



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

Correctional Services Act Compliance And Criminal Conviction Understanding Training

Law, Military Science and Security / Safety in Society

Unit Standard 114019 · NQF Level 5 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with a comprehensive understanding of the Correctional Services Act and related legislation, focusing on compliance requirements and the implications of criminal convictions. Participants will gain the knowledge necessary to ensure organisational adherence to legal standards, manage risks associated with criminal records, and foster a compliant workplace environment.

Category	Law, Military Science and Security
Subfield	Safety in Society
Unit Standard	114019
Accreditation	SAQA Accredited · NQF Level 5 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the key provisions of the Correctional Services Act and related legislation to workplace compliance scenarios.
- Analyze the legal implications of criminal convictions on employment and organisational operations.
- Evaluate organisational policies and procedures to ensure alignment with correctional services compliance requirements.
- Implement strategies for managing and mitigating risks associated with non-compliance and criminal records.
- Demonstrate an understanding of the rights and obligations of individuals and organisations under the Correctional Services Act.
- Design compliance monitoring mechanisms to ensure ongoing adherence to relevant legal frameworks.

WHO SHOULD ATTEND

- This training is designed for compliance officers, legal advisors, human resource professionals, security managers, and any personnel responsible for ensuring organisational compliance with correctional services legislation and managing criminal conviction-related issues.

COURSE OUTLINE

Day 1: Introduction to Correctional Services Act and Legal Framework

- Overview of the Correctional Services Act (Act 111 of 1998).
- Constitutional context and human rights.
- Categories of offenders: sentenced, unsentenced, and awaiting trial.
- Rights of inmates: access to healthcare, legal representation, and communication.
- Duties and responsibilities of correctional officials.
- Code of conduct for officials.
- Introduction to criminal conviction and its implications.
- The role of the Judicial Inspectorate.

Day 2: Admission, Classification, and Placement of Inmates

- Admission procedures: documentation, health screening, property inventory.
- Initial classification: risk assessment tools.
- Security levels: maximum, medium, and minimum.
- Needs-based classification: medical, psychological, educational.
- Placement in correctional centres: rules and exceptions.
- Transfer procedures between centres.
- Case study: classification decision-making.
- Record-keeping and data management.

Day 3: Discipline, Grievances, and Use of Force

- Disciplinary offences and sanctions.
- Disciplinary hearings: process and rights.
- Grievance procedures: submission, investigation, resolution.
- Role of the Independent Correctional Centre Visitor.
- Use of force: principles of necessity and proportionality.
- Types of force: physical, mechanical, chemical, deadly.
- Reporting and review of force incidents.
- Case studies on discipline and grievances.

Day 4: Searches, Security, and Contraband Control

- Legal basis for searches: section 27 of the Act.
- Frisk searches: procedure and limitations.
- Strip searches: conditions and dignity considerations.
- Cell searches: routine and targeted.
- Area searches: perimeter, visiting areas.
- Contraband: definition, types, consequences.
- Security technology: cameras, metal detectors, drug tests.
- Search documentation and chain of custody.

Day 5: Inmate Programs and Rehabilitation

- Rehabilitation philosophy: corrections vs punishment.
- Educational programs: ABET, FET, tertiary.
- Vocational training: skills development.
- Therapeutic programs: substance abuse, anger management, sex offender.
- Case management: assessment, planning, monitoring.

- Incentives and privileges for participation.
- Parole and early release considerations.
- Collaboration with external service providers.

Day 6: Health Care, Nutrition, and Special Categories of Inmates

- Right to health care: primary, secondary, emergency.
- Mental health services: assessment and treatment.
- Nutrition: daily dietary requirements and menus.
- Special diets: religious, medical, cultural.
- Pregnant inmates: antenatal care, delivery, postnatal.
- Juvenile inmates: separate facilities, education, rights.
- Inmates with disabilities: accessibility and accommodations.
- Health care record-keeping and confidentiality.

Day 7: Visits, Communication, and Community Reintegration

- Visits: scheduling, supervision, restrictions.
- Legal visits: attorney-client privilege.
- Phone calls: monitoring and limits.
- Mail: censorship and correspondence rights.
- Electronic communication: email, video visits.
- Temporary release: compassionate, work, educational.
- Parole: eligibility, application, conditions.
- Reintegration: halfway houses, aftercare, community support.

Day 8: Criminal Conviction Understanding and Record Management

- Definition of criminal conviction: guilty verdict vs plea.
- Effects of conviction: civil disabilities, employment restrictions.
- Criminal record: creation, storage, access.
- Expungement: eligibility, application process.
- Rehabilitation: automatic vs application.
- Impact on travel, licensing, and professional registration.
- Disclosure obligations: when to declare.
- Case studies on conviction consequences.

Day 9: Compliance Monitoring, Reporting, and Ethical Practice

- Internal compliance: audits, inspections.
- External oversight: Judicial Inspectorate, Independent Police Investigative Directorate.
- Incident reporting: use of force, escapes, deaths.
- Whistleblowing: procedures and protection.
- Ethical decision-making: codes of conduct.
- Conflict of interest: identification and management.
- Professional development: training, updates.
- Course review and assessment.

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 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 35,000.00	R 35,000.00
1	In-House	R 45,500.00	R 45,500.00
1	On-Campus (Pretoria)	R 52,500.00	R 52,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	20 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	24 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	25 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	26 Aug 2026	On-Campus	Durban, South Africa
14 Aug 2026	26 Aug 2026	On-Campus	Mauritius
17 Aug 2026	27 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	27 Aug 2026	On-Campus	Dubai, UAE

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 114019) 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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