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What you need to know about this Skills programme

Explain this Road Traffic Management (Road Traffic Law Enforcement) skills programme to me

This is a skills programme offered in modular format, a part of the qualification National Certificate: Road Traffic Law Enforcement. The skills programme will provide the basic knowledge, skills and values needed for learners who wish to pursue a career in the road traffic law enforcement field. Learners achieving this skills programme have the opportunity to study further for a full qualification of the Road Traffic Law Enforcement, National Certificate: Tactical Road Traffic Operations, Policing, and generic Management, employment in the transport sector or any private sector that recognises and requires these skills. The skills programme is a requirement for anyone who is already in the traffic enforcement field who wants to get formal training and upgrade the old Traffic Diploma or acquire nationally recognised and credit bearing achievements. In the case of Traffic Officers or anyone with recognized experience the qualification can be achieved through Recognition of Prior Learning (RPL) Learners will be provided with the theoretical knowledge and practical competencies as required.

SAQA ID	Unit Standard title	Level	Credits
Road Traffic Management Course: *Total Credits 117*			
Module 1 (integrated modules): Business Communication and Numeracy			
119472[8968]	Accommodate audience and context needs in oral/signed communication	3	5
119462[8974]	Engage in sustained oral communication and evaluate spoken texts	4	5
119469[8975]	Read analyse and respond to a variety of texts	4	5
119459[8976]	Write for a wide range of contexts	4	5
119457[8969]	Interpret and use information from texts	3	5
119465[8970]	Write texts for a range of communicative contexts	3	5
119467	Use language and communication in occupational learning programmes	3	5
119471	Use language and communication in occupational learning programmes	4	5
9016	Represent analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	4	4
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
Module 2 : Road Traffic Legislation			
256519	Demonstrate an understanding of the legislative framework for road traffic law enforcement	4	10
377224	Demonstrate an understanding of the role and functions of a Peace Officer and Traffic Warden	04	8
256527	Apply knowledge of road traffic legislation pertaining to traffic officers, road users and vehicles	4	14

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256525	Apply knowledge of the National Land Transportation Transition Act	4	3
377222	Apply knowledge of the Land transport legislation	4	3
Module 3: Work Ethics & Officer Duties			
243263	Demonstrate knowledge and understanding of anti-corruption issues in a public sector	4	5
120476	Adhere to professional ethics	5	4
120486	Demonstrate physical defensive restraining techniques	5.	6
Module 4: Transport and operation Legislation			
Core 256523	Apply knowledge of legislation regarding dangerous goods and substances conveyed by road	04	4
256526	Apply knowledge of the Cross Border Road Transportation Act	04	3
256517	Demonstrate understanding of the Administrative Adjudication of the Road Traffic Offences Act (AARTO)	04	4
Module 6: Workplace Health and Safety Techniques			
116534	Carryout basic first aid treatment in a workplace	3	2
120331	Demonstrate knowledge pertaining to fires in workplaces	3	3
Optional Module: **Module 5 : Safety incident Management**			
119039	Set up sectors	5	6
119031	Assess and analyse an incident	5	6
119035	Isolate and secure a scene	5	6

1. On successful completion of the skills programme, candidates are accredited with relevant Unit Standard and registered on the National Learner Database by SASSETA, Issued with SETA statement results and SETA approved Provider Certificate. Note that if a candidate wishes to complete the full qualification, which can be done at any time after completing the skills programme, he/she should study at any Institution of his/her choice and be assessed on the remainder of the Unit Standards only to qualify. Note also that the Qualification recognizes Recognition of **Prior Learning (RPL).**

2. The Skills programme is mainly Theory based and candidates are encouraged to get letters of attachment from their campuses and seek their own workplace training to enhance chances of employment; some municipalities are willing to assist. ABCS will organize practical training on **Restraint Technique and Marching and fire Drills** at additional cost as advised. Note that Academy of Business and Computer Studies does not have the capacity to run the remainder of the practical training.

3. This Skills programme is a component of the same programme that is offered at any Public Road Traffic school which is accredited by SASSETA and is assessed and moderated by SASSETA registered Assessors and Moderators.

4. Employment is not guaranteed but other former students of the programme have been employed by Municipalities or at Provincial level, Dep of Transport, others are undergoing practical training with various municipalities.

Why are we not doing the full qualification?

The National Training Framework (NTF) for Road Traffic Management intended to determine the role of private providers on the provision of the Road Traffic Law Enforcement qualification is still pending and was then set to be finalized by end of 2011. Up-to and until

its finalization private provider may not offer the full qualification. Further to this, certain sections of the full qualification require specialized equipment and methods/ operating procedures to undertake to which Academy either doesn't have capacity or certain legislation(s) don't permit e.g. setting-up a roadblock. The Skills Development Act (No. 97 of 1998) and further amendments thereof however allows for the provision of skills programme in Unit Standards or clusters of Unit Standards as an alternative method of attaining the full qualification. We are therefore proud to be fully accredited and fully participating in the alleviation for skills shortages in the country

Background

What is the role of SAQA?

The South African Qualifications Authority (SAQA) *is a statutory body, established in terms of the SAQA Act, No. 58 of 1995. SAQA is mandated by legislation to oversee the development and implementation of the National Qualifications Framework (NQF). SAQA together with the three Quality Councils (QCs) must seek to advance the objectives of the NQF by:*

- *Developing, fostering and maintaining an integrated and transparent national framework for the recognition of learning achievements*
- *Ensuring that South African qualifications meet appropriate criteria, determined by the Minister of Education and are internationally comparable and*
- *Ensuring that South African qualifications are of an acceptable quality.*
- *Communicating the NQF to the public*
- *Facilitating research initiatives and disseminating the outcomes thereof*
- *Evaluating foreign qualifications*

What is a SETA

SETA is the acronym for Sector Education and Training Authority. These are industry bodies convened by the Minister of Labour with the mission to develop and implement a sector specific skills plan, registering and promoting learnerships and applying to SAQA for accreditation as an Education and Training Quality Assurance Body (ETQA) for qualifications in its sector

How does academy fit into SAQA?

SAQA accredits ETQAs to monitor and audit learning achievements in terms of those unit standards and qualifications as registered on the National qualifications framework (NQF). ETQAs, in turn, accredit providers on registered Qualifications or part Qualification so that they can train on them and Academy is a provider.

Which SETA do we belong to?

Originally we are accredited by Local Government SETA but with the new changes all security related Qualification (including Road Traffic Law Enforcement Qualification) and Skills programmes were moved to SASSETA. We are now Accredited by SASSETA

What is the NQF, and how did it come into being?

The National Qualifications Framework (NQF) is a Framework on which standards and qualifications, agreed to by education and training stakeholders throughout the country, are registered. It came into being through the South African Qualifications Authority Act (No. 58 of 1995, Government Gazette No. 1521, 4 October 1995), which provides for 'the development and implementation of a National Qualifications Framework'.

Who is UMALUSI?

UMALUSI Quality Council sets and monitors standards for general and further education and training in South Africa, in accordance with the General and Further Education and Training Quality Assurance Act, 2001

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What is Qualification?

A quality or accomplishment that makes someone suitable for a particular job or activity OR The action or fact of becoming qualified as a practitioner of a particular profession or activity.

Our SASSETA accreditation	*full programme approval 111999691947*

What is a Skills Programme?

A Skills programme consists of a unit standard or group of unit standards that is large enough for the outcome to allow for the learner to become employable. Skills programmes do not result in a qualification themselves upon completion, but will lead to a full qualification. Skills programmes allow for skills to be acquired that provide immediate access to income generation.

How do you get Accreditation?

Accredited Colleges, accredited universities, and accredited schools have voluntarily undergone a formal evaluation process by a impartial trusted professional society, non-governmental body, or government agency and has been granted official approval, credit or recognition for meeting or exceeding specific criteria, requirements or standards.

What is Accreditation for?

Accreditation is meant to serve as an impartial independent verification that ensures that institutions are meeting quality and national standards

Why don't you give us Uniform? And Traffic Numbers?

