



## National Certificate: Tactical Road Traffic Operations

Qualification ID 80046, NQF Level 5, Minimum Credits 143

### Purpose of Qualification

- To equip the candidate with tools and techniques that help to understand the concepts of Tactical Road Traffic Operations within the context of the Road traffic Safety Management environment.
- To assist candidates to implement performance improvements at a team, project or small organization level.
- To enable learners to understand how different functional perspectives work together in approaching and resolving real and complex problems of Tactical Road Traffic Operations
- To give learners an opportunity to understand and apply a range of management concepts in resolving management problems in their own organisation.
- To enable First Line Supervisor, Junior Managers and General Managers become effective and efficient in their line of work.

### Method of Delivery

#### Full time

The emotively supportive face-to-face environment of the classroom which allows immediate feedback, and an immediate social environment, which is essential to a quality educational experience

#### Distance

Our formalized teaching and learning system specifically designed for delivery from virtually anywhere, students can register and study from own place and at own time, doesn't disturb workplace duties and responsibilities.

#### RPL

This option is available for candidates who have evidence to prove that they have gained the skills and knowledge related to the various specific outcomes contained in the respective modules during their other studies or work experience.

### Background

- Today's leadership and in particular road traffic safety management is entering a future which is characterized by radical change. It is fast moving, integrated and extremely complex.
- It is complicated by immense volatility, sensitivity and international turmoil. In order to understand the above it is therefore necessary to have a new, innovative and competitive approach in dealing with an increasing dynamic environment.

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- The increased knowledge and skills required by supervisors and managers in the traffic environment and operational activities which consume supervisors' and managers' attention requires officials to think differently from the past train of thought and become more creative.
- It also requires well developed plans to monitor and evaluate the performance of the organisation and the organisation's processes. Road traffic law enforcement constitutes one aspect in a series of essential services currently being rendered on rural and urban roads. As traffic volumes increase significantly year upon year and Africa becomes a sought after tourist destination and host for international events, the demand for this essential service is envisaged to grow astronomically.
- It will be in the interest of every country to ensure that the skills and knowledge of traffic law enforcement officials are enhanced and that officials not only have the academic knowledge but also the technical competence and the ability to apply specialised knowledge or expertise in various situations in order to improve safety and efficiency on the country's roads.
- Safety and efficiency on the country's roads are factors which lead to an improved and dependable road transport system thus benefiting society and the economy.

This qualification is intended to meet the needs of any first line managers, supervisors and section heads in the road traffic law enforcement sector and within any other sector of an organisation of any nature.

### The programme Structure

Module Title	Description			
<b>Business Communication</b>	<b>Module 1</b>			
	Present information in report format	110023	4	6
	Use communication techniques effectively	12433	5	8
	Conduct a structured meeting	242816	4	5
<b>Project Management</b>	<b>Module 2</b>			
	Develop, implement and evaluate a project plan	252022	5	8
	Utilise communication and information management systems	251963	5	10

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<b>Essential Legislation In Road Traffic Management</b>	<b>Module 3</b>			
	<i>Demonstrate understanding of the principles of common law crimes and statutory law offences</i>	<i>120484</i>	<i>5</i>	<i>12</i>
	<i>Demonstrate knowledge and application of the Occupational Health and Safety Act, 85 of 1993 (OHSA) (as amended) and the responsibilities of management in terms of the Act</i>	<i>242668</i>	<i>4</i>	<i>4</i>
<b>Conflict and disciplinary Management</b>	<b>Module 4</b>			
	<i>Conduct negotiations to deal with conflict situations</i>	<i>117853</i>	<i>5</i>	<i>8</i>
	<i>Conduct a disciplinary hearing</i>	<i>255514</i>	<i>5</i>	<i>15</i>
<b>Ethics &amp; Anti-Corruption In Road Traffic Operations</b>	<b>Module 5</b>			
	<i>Adhere to professional conduct and organisational ethics</i>	<i>120476</i>	<i>5</i>	<i>4</i>
	<i>Apply the principles of ethics to improve organisational culture</i>	<i>252042</i>	<i>5</i>	<i>5</i>
	<i>Customise an anti-corruption strategy at operational level for a Public Sector Department</i>	<i>243264</i>	<i>5</i>	<i>5</i>
<b>Performance Management</b>	<b>Module 6</b>			
	<i>Describe and apply the management functions of an organization</i>	<i>14667</i>	<i>4</i>	<i>10</i>
	<i>Monitor and evaluate team members against performance standards</i>	<i>252034</i>	<i>5</i>	<i>8</i>
	<b>Module 7</b>			

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<b>Build teams for effective Management</b>	<i>Select and coach first line managers</i>	<i>252035</i>	<i>5</i>	<i>8</i>
	<i>Induct a new employee</i>	<i>10980</i>	<i>4</i>	<i>6</i>
	<i>Build teams to achieve goals and objectives</i>	<i>252037</i>	<i>5</i>	<i>6</i>
	<i>Deal with sub-standard performance in a team</i>	<i>252189</i>	<i>5</i>	<i>5</i>
<b>Finance for Road Traffic Managers</b>	<b>Module 8</b>			
	<i>Apply basic financial procedures to PFMA principles</i>	<i>114873</i>	<i>5</i>	<i>3</i>
	<i>Conduct a range of audits</i>	<i>117392</i>	<i>5</i>	<i>6</i>
<b>Effective Leadership in Management</b>	<b>Module 9</b>			
	<i>Manage a diverse work force to add value</i>			
	<i>Apply efficient time management to the work of a department/division/section</i>	<i>252043</i> <i>15234</i>	<i>5</i> <i>5</i>	<i>6</i> <i>4</i>

### The learner achieving this Qualification will be able to:

- Analyse the application of the general management functions in a fields of governance and administration.
- Apply the principles of the PFMS and MFMA with special emphasis on the requirements in an organisation in regard to procurement and occurring expenditure.
- Apply their skills to induct new members into a team and coach existing members.
- Monitor and evaluate team members against performance and deal with sub-standard performance in a team.
- Build teams to achieve goals and objectives.
- Conduct a range of audits.
- Apply the principles of situational and transformational leadership in the traffic environment and analyse leadership related theories in the work context.
- Manage a diverse workforce and apply the principles of ethics to improve organizational culture.
- Develop, implement and evaluate operational plans.
- Apply Business and workplace communication techniques effectively (letters, memos, reports and presentations).

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- Demonstrate knowledge of health and safety requirements within the ambit of a traffic law enforcement officer.
- Apply time management effectively.
- Develop and apply information systems

## Entry Requirements

It is assumed that the learner entering this qualification will have the following knowledge and skills:

- Mathematical Literacy at NQF Level 4.
- Communication at NQF Level 4.
- Road Traffic Management Skills programme
- Traffic Diploma
- National Certificate Management NQF Level 4
- Any NQF Level 4 / 5 Qualification
- National certificate Road Traffic Law Enforcement

## Recognition of Prior Learning (RPL)

The original NQF objectives of integration, access and redress, mobility and progression, and quality remain, and RPL is key for the achievement of these objectives and for the realisation of the fullest developmental potential of lifelong learning

The option is also available for officials/learners to apply for the Recognition of Prior learning in regards to certain or all the modules should they have the evidence to prove that they have gained the skills and knowledge related to the various specific outcomes contained in the respective modules.

It must however be borne in mind that RPL is not simply an assessment process - it involves mediation to ensure that candidates are able to make the transition from using knowledge and skills in one type of context, to using the same knowledge and skills in a different context; mediation is also needed when knowledge and skills are recognised for particular qualifications, part-qualifications, or other specific types of credit. Effective RPL processes - whether for access, credit, or for recognition in the workplace for white or blue-collar workers - usually involve making sure that RPL candidates have access to the mediation tools required for successful transition.

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This process will be undertaken in terms of the RPL Policy document which forms part of the Quality Management System and will have a comprehensive quality-assured and resource-driven approach to optimise the delivery of RPL services and programmes, including RPL assessments.

Application forms for the RPL process are also available from the Academy and can be requested individually.

## **ARTICULATION OPTIONS (Further Studies)**

This Qualification lends itself to both vertical and horizontal articulation possibilities

### **Horizontal articulation is possible with the following Qualifications:**

- ID 59201: National Certificate: Generic Management NQF level 5
- ID 50122: National Certificate: Policing NQF level 5
- ID 49398: National Certificate: Incident Management NQF level 5

### **Vertical articulation is possible with the following Qualifications:**

- ID 80066: National Certificate: Strategic Road Traffic Operations NQF level 6
- ID 62270: Advanced Diploma Management NQF level 6
- ID 73496 DIPLOMA: Public Administration NQF level 6
- ID 21779: Advanced Diploma: Management: Human Resource Management NQF level 6
- ID 19436: Advanced Certificate: Administration and Policy NQF level 6