

No. 448

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**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

In accordance with Regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Task Team for

Home Affairs

registered by Organising Field 08 – Law, Military Science and Security, publishes the following Qualification and Unit Standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the Qualification and Unit Standards. The full Qualification and Unit Standards can be accessed via the SAQA web-site at www.sqa.org.za. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, SAQA House, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the Qualification and Unit Standards should reach SAQA at the address below and **no later than 8 June 2009**. All correspondence should be marked **Standards Setting – Task Team for Home Affairs** and addressed to

The Director: Standards Setting and Development
SAQA

Attention: Mr. E. Brown

Postnet Suite 248

Private Bag X06

Waterkloof

0145

or faxed to 012 – 431-5144

e-mail: ebrown@sqa.org.za

D. MPHUTHING

ACTING DIRECTOR: STANDARDS SETTING AND DEVELOPMENT



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:
National Certificate: Home Affairs

SAQA QUAL ID	QUALIFICATION TITLE		
66869	National Certificate: Home Affairs		
ORIGINATOR	PROVIDER		
Task Team - Home Affairs			
QUALIFICATION TYPE	FIELD	SUBFIELD	
National Certificate	8 - Law, Military Science and Security	Safety in Society	
ABET BAND	MINIMUM CREDITS	NQF LEVEL	QUAL CLASS
Undefined	120	Level 5	Regular-Unit Stds Based

This qualification replaces:

Qual ID	Qualification Title	NQF Level	Min Credits	Replacement Status
50418	National Certificate: Immigration Law Enforcement	Level 5	120	Will occur as soon as 66869 is registered
50419	National Certificate: Port Control and Admissions	Level 5	144	Will occur as soon as 66869 is registered
50438	National Certificate: Immigration Services	Level 5	120	Will occur as soon as 66869 is registered

PURPOSE AND RATIONALE OF THE QUALIFICATION

Purpose:

The Department of Home Affairs is responsible for immigration, including port control, refugee affairs, and civic services. Employees of the Department of Home Affairs are responsible for services relating to enabling documentation such as passports and identity documents, and screening people who enter South Africa. Learners completing this Qualification will typically be deployed as officials in either of the following sections found in the Department of Home Affairs:

- Immigration Services.
- Civic Services.
- Refugee Affairs.

As a fit-for-purpose qualification for the Department of Home Affairs, it provides a framework for the learner to develop competencies related to communication, interpersonal relationships and client services with a specific focus on an aspect of Home Affairs that require in depth application of expertise and knowledge of legislation. The Qualification provides a balanced learning experience and an opportunity for learners to apply academic skills in relation to the workplace. It is structured in such a way that it exposes learners to generic competencies required in the Department of Home Affairs at NQF Level 5 and allows for specialisation in Immigration, Refugee Affairs or Civic Services.

Possible designations include:

- Refugee Status Determination Officers (RSDOs) who deal with asylum seekers and refugees and issue permits.

- Refugee Reception Officers (RROs) who deal with asylum seekers and refugees and issue permits.
- Work roles in Civic Services relating to issues of citizenship, registration of births, deaths and marriages and the issuing of enabling documents such as identity documents and passports.
- Immigration Officers.
- Officers stationed at missions abroad who deal with civic and immigration issues.
- Front line and Back Office Administrators at Regional Offices.
- Back Office Administrators at Head Office who have specialised functions.

Recipients of this qualification will be able to:

- Gather, analyse, synthesize and evaluate information in order to communicate in writing using the terminology of the Department of Home Affairs correctly.
- Communicate verbal information in a Home Affairs environment with due regard for the audience and purpose of the communication, issues of diversity and the principles of Batho Pele customer service policy.
- Apply knowledge of legislation, ethics, and compliance in the context of a specific section of the Department of Home Affairs.

Rationale:

This Qualification meets the needs of the Department of Home Affairs by providing standards against which its future and current employees can be trained. This Qualification meets the needs of society by providing for competent Department of Home Affairs employees who have an understanding of moral standards and ethical behavior, and who contribute to a high-performance culture within the Department of Home Affairs in order to offer the quality service envisaged in the Batho Pele customer service policy.

This Qualification is a entry level Qualification intended for learners who work in the Department of Home Affairs. It is anticipated that learners who achieve this qualification will be able to:

- Operate effectively in one of the sections of the Department of Home Affairs.
- Develop and maintain a public service orientated culture in the Department of Home Affairs.
- Communicate effectively.
- Offer a friendly, efficient and responsive service that complies with relevant legislation and regulations.

RECOGNIZE PREVIOUS LEARNING?

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LEARNING ASSUMED IN PLACE

It is assumed that the learner has the following knowledge and skills:

- Communication at NQF Level 4.

This Recognition of Prior Learning may allow:

- For accelerated access to further learning.
- Gaining of credits towards a unit standard.
- For full or partial recognition of the Qualification.

All recognition of Prior Learning is subject to quality assurance by the relevant accredited Education, Training, Quality, and Assurance Body and is conducted by a registered workplace assessor.

Access to the Qualification:

Source: National Learners' Records Database

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There is an open access to this qualification for learners who have successfully completed a National Senior Certificate, the National Certificate: Vocational, NQF Level 4 or an equivalent FETC.

This Qualification makes the Recognition of Prior Learning possible, if the learner is able to demonstrate competence in the knowledge, skills, competencies, values and attitudes implicit in this Home Affairs Qualification. Recognition of Prior Learning will be done by means of an Integrated Assessment as mentioned in the previous paragraph.

QUALIFICATION RULES

The Qualification consists of a Fundamental, a Core and an Elective Component.

To be awarded the Qualification learners are required to obtain a minimum of 120 credits as detailed below.

The Fundamental Component consists of Unit Standards to the value of 20 credits all of which are compulsory.

Core Component:

The Core Component consists of Unit Standards to the value of 58 credits all of which are compulsory.

Elective Component:

The Elective Component consists of a number of specialisations each with its own set of Unit Standards. Learners are to choose Unit Standards to the value of at least 42 Credits from a specialisation area. The specialisation areas are:

Civic Services:

- ID 264676: Apply knowledge of current and past influences to explain demographic trends, NQF Level 5, 3 Credits.
- ID 264677: Demonstrate knowledge and understanding of Civic Services in the context of the Department of Home Affairs, NQF Level 5, 10 Credits.
- ID 264678: Screen an applicant to establish identity, NQF Level 5, 10 Credits.
- ID 264674: Demonstrate understanding of fingerprinting for identification purposes, NQF Level 4, 2 Credits.
- ID 242585: Analyse the dynamics of different interactive styles in client relationships, NQF Level 5, 3 Credits.
- ID 243264: Customise an anti-corruption strategy at operational level for a Public Sector Department, NQF Level 5, 10 Credits.
- ID 123483: Evaluate the effects of counter-xenophobia and non-racism on a work environment, NQF Level 5, 4 Credits.
- ID 15093: Demonstrate insight into democracy as a form of governance and its implications for a diverse society, NQF Level 5, 5 Credits.
- ID 253993: Present evidence in a court of law, NQF Level 5, 5 Credits.
- ID 117854: Facilitate meetings to deal with conflict situations, NQF Level 5, 8 Credits.
- ID 114226: Interpret and manage conflicts within the workplace, NQF Level 5, 8 Credits.
- ID 114873: Apply basic financial procedures to PFMA principles, NQF Level 5, 3 Credits.
- ID 224158: Demonstrate an understanding of the field of fingerprinting, NQF Level 5, 5 Credits.
- ID 244147: Demonstrate an understanding of the field of forensic questioned documents, NQF Level 5, 10 Credits.
- ID 114863: Implement basic safety procedures in emergencies, NQF Level 5, 3 Credits.

- ID 123411: Investigate historical events to explain phases and trends, NQF Level 4, 3 Credits.
- ID 123412: Analyse relevant historical sources to interpret the past, NQF Level 4, 3 Credits.
- ID 115855: Create, maintain and update record keeping system, NQF Level 5, 5 Credits.
- ID 123507: Administer provision for procurement, NQF Level 5, 4 Credits.
- ID 15225: Identify and Interpret related legislation and its impact on the team, department or division and ensure compliance, NQF Level 5, 4 Credits.
- ID 115790: Write and present for a wide range of purposes, audiences and contexts, NQF Level 5, 5 Credits.
- ID 120485: Receive and attend to complaints Level 5, 5 Credits.

Immigration Services:

- ID 264674: Demonstrate understanding of fingerprinting for identification purposes, NQF Level 4, 2 Credits.
- ID 264678: Screen an applicant to establish identity, NQF Level 5, 10 Credits.
- ID 264679: Demonstrate knowledge and understanding of Refugee Services in the context of the Department of Home Affairs, NQF Level 5, 10 Credits.
- ID 123503: Administer and manage security checks at an Immigration Service Centre in South Africa, NQF Level 5, 4 Credits.
- ID 123505: Administer and monitor Immigration fines at a South African Immigration Service Centre, NQF Level 5, 5 Credits.
- ID 123508: Administer the movement and sojourn of foreigners in South Africa, NQF Level 5, 4 Credits.
- ID 117449: Apply the general principles of criminal law to the investigation of crime, NQF Level 5, 8 Credits.
- ID 117456: Conduct an Investigative Interview, NQF Level 5, 4 Credits.
- ID 253993: Present evidence in a court of law, NQF Level 5, 5 Credits.
- ID 123501: Interpret current legislation and policies related to Immigration Services in South Africa, NQF Level 5, 7 Credits.
- ID 115317: Perform duties of an immigration official at a port of entry, NQF Level 5, 6 Credits.
- ID 114873: Apply basic financial procedures to PFMA principles, NQF Level 5, 3 Credits.
- ID 115855: Create, maintain and update record keeping systems, NQF Level 5, 5 Credits.
- ID 115833: Monitor, assess and manage risk, NQF Level 5, 6 Credits.
- ID 120485: Receive and attend to complaints, NQF Level 5, 5 Credits.
- ID 115318: Administer and control the movement of persons and goods across international borders at ports of entry, NQF Level 5, 9 Credits.
- ID 123483: Evaluate the effects of counter-xenophobia and non-racism on a work environment, NQF Level 5, 4 Credits.
- ID 123486: Explain the administration of a port control office, NQF Level 5, 5 Credits.
- ID 115313: Prepare officials and individuals to survive a hostage incident, NQF Level 4, 2 Credits.
- ID 123509: Transport a prisoner, NQF Level 4, 3 Credits.
- ID 123487: Carry out immigration law enforcement administration, NQF Level 5, 5 Credits.
- ID 11983: Compile and administer a case docket for investigation purposes, NQF Level 5, 6 Credits.
- ID 11975: Conduct a lawful arrest, NQF Level 5, 4 Credits.
- ID 11976: Conduct a lawful search and seizure, NQF Level 5, 6 Credits.
- ID 115790: Write and present for a wide range of purposes, audiences and contexts, NQF Level 5, 5 Credits.
- ID 114868: Demonstrate an understanding of international law in diplomatic context, NQF Level 6, 5 Credits.
- ID 244147: Demonstrate an understanding of the field of forensic questioned documents, NQF Level 5, 10 Credits.
- ID 123485: Control aiding and abetting activities, Level 5, 4 Credits.

Refugee Affairs: