



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

Detention Facility Visit Management Skills Training

Law, Military Science and Security / Safety in Society

Unit Standard 114020 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the competencies required to manage visits to detention facilities effectively. It covers the planning, coordination, and supervision of visits while ensuring compliance with legal and institutional protocols.

Category	Law, Military Science and Security
Subfield	Safety in Society
Unit Standard	114020
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply relevant legislation, policies, and procedures governing visits to detention facilities.
- Plan and coordinate visit schedules to ensure security and operational efficiency.
- Evaluate risks associated with visits and implement appropriate control measures.
- Demonstrate effective communication and conflict resolution skills during visits.
- Monitor and report on visit activities to maintain accountability and transparency.
- Analyze visit records to identify trends and recommend improvements to visit management processes.

WHO SHOULD ATTEND

- This course is designed for correctional services officials, detention facility managers, security personnel, and any professionals responsible for overseeing or coordinating visits to detention centres.

COURSE OUTLINE

Day 1: Introduction to Detention Facility Visit Management

- Overview of detention facility visit management.
- Legal framework: Constitution, Correctional Services Act, ICCPR.
- Roles of oversight bodies: Judicial Inspectorate, IPID, SAHRC.
- Principles of independent monitoring.
- Types of detention facilities: prisons, police cells, holding cells.
- Ethical considerations and confidentiality.
- Pre-visit preparation and documentation.
- Communication protocols with facility management.

Day 2: Pre-Visit Planning and Risk Assessment

- Elements of a visit plan: objectives, scope, logistics.
- Risk assessment: safety, security, health risks.
- Identifying vulnerable groups: juveniles, women, mentally ill.
- Special considerations: isolation cells, medical facilities.
- Developing checklists for observations.
- Coordinating with facility authorities.
- Contingency planning for unexpected events.
- Documentation of pre-visit preparations.

Day 3: Conducting the Visit – Observation and Interview Techniques

- Systematic observation: living conditions, sanitation, food, healthcare.
- Interview techniques: building rapport, active listening, non-leading questions.
- Confidentiality and privacy during interviews.
- Identifying signs of abuse, neglect, or torture.
- Observing staff conduct and interactions.
- Note-taking and evidence gathering.
- Handling sensitive disclosures.
- Debriefing with facility management.

Day 4: Reporting and Follow-Up Actions

- Structure of a visit report: executive summary, findings, recommendations.
- Writing objectively: separating facts from opinions.
- Categorising findings: immediate, short-term, long-term.
- Formulating actionable recommendations.
- Follow-up mechanisms: revisit, correspondence, meetings.
- Escalation procedures for serious violations.
- Stakeholder communication: oversight bodies, NGOs, media.
- Record keeping and data management.

Day 5: Practical Application and Integration

- Role-play: planning and conducting a mock visit.
- Simulated observation of a detention environment.
- Mock interviews with role-played detainees.
- Collaborative report writing exercise.
- Peer review and feedback on reports.

- Group discussion: lessons learned and improvement areas.
- Integration of all course components.
- Final assessment and certification criteria.

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 **8 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Pretoria, 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 114020) 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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