



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Community Corrections Admission Transfer Release Procedures Training

Law, Military Science and Security / Safety in Society

Unit Standard 114017 · NQF Level 4 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills required to manage admission, transfer, and release procedures within community corrections settings. Participants will gain a comprehensive understanding of the legislative framework, administrative processes, and ethical considerations involved in these critical procedures.

Category	Law, Military Science and Security
Subfield	Safety in Society
Unit Standard	114017
Accreditation	SAQA Accredited · NQF Level 4 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the legislative and policy frameworks governing admission, transfer, and release procedures in community corrections.
- Demonstrate the correct administrative processes for admitting offenders into community corrections programs.
- Analyze the criteria and procedures for transferring offenders between community corrections facilities or programs.
- Evaluate the release procedures, including conditions and documentation required for offender release.
- Implement record-keeping and reporting mechanisms to ensure compliance with legal and organisational requirements.
- Assess the impact of admission, transfer, and release decisions on offender rehabilitation and community safety.

WHO SHOULD ATTEND

- This course is designed for correctional services officers, community corrections officials, and administrative staff involved in the admission, transfer, and release of offenders within community corrections facilities.

COURSE OUTLINE

Day 1: Introduction to Community Corrections and Legislative Framework

- Overview of community corrections: history and philosophy
- Legislative framework: Correctional Services Act, Criminal Procedure Act
- Roles and responsibilities of community corrections officials
- Ethical considerations and professional conduct
- Case studies on legislative application

Day 2: Admission Procedures for Community Corrections

- Admission criteria and eligibility
- Documentation: admission forms, warrants, court orders
- Identity verification and biometric processes
- Initial assessment tools: risk classification, needs identification
- Common errors in admission and how to avoid them

Day 3: Offender Classification and Case Management

- Classification systems: risk, needs, responsivity
- Case planning: goals, interventions, timelines
- Supervision levels: maximum, medium, minimum
- Documentation and record-keeping
- Introduction to case management systems (e.g., CORIS)

Day 4: Transfer Procedures within Community Corrections

- Reasons for transfers: employment, family, security
- Transfer protocols: inter-regional, inter-provincial
- Documentation: transfer forms, case summaries
- Communication with stakeholders
- Managing transfer delays and issues

Day 5: Release Procedures and Conditions

- Types of release: parole, probation, correctional supervision
- Release conditions: standard and special conditions
- Pre-release risk assessment and planning
- Offender orientation and rights
- Electronic monitoring and reporting requirements

Day 6: Violations, Breaches, and Revocation Procedures

- Types of violations: technical, new offenses
- Breach process: warnings, sanctions, revocation
- Report writing for hearings
- Role in revocation hearings
- Alternatives to revocation: community service, treatment

Day 7: Stakeholder Collaboration and Community Integration

- Stakeholder roles and partnerships
- Reintegration planning: employment, housing, family
- Restorative justice: victim-offender mediation
- Community resources and referrals

- Public safety and community awareness

Day 8: Record Keeping, Reporting, and Technology

- Record-keeping standards and legal requirements
- Report types: progress, violation, discharge
- Technology tools: electronic monitoring, case management systems
- Data protection and confidentiality
- Audits and quality assurance

Day 9: Capstone Case Studies and Integrated Assessment

- Complex case studies: multiple procedures
- Role-play scenarios: admission, transfer, release
- Integrated assessment: written and practical
- Feedback and reflection
- Course wrap-up and resources

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **12 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 33,300.00	R 33,300.00
1	In-House	R 43,300.00	R 43,300.00
1	On-Campus (Pretoria)	R 50,000.00	R 50,000.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	24 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	25 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	25 Aug 2026	On-Campus	Mauritius
14 Aug 2026	26 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	27 Aug 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	28 Aug 2026	On-Campus	Abu Dhabi, UAE
19 Aug 2026	31 Aug 2026	On-Campus	Durban, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 114017) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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