



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 Admission Transfer And Release Procedures Training

Law, Military Science and Security / Safety in Society

Unit Standard 114036 · NQF Level 5 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips correctional services personnel with the knowledge and skills to manage admission, transfer, and release procedures in compliance with South African legislation and departmental policies. Participants will learn to apply legal frameworks, ensure the safety and dignity of inmates, and maintain accurate records throughout these critical processes.

Category	Law, Military Science and Security
Subfield	Safety in Society
Unit Standard	114036
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 legal and procedural requirements for admitting inmates into correctional facilities.
- Implement transfer procedures in accordance with departmental policies and security protocols.
- Evaluate release conditions and verify documentation to ensure lawful discharge.
- Demonstrate proper record-keeping and reporting practices for admission, transfer, and release events.
- Analyze potential risks and apply measures to maintain safety and security during inmate movement.

WHO SHOULD ATTEND

- Correctional services officials, including admissions officers, custody officers, and administrative staff involved in the movement and processing of inmates within correctional facilities.

COURSE OUTLINE

Day 1: Introduction to Correctional Services and Legal Framework

- Overview of the South African correctional system.
- The Correctional Services Act (Act 111 of 1998) and relevant regulations.
- Inmate rights and responsibilities.
- Categories of inmates: sentenced, unsentenced, awaiting trial.
- Admission types: new admissions, readmissions, transfers.
- Documentation requirements for admissions.
- Roles of admissions officer, case officer, and head of correctional centre.
- Ethical considerations and confidentiality.

Day 2: Admission Procedures – Initial Processing

- Admission workflow: reception, search, documentation, health screening.
- Completing the Admission and Discharge Register (DCS 01).
- Personal property inventory and safekeeping procedures.
- Initial health assessment: medical history, mental health screening.
- Risk classification: security level assessment.
- Searching techniques for contraband (physical and electronic).
- Issuing of inmate uniform and personal items.
- Orientation of new inmates: rules, routines, and rights.

Day 3: Admission Procedures – Documentation and Records Management

- Inmate case file structure: sections and contents.
- Electronic records: IJS, ORP, and DCS databases.
- Verification of court orders, warrants, and sentence details.
- Handling missing or incomplete documentation.
- Data entry standards and error correction.
- Confidentiality and access control.
- Archiving and retention policies.
- Auditing records for compliance.

Day 4: Transfer Procedures – Planning and Authorization

- Types of transfers: inter-centre, inter-provincial, special transfers.
- Grounds for transfer: security, medical, judicial, administrative.
- Transfer application forms and approval chain.
- Risk assessment for transfer: security classification, escape risk.
- Medical fitness for transfer.
- Notification procedures: inmate, family, legal representatives.
- Logistical planning: transport, escort, timing.
- Communication with receiving centre: pre-transfer information.

Day 5: Transfer Procedures – Execution and Documentation

- Transfer day procedures: inmate preparation, search, property packing.
- Escort protocols: number of escorts, restraints, vehicle security.
- Transfer documentation: movement order, transfer register, property list.
- Inmate count and verification at departure and arrival.
- Incident management: escape attempts, medical emergencies, resistance.

- Receiving centre procedures: admission on transfer.
- Updating records: IJS, ORP, case file.
- Post-transfer review and reporting.

Day 6: Release Procedures – Types and Eligibility

- Types of release: expiry of sentence, parole, day parole, medical parole, remission.
- Sentence calculation: start date, remission, time served.
- Parole eligibility: minimum detention period, parole board review.
- Parole conditions: supervision, reporting, restrictions.
- Medical parole: criteria, application, medical reports.
- Special remissions and presidential pardons.
- Release on bail for awaiting trial inmates.
- Role of the Case Management Committee (CMC).

Day 7: Release Procedures – Pre-Release Preparation and Documentation

- Pre-release interviews: needs assessment, re-integration plan.
- Documentation: release order, discharge certificate, identification.
- Property return: inventory verification, release of belongings.
- Financial matters: release gratuity, savings, deductions.
- Medical discharge: medication, referrals, continuity of care.
- Coordination with Community Corrections: supervision plan.
- Referrals to social services, employment, housing.
- Education on post-release rights and responsibilities.

Day 8: Release Execution and Post-Release Procedures

- Release day procedures: final count, search, medical check.
- Release of sentenced inmates: expiry, parole, medical parole.
- Release of unsentenced inmates: bail, acquittal, withdrawal.
- Emergency releases: court orders, habeas corpus.
- Release documentation: discharge register, release certificate.
- Post-release records: updating IJS, case file closure.
- Reporting to Community Corrections.
- Recidivism data and feedback loops.

Day 9: Integrated Case Management and Practical Application

- Case study: walkthrough of an inmate from admission to release.
- Simulated admission: documentation, health screening, risk assessment.
- Simulated transfer: planning, execution, documentation.
- Simulated release: pre-release, execution, post-release.
- Using ORP and IJS for case management.
- Common errors and how to avoid them.
- Review of key legal requirements.
- Assessment and feedback.

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
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
18 Aug 2026	28 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 114036) 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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