



Accredited Africa Training Institute for Capacity Development

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

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aatikd.co.za · Website: www.aatikd.co.za

COURSE BROCHURE

Vetting Procedures Management In Mandatory Responsibility Areas Training

Law, Military Science and Security / Sovereignty of the State

Unit Standard 117362 · NQF Level 6 · 40 Credits · 37 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to manage vetting procedures within mandatory responsibility areas. It focuses on developing the ability to design, implement, and evaluate vetting processes to ensure compliance with organisational and regulatory requirements. The course aims to enhance the effectiveness of vetting in safeguarding organisational integrity and security.

Category	Law, Military Science and Security
Subfield	Sovereignty of the State
Unit Standard	117362
Accreditation	SAQA Accredited · NQF Level 6 · 40 Credits
Duration	37 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply relevant legislation, policies, and procedures to vetting processes within mandatory responsibility areas.
- Analyse the risks and vulnerabilities associated with vetting procedures and recommend mitigation strategies.
- Design and implement a vetting framework that aligns with organisational objectives and regulatory requirements.
- Evaluate the effectiveness of vetting procedures and make recommendations for improvement.
- Demonstrate the ability to manage the vetting process from initiation to final decision, including handling of confidential information.
- Implement corrective actions based on vetting outcomes to enhance organisational security and compliance.

WHO SHOULD ATTEND

- This course is intended for managers, supervisors, and HR professionals who are responsible for overseeing vetting procedures in their organisations.
- It is also suitable for compliance officers and security personnel involved in vetting processes.

COURSE OUTLINE

Day 1: Introduction to Vetting Procedures and Regulatory Framework

- Definition and importance of vetting in security and integrity management.
- Overview of South African legal framework: Constitution, POPIA, NIA Act.
- Introduction to mandatory responsibility areas (e.g., state security, financial services).
- Role of SAQA and unit standards in training and competence.
- Ethical principles: confidentiality, impartiality, and accountability.
- Case study: Consequences of inadequate vetting.

Day 2: Legal Foundations and Regulatory Compliance

- Detailed review of the National Intelligence Act and its vetting provisions.
- POPIA: conditions for lawful processing of personal information.
- Regulation of Interception of Communications Act (RICA) implications.
- Financial Intelligence Centre Act (FICA) and vetting in financial sector.
- Mandatory vs. discretionary vetting: criteria and triggers.
- Compliance checklist for vetting programmes.
- Group activity: Mapping legal requirements to vetting scenarios.

Day 3: Vetting Policy Development and Governance

- Components of a comprehensive vetting policy.
- Risk-based approach to determining vetting levels.
- Governance frameworks: committees, reporting lines, accountability.
- Document control and version management for policy documents.
- Stakeholder consultation in policy formulation.
- Practical exercise: Drafting a vetting policy outline.

Day 4: Risk Assessment and Categorisation in Vetting

- Principles of security risk assessment.
- Identifying sensitive positions and critical assets.
- Risk factors: financial, criminal, loyalty, foreign influence.
- Developing risk categorisation matrices.
- Case study: Risk profiling for a government department.
- Workshop: Risk assessment exercise for a sample organisation.

Day 5: Vetting Process Lifecycle – Initiation to Decision

- Step-by-step vetting workflow: submission, verification, evaluation, adjudication.
- Roles: applicant, vetting officer, security manager, adjudicator.
- Service level agreements and turnaround times.
- Case management systems and tracking.
- Managing incomplete applications and delays.
- Process mapping activity.

Day 6: Information Gathering and Verification Techniques

- Primary sources: identity documents, academic records, employment history.
- Verification of South African and foreign qualifications.
- Reference checking: best practices and legal limitations.
- Using credit bureaus and criminal record databases.

- Social media checks: policy and privacy considerations.
- Practical exercise: Verifying a sample applicant's details.

Day 7: Criminal Record Checks and Legal Implications

- South African Police Service (SAPS) criminal record system.
- Procedures for requesting and receiving criminal record checks.
- Understanding different categories of offences.
- Expungement of criminal records: criteria and process.
- Legal considerations when using criminal history.
- Case study: Assessing relevance of past convictions.

Day 8: Financial Vetting and Integrity Checks

- Credit reporting agencies and their data.
- Interpreting credit scores and reports.
- Indicators of financial vulnerability or dishonesty.
- Integrity checks: conflicts of interest, undisclosed business interests.
- Legal constraints: National Credit Act and POPIA.
- Workshop: Reviewing sample credit reports.

Day 9: Employment and Education Verification

- Contacting previous employers: verification letters and phone interviews.
- Verification of educational institutions and qualifications.
- Using SAQA verification services for foreign qualifications.
- Red flags in employment history: unexplained gaps, inflated titles.
- Fraud detection techniques for documents.
- Practical exercise: Verifying a sample CV.

Day 10: Interviews and Personal Vetting Techniques

- Purpose and structure of the vetting interview.
- Questioning techniques: open-ended, probing, behavioural.
- Non-verbal communication and deception indicators.
- Handling sensitive topics: criminal history, financial issues.
- Interview documentation and report writing.
- Role-play: Conducting a vetting interview.

Day 11: Foreign Connections and Travel History Checks

- Assessing risks of foreign influence or allegiance.
- Verifying travel history: passports, visas, immigration records.
- Dual citizenship: legal status and security concerns.
- Foreign business interests and family connections.
- International database checks and limitations.
- Case study: Evaluating a candidate with extensive foreign ties.

Day 12: Adjudication and Decision-Making

- Adjudication frameworks: favourable, conditional, adverse.
- Balancing risk and fairness in decision-making.
- Writing adjudication reports: structure and content.
- Conditional clearances and monitoring plans.
- Appeals process: grounds and procedures.

- Group activity: Adjudicating sample cases.

Day 13: Record Keeping, Reporting, and Confidentiality

- Record-keeping requirements: POPIA, organisational policy.
- Secure storage: physical and electronic records.
- Reporting to management: metrics, trends, risks.
- Confidentiality agreements and non-disclosure.
- Retention schedules and lawful destruction methods.
- Practical: Designing a vetting record-keeping system.

Day 14: Managing Adverse Findings and Mitigation Strategies

- Types of adverse findings and their implications.
- Mitigation strategies: enhanced supