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		Approved By: B van Rooyen	
		Department : Academics	
		Date Released	25 July 2014
		Revision	08

PROGRAMME TITLE	SAQA ID	NQF	CREDITS
HIGHER CERTIFICATE IN INCIDENT MANAGEMENT	91802	LEVEL 5	120
QUALIFICATION TYPE:	HIGHER CERTIFICATE		

## DESCRIPTION

This programme is designed to provide learners with necessary skills and knowledge to effectively manage incidents within the private and public sectors. A person acquiring this qualification will obtain the necessary competence to manage and support a team, coordinate activities at the scene of an incident, improve service delivery, make informed decisions, and develop action plans for incident management, implement best practice policies and procedures as well as to communicate effectively.

A comprehensive and interrelated understanding of current and relevant policing theories and practices prevalent in law enforcement and crime prevention. From a law enforcement perspective, criminal justice is a demanding career, requiring exceptional skills and knowledge. This programme is directed at a broad range of law enforcement agencies that form part of the criminal justice system in South Africa. Law enforcement agencies that will benefit from this program include the private security industry, correctional institutions and other fields of policing. Learners will be afforded the opportunity to improve their knowledge within the criminal justice environment.

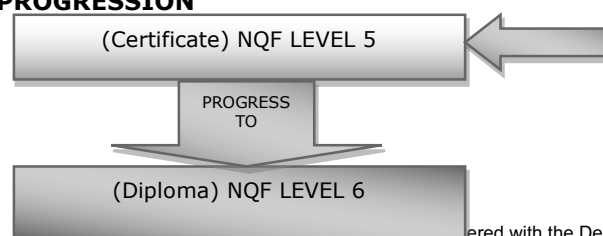
## CAREER FIELDS


Learners could pursue a career at:

- Public law enforcement agencies
- Metropolitan police departments
- Safety and security
- Military police
- Private security institutions
- Disaster Management Services
- Emergency medical services
- Vehicle recovery services, etc.
- Managers and incident commanders/practitioners at airports and aviation facilities

SUBJECTS	NQF LEVEL	CREDITS
Business Communication	5	20
Disaster Management 1	5	20
Incident Management	5	20
Occupational Health & Safety 1	5	20
Electives: (select two)		
• Financial Management 1	5	20
• General Management	5	20
• Introduction to Mathematics	5	20
• Incident Management for Aviation Practitioners	5	20
	<b>TOTAL CREDITS</b>	<b>120</b>

## PROGRESSION



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### TYPE OF PROGRAMME

- Part Time
- This is a higher education programme accredited by the Council on Higher Education (CHE) and registered with the Department of Higher Education and Training (DHET).
- It is also registered at SAQA

### DURATION

Minimum – 1 year of study (part-time)  
Maximum – 3 years of study (part-time)

### ADMISSION REQUIREMENTS

The minimum entry requirement is the National Senior Certificate OR equivalent.  
For full details on minimum requirements, contact the College.

### ARTICULATION

Recognition of Prior Learning (RPL) processes and Credit Accumulation and Transfer (CAT) are articulation mechanisms. The institution reserves the right to conduct a formal assessment for purposes of CAT. An evaluation will be conducted to recognise prior learning. This evaluation may or may not be based on a form of formal assessment and can include a portfolio of evidence submission. These mechanisms are in line with the HEQSF as envisaged in the NQF Act 67 of 2008 and the CHE "Policies on the Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment in Higher Education" published by the CHE in August 2016.

The final approval for applications in respects of CAT and RPL, is subject to academic vetting in terms of applicable legislation and institutional policies.

Enquire at your nearest Lyceum Branch Office for more information regarding the awarding of subject credits (Credit Accumulation and Transfer - CAT) towards Lyceum Qualifications

### LEARNER MATERIAL


Study material are largely supplied in digital format only. Printed copies can be ordered at the prescribed tariffs. Prescribed textbooks are excluded and must be procured by the student. (Terms and Conditions apply)

### PRICING

Enquire at your nearest Lyceum Branch Office or at the Main Campus for a current programme pricelist.

### ADDITIONAL COSTS (Examinations)

- You have two **examination opportunities** within your contract period.
- **No examination fees** are applicable for the **first time** you write any subject within your contract period.
- Examination fees are payable if you write any subject **for the second time**, i.e. if you have failed your first attempt within the contract period.
- Students who enrol for any study year have two examination opportunities. Students can select to write any number of subjects during the first or second examination opportunity. **If you elect to write the exam during the first opportunity** and fail, you may re-write (as a supplementary) at the second opportunity upon payment of the prescribed supplementary examination fee. **If you elect to write the examination**

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at the second opportunity but fail, you may write the examination during the first chance of the next cycle ONLY, upon payment of the supplementary examination fee. If you again fail, having exhausted the above opportunities, you MUST re-register for the subject before a further examination may be attempted.

## ASSESSMENT

Assessments consist of **one assignment (formative assessment) and a final examination (summative assessment) for each subject**. If you fail to submit the compulsory assignment in time you can request permission to submit a penalty assignment at a fee. If you did not submit an assignment you cannot register for examinations. Make sure you submit the compulsory assignment within the prescribed time because it does not cost you anything.

Your final mark for each subject will be calculated as follows:-

- Assignment contributes 20% towards the final mark
- Examination contributes 80% towards the final mark

A student who submitted an assignment for a specific subject, and fails that subject, does not have to re-submit a further assignment prior to writing the "supplementary" examination. The assignment mark is automatically carried over. However, if the assignment mark is low, and the student wishes to re-do the assignment, he/ she may apply to the examinations section for a copy of the new assignment (at the prescribed fee) and then re-submit the new assignment on or before the due date.

## CERTIFICATION

Upon successful completion of your programme, you will receive a certificate depicting: - Higher Certificate in Incident Management and an academic transcript. These documents will be issued at the annual graduation ceremony, couriered to the nearest branch or posted to you, provided that your account is in order.

## FURTHER STUDIES

Please enquire at Lyceum or visit our webpage for more information. This program will articulate well into the Lyceum BA Degree in Disaster and Safety Management. You may also elect to discuss this issue with the Lyceum Academic Team or your Student Advisor.

## IMPORTANT INFORMATION

After enrolment you will receive a **Student Support Manual** with important information e.g. cut-off dates, examination registration etc. You may request a copy hereof in writing before enrolment.

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**DISCLAIMER**

*The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Lyceum’s control (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the programme to change. In the event of any such change, Lyceum will formally notify current learners. All possible measures will be taken to minimise inconvenience to learners.*

Name of learner: I....., hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Signature of learner:.....

Name of legal guardian:..... Signature: .....  
(if applicable)

Name of Student Advisor: ..... Signature: .....

Date: .....

NB: The learner must initial each page and sign the last page. The original signed copy should be kept on the learner record file.