*All students of the Road Traffic Management Programme are **NOT Traffic Cops and ABCS is not a Traffic School** and therefore does not have the mandate to give Uniforms or Traffic Numbers. Traffic numbers and Uniforms are only issue after students have graduated from the Traffic College, employed and registered by relevant government bodies.*

Where to? after I complete

Candidates who successfully complete this Skills programme will have their achievements recorded on the National Learner Database by SASSETA and have competitive advantage of employment in the Road Traffic sector whenever opportunities arise. Other options available on completion are studying further toward National Certificate: Tactical Road Traffic Operations, National Certificate Policing NQF Level 5, Generic Management or Diploma in Metro Policing at a registered institution. Other options are improved employment opportunities as Traffic Wardens, clerical staff, Peace Officers, Fire officers and/or other traffic related portfolios in either public or private companies.

And if I want to study further

Competent Candidates can study further in;

- *National Certificate: Tactical Road Traffic Operations*
- *National Diploma: Policing Level 5*
- *Generic Business Management or Policing or Security Qualification*
- *National Certificate: Security Management or Electronic Security Level 5*

What is practical / workplace training

Workplace training is when students are put in a real working environment to get exposure to how the theory they studied creates a link with the real workplace environment

Which practical training do I do?

It is compulsory to do the following practical training

a. *Restraint technique*
b. *Fire and*
c. *Marching drills*

How do I get workplace attachment?

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It is not compulsory to get workplace training. However ambitious students can approach Municipalities of their choice or in their communities and present their achievements and request for workplace attachment. The is a first step toward a vast training and study opportunist presented by various municipalities We don't expect that you get remunerated when you get workplace exposure thru workplace attachment. We expect you to take this as a window opportunity to display your skills and knowledge that you have studied, display good work ethics and competencies and employment can knock on your door faster than you expected.

What will I have leant by the time I finish?

- *Apply knowledge of the ethical framework within which the traffic officer operates.*
- *Apply the legal and regulatory framework that governs the traffic officer's duties and activities.*
- *Manage traffic in various contexts.*
- *Demonstrate knowledge of health and safety requirements within the ambit of a traffic law enforcement officer.*
- *Demonstrate physical defensive and restraining techniques*
- *Fire Drills offered by local fire department: students are issued with certificates*
- *Explain the duties and responsibilities of peace officers.*
- *Explain the procedure for search and seizure.*
- *Demonstrate an understanding of the relevant aspects of Criminal Law.*
- *Explain the rules pertaining to giving evidence.*
- *Explain the Administrative Adjudication of Road Traffic Offences Act.*
- *Describe the Road Traffic Infringement Agency.*
- *Describe the adjudication procedure.*
- *Explain the points demerit system.*

Entry requirement?

Learners should have completed Matric and be competent in Communication and Mathematical Literacy at NQF level 1. Candidates must not have criminal record and must be or in the process of getting a driver's licence

Learner Guide and Introduction ?

Purpose	The purpose of this skills programme is to train students in The feld of Road Traffic management and make students eligible to be employed into various sectors of the Government
	In order to achieve the credits and qualify for this appropriate registered qualification, determined by the **Local Government Seta**, you are expected to have demonstrated **specific learning outcomes.**
Specific Outcomes	Specific outcomes describe what the learner has to be able to do successfully at the end of this learning experience.
Assessment Criteria	The only way to establish whether a learner is competent and has accomplished the specific outcomes is through the assessment process. Assessment involves collecting and interpreting evidence about the learners' ability to perform a task.
	This Learning Programme includes assessments in the form of self-assessments, group exercises, quizzes, projects and a practical training programme whereby you are required to perform tasks on the job and collect as portfolio of evidence, proof signed by your supervisor that you have successfully performed these tasks.
To qualify	To qualify and receive credits towards your leaning programme, a registered assessor will conduct an evaluation and assessment of your portfolio of evidence and competency.

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Qualification Rules	The Learning Programme is made up of a planned combination of learning outcomes that have a defined purpose and will provide qualifying learners with applied competence and a basis for further learning. The Learning Programme is made up of Unit Standards that are classified as Fundamental, Core and Elective.
What is a credit?	A credit is the formal recognition that you have the necessary knowledge, skills and understanding in a particular field of study. One (1) credit = 10 notional hours of learning. 'Notional hours' are time spent on homework, assignments, practicing on the job, classroom time, or any other time spent to become competent in the particular standard or qualification.
Recognition of Prior Learning (RPL)	RPL is a way of identifying what you already know and can do. You can receive recognition of existing competency regardless of where, how and when it was acquired. For RPL assessment, you need to submit evidence of a skill or experience. This can be done by compiling a portfolio, being interviewed, giving a practical demonstration, completing a project, or by writing a formal 'test'.
Range of Learning	This describes the situation and circumstance in which competence must be demonstrated and the parameters in which the learner operates.
Use of the Learner Guide	There are five modules in this learner guide. A specific goal is given for each lecture or theme. You will have to attain a number of objectives to attain the goal of each session. First read the objectives to focus your thoughts on the information that may be relevant to attain the objectives. Once you have your thoughts focused, skim or scan the course work prescribed for each theme to orientate you with the material you have to study. During classes an overview of a theme will be given, after which a number of problems and/or questions will be discussed. You are advised to develop a concept map of each theme that not only represents each theme visually, but also relates the different components.

Learner Support Pack	Every learner will receive at least the following resources during this Learning Programme:
	
	    Learner Guide.
	    Learner Workbook.
	    Portfolio Guide.
	
	The learner workbook must be used in conjunction with this learner guide for developmental and formative assessment activities.
	
	The portfolio guide will assist you in identifying the portfolio and evidence requirements for final assessment purposes. You will be assisted by the facilitator in preparing evidence towards your portfolio – make sure you read the portfolio guide carefully, and keep referring to it during the course.

Responsibility	The responsibility of learning rest with you, so . . . Be proactive and ask questions. Seek assistance and help from your lecturer, if required.

Learner Support	Please remember that as the programme is outcomes based – this implies the following:
	
	    You are responsible for your own learning. Make sure you manage your study, research and portfolio time responsibly.
	    Learning activities are learner driven. Make sure you use the learner guide and workbook in the manner intended, and are familiar with the portfolio guide requirements.
	    The facilitator is there to reasonably assist you during contact time of this programme – make sure that you have his/her contact details.

Assessment	How will I be prepared for assessment? During the programme developmental activities will be conducted to assist you in preparing for final assessment. For your own benefit, make sure that you participate fully in all the developmental and formative assessment activities!

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	What will I finally be required to do for assessment?
	
	Final assessment will be conducted on the following submission of evidence:
	
	      Knowledge questionnaire.
	      Portfolio of evidence.
	      Structured interview.
	
	What will be assessed in the above?
	
	All assessments are conducted strictly in accordance with the unit standard requirements. Assessment is a way of measuring what you know and are able to do. When you have learnt something, you should be able to apply what you have learnt. You may be assessed when you are sure that you are ready to be assessed. If you do not achieve the standard the first time, you can be coached or trained further and then be assessed again later. You will be assessed in a number of ways and at regular intervals. You will also sit a formal examination at the end of your studies.
	
	When do I start preparing for assessment?
	
	Right from the start – make sure you are familiar with the assessment guide/portfolio guide, and start preparing and collecting evidence from the onset of the programme.

Formative Assessment?	In order to gain credits for this programme you will need to show an assessor that you are competent in each unit standard. The activities in this programme are designed not only to bring about your competence but also to prove that you have mastered competence. You are required to create a file called your portfolio of evidence (POE) to show your assessor that you have mastered the outcomes of each unit standard. Where you see the POE icon, you must remove the worksheet from your learner guide and place it in your POE.
Summative assessment	All the specific outcomes will be formatively assessed during the programme. The objective is to create independent and self-sufficient learners. This means that you will also be required to do independent research and assignments outside the training room. This work will also need to be presented in your POE. Your assessor and you will conduct a pre assessment meeting to discuss the assessment process and how you will collect evidence of your competence. When you are ready, you will advise your assessor that you are ready for the assessment. The summative assessment activities are indicated at the end of the learning guide. If your summative assessment is conducted using observation, role plays or verbal assessment, place a signed copy of the checklists, once completed by the assessor/assessment panel, in your POE.

Duration of programme

TEN MONTHS Tuition & Assessments