIRST SEMESTER

PLG30AT	Policing IIIA	(0,125)	Policing IIA Policing IIB
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plus three of the following subjects, on condition that at least one subject is taken at third-year level (subjects are offered at the location determined by the Head of the Department):

CML20AT	Criminology IIA	(0,125)	Criminology IA Criminology IB
CML30AT	Criminology IIIA	(0,125)	Criminology IIA Criminology IIB
EUC10AT	End-User Computing IA	(0,125)	
ICR20AT	Investigation of Crime IIA	(0,125)	Investigation of Crime IA Investigation of Crime IB
ICR30AT	Investigation of Crime IIIA	(0,125)	Investigation of Crime IIA Investigation of Crime IIB
KPR10AT	Criminal Procedure A	(0,125)	
LBP10AT	Management Leadership: Policing IA	(0,125)	
LBP20AT	Management Leadership: Policing IIA	(0,125)	Management Leadership: Policing IA Management Leadership: Policing IB
LBP30AT	Management Leadership: Policing IIIA	(0,125)	Management Leadership: Policing IIA Management Leadership: Policing IIB
LEV10AT	Law of Evidence A	(0,125)	

SECOND SEMESTER

PLG30BT	Policing IIIB	(0,125)	Policing IIA Policing IIB
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plus three of the following subjects, on condition that at least one subject is taken at third-year level (subjects are offered at the location determined by the Head of the Department):

CML20BT	Criminology IIB	(0,125)	Criminology IA Criminology IB
CML30BT	Criminology IIIB	(0,125)	Criminology IIA Criminology IIB
EUC10BT	End-User Computing IB	(0,125)	
ICR20BT	Investigation of Crime IIB	(0,125)	Investigation of Crime IA Investigation of Crime IB
ICR30BT	Investigation of Crime IIIB	(0,125)	Investigation of Crime IIA Investigation of Crime IIB
KPR10BT	Criminal Procedure B	(0,125)	
LBP10BT	Management Leadership: Policing IB	(0,125)	



LBP20BT	Management Leadership: Policing IIB	(0,125)	Management Leadership: Policing IA
LBP30BT	Management Leadership: Policing IIIB	(0,125)	Management Leadership: Policing IB
LEV10BT	Law of Evidence B	(0,125)	Management Leadership: Policing IIA
			Management Leadership: Policing IIB
TOTAL CREDITS FOR THE THIRD YEAR:		1,000	
TOTAL CREDITS FOR THE QUALIFICATION:		3,000	

OPTION 2: DISTANCE EDUCATION

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

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
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FIRST OR SECOND SEMESTER

A student may not register for more than two subjects per semester. Policing I is compulsory in the first semester.

ICR101B	Investigation of Crime I	(0,250)	
LPG101B	Law: Policing I	(0,250)	
PLG101B	Policing I	(0,250)	

plus one of the following subjects:

CML101B	Criminology I	(0,250)	
CRL101B	Criminal Law	(0,250)	
KPR101B	Criminal Procedure	(0,250)	
LBP101B	Management Leadership: Policing I	(0,250)	

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

SECOND YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
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FIRST OR SECOND SEMESTER

A student may not register for more than two subjects per semester. Policing II is compulsory in the first semester.

PLG201B	Policing II	(0,250)	Policing I
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plus one of the following subjects:

CML201B	Criminology II	(0,250)	Criminology I
ICR201B	Investigation of Crime II	(0,250)	Investigation of Crime I
LBP201B	Management Leadership: Policing II	(0,250)	Management Leadership: Policing I

plus two of the following subjects not already passed:

CML101B	Criminology I	(0,250)	
CML201B	Criminology II	(0,250)	Criminology I
CRL101B	Criminal Law	(0,250)	



ICR201B	Investigation of Crime II	(0,250)	Investigation of Crime I
KPR101B	Criminal Procedure	(0,250)	
LBP101B	Management Leadership: Policing I	(0,250)	
LBP201B	Management Leadership: Policing II	(0,250)	Management Leadership: Policing I

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

THIRD YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
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FIRST OR SECOND SEMESTER

A student may not register for more than two subjects per semester. Policing III is compulsory in the first semester.

PLG301B	Policing III	(0,250)	Policing II
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plus one of the following subjects:

CML301B	Criminology III	(0,250)	Criminology II
ICR301B	Investigation of Crime III	(0,250)	Investigation of Crime II
LBP301B	Management Leadership: Policing III	(0,250)	Management Leadership: Policing II

plus two of the following subjects not already passed:

CML101B	Criminology I	(0,250)	
CML201B	Criminology II	(0,250)	Criminology I
CML301B	Criminology III	(0,250)	Criminology II
CRL101B	Criminal Law	(0,250)	
ICR201B	Investigation of Crime II	(0,250)	Investigation of Crime I
ICR301B	Investigation of Crime III	(0,250)	Investigation of Crime II
KPR101B	Criminal Procedure	(0,250)	
LBP101B	Management Leadership: Policing I	(0,250)	
LBP201B	Management Leadership: Policing II	(0,250)	Management Leadership: Policing I
LBP301B	Management Leadership: Policing III	(0,250)	Management Leadership: Policing II

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

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

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

COMMUNICATION: POLICING (KPE100T)

1 X 3-HOUR PAPER

(Subject custodian: Department of Applied Languages)

The dynamics of language are applied in the policing context. The following aspects receive attention: interpersonal processes, verbal and non-verbal communication, effective listening, successful telephone communication, language and writing skills and the various types of official correspondence. (Total tuition time: not available)



CRIMINAL LAW (CRL101B)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Criminal Law including a detailed study of the elements of crime. General principles of specific crimes. Criminal law in context of the Bill of Rights. (Total tuition time: ± 72 hours)

CRIMINAL PROCEDURE (KPR101B)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Basic principles, values and constitutionalism of the Criminal Procedure Act, 1997 (Act No. 51 of 1997). Prosecution of crime and the rendering of assistance, the accused's presence in court, the exercising of powers, the maintenance of individual rights, questioning, searching and attachment and issues related to bail, indictments, charge sheet matters, the courts' arrangements and the accused's plea as well as the course of the trial and related matters, the verdict and sentence and the legal remedies of the verdict and sentencing. (Total tuition time: ± 72 hours)

CRIMINAL PROCEDURE A (KPR10AT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Basic principles, values and constitutionalism of the Criminal Procedure Act, 1997 (Act No. 51 of 1997), the prosecution of crime and the rendering of assistance, the accused's presence in court, the exercising of powers, the maintenance of individual rights, questioning, searching and attachment and issues relating to bail. (Total tuition time: ± 36 hours)

CRIMINAL PROCEDURE B (KPR10BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Indictments, charge sheets, the court's arrangements and the accused's plea, the course of the trial and related matters, the verdict and sentence, and the legal remedies after verdict and sentencing. (Total tuition time: ± 36 hours)

CRIMINOLOGY I (CML101B)**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 IA (CML10AT)**1 X 3-HOUR PAPER****CRIMINOLOGY IB (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 II (CML201B)**1 X 3-HOUR PAPER****CRIMINOLOGY IIA (CML20AT)****1 X 3-HOUR PAPER****CRIMINOLOGY IIB (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)



CRIMINOLOGY III (CML301B)**1 X 3-HOUR PAPER****(Subject custodian: Department of Safety and Security Management)**

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

E**ENGLISH PRACTICAL: POLICING (EPG100T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Applied Languages)**

Students will be introduced to the interpersonal processes of communication, including the needs, theories and types of human communication, effective listening, including components thereof and barriers thereto, types of non-verbal communication and its functions, successful telephone communication, including receiving complaints and dealing with aggressive calls. Students will also be introduced to official correspondence, including the various types of letters, minutes and statements, with the emphasis on purpose and requirements, the composition of statements, including language use and the correction of errors, report writing, with the emphasis on the five sections of a report and the requirements of a good report. (Total tuition time: not available)

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)

I**INVESTIGATION OF CRIME I (ICR101B)****1 X 3-HOUR PAPER****INVESTIGATION OF CRIME IA (ICR10AT)****1 X 3-HOUR PAPER****INVESTIGATION OF CRIME IB (ICR10BT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Safety and Security Management)**

The basic principles of crime investigation and detection. (Total tuition time: not available)

INVESTIGATION OF CRIME II (ICR201B)**1 X 3-HOUR PAPER****INVESTIGATION OF CRIME IIA (ICR20AT)****1 X 3-HOUR PAPER****INVESTIGATION OF CRIME IIB (ICR20BT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Safety and Security Management)**

Practical application of the principles of crime investigation and detection. (Total tuition time: not available)



INVESTIGATION OF CRIME III (ICR301B)	1 X 3-HOUR PAPER
INVESTIGATION OF CRIME IIIA (ICR30AT)	1 X 3-HOUR PAPER
INVESTIGATION OF CRIME IIIB (ICR30BT)	1 X 3-HOUR PAPER
(Subject custodian: Department of Safety and Security Management)	
Advanced management of crime investigation and detection. (Total tuition time: not available)	

L

LAW: POLICING I (LPG101B)	1 X 3-HOUR PAPER
(Subject custodian: Department of Law)	
Introduction to South African law. The Constitution, with emphasis on the Bill of Rights. South African criminal law, with emphasis on the elements of crime. The Criminal Procedure Act, 1997 (Act No. 51 of 1997), with a focus on the pre-trial phase, leading up to the first appearance in court, trial, sentencing and after trial phases. An overview of the law of evidence including admissions, relevancy and admissibility and the South African Police Services Act, 1995 (Act No. 68 of 1995), with emphasis on disciplinary issues. (Total tuition time: ± 72 hours)	
LAW: POLICING IA (LPG10AT)	1 X 3-HOUR PAPER
(Subject custodian: Department of Law)	
Introduction to South African law, the Constitution, with the emphasis on the Bill of Rights, South African criminal law, with the emphasis on the elements of crime, and the Criminal Procedure Act, 1997 (Act No. 51 of 1997), with a focus on the pre-trial phase, leading up to the first appearance in court. (Total tuition time: ± 36 hours)	
LAW: POLICING IB (LPG10BT)	1 X 3-HOUR PAPER
(Subject custodian: Department of Law)	
The Criminal Procedure Act, 1997 (Act No. 51 of 1997), which is subdivided into the trial, sentencing and after-trial phases, the law of evidence, including admissions, relevancy and admissibility, and the South African Police Services Act, 1995 (Act No. 68 of 1995), with the emphasis on disciplinary issues. (Total tuition time: ± 36 hours)	
LAW OF EVIDENCE A (LEV10AT)	1 X 3-HOUR PAPER
(Subject custodian: Department of Law)	
Students are introduced to the basic concepts and definitions relating to the law of evidence. The relevance and admissibility of evidence, exclusion of evidence, with the emphasis on hearsay evidence, the admissibility of proof and relevant statements, and the different kinds of evidence. (Total tuition time: ± 46 hours)	
LAW OF EVIDENCE B (LEV10BT)	1 X 3-HOUR PAPER
(Subject custodian: Department of Law)	
Emphasis on proof without evidence, competence and compellability, evidence obtained unconstitutionally, the evaluation of evidence and aspects related to the burden of proof. (Total tuition time: ± 46 hours)	

M

MANAGEMENT LEADERSHIP: POLICING I (LBP101B)	1 X 3-HOUR PAPER
MANAGEMENT LEADERSHIP: POLICING IA (LBP10AT)	1 X 3-HOUR PAPER
MANAGEMENT LEADERSHIP: POLICING IB (LBP10BT)	1 X 3-HOUR PAPER
(Subject custodian: Department of Safety and Security Management)	
An introduction to police management, with the emphasis on basic theoretical concepts. The distinctive nature of police management perceptions is confirmed, which includes a comparison between the management of a public and a private organisation and public and police management. An analysis of the environment in which the police organisation operates. Students are introduced to selected management functions and skills. (Total tuition time: not available)	
MANAGEMENT LEADERSHIP: POLICING II (LBP201B)	1 X 3-HOUR PAPER
MANAGEMENT LEADERSHIP: POLICING IIA (LBP20AT)	1 X 3-HOUR PAPER
MANAGEMENT LEADERSHIP: POLICING IIB (LBP20BT)	1 X 3-HOUR PAPER
(Subject custodian: Department of Safety and Security Management)	
Applying the theory in practice. The emphasis is on the integration of the contents of the other two major subjects, namely Community Policing and Investigation of Crime. (Total tuition time: not available)	



MANAGEMENT LEADERSHIP: POLICING III (LBP301B)	1 X 3-HOUR PAPER
MANAGEMENT LEADERSHIP: POLICING IIIA (LBP30AT)	1 X 3-HOUR PAPER
MANAGEMENT LEADERSHIP: POLICING IIIB (LBP30BT)	1 X 3-HOUR PAPER

(Subject custodian: Department of Safety and Security Management)

Advanced management aspects. These include management during transformation, policy analysis, strategic management, information management, management during crises and disasters, project management, analysis and implementation of the South African Police Service's year plan, effective policing and overall quality policing. (Total tuition time: not available)

P

POLICING I (PLG101B)	1 X 3-HOUR PAPER
POLICING IA (PLG10AT)	1 X 3-HOUR PAPER
POLICING IB (PLG10BT)	1 X 3-HOUR PAPER

(Subject custodian: Department of Safety and Security Management)

Students will have basic knowledge and understanding of the principles underlying policing, the traditional approach to policing and the move towards modern policing ideologies, basic elements of crime prevention, the ethics of policing and the principles and elements of community policing. An introduction to the basic principles of research in the policing sciences forms an integral part of the curriculum. (Total tuition time: not available)

POLICING II (PLG201B)	1 X 3-HOUR PAPER
POLICING IIA (PLG20AT)	1 X 3-HOUR PAPER
POLICING IIB (PLG20BT)	1 X 3-HOUR PAPER

(Subject custodian: Department of Safety and Security Management)

Practical application of community policing; the role of the community, with specific reference to community police forums; problem-orientated policing and crime prevention in the broader sense. The basics of research studied in the first year are further developed. (Total tuition time: not available)

POLICING III (PLG301B)	1 X 3-HOUR PAPER
POLICING IIIA (PLG30AT)	1 X 3-HOUR PAPER
POLICING IIIB (PLG30BT)	1 X 3-HOUR PAPER

(Subject custodian: Department of Safety and Security Management)

In the context of the previous study years, students will, in the third year, be able to apply problem solving as a policing strategy. They will also be able to apply crime prevention strategies and practices; the principles of community policing and democratic policing, and will be able to determine how these principles relate to quality policing. Research methodology is also polished. (Total tuition time: not available)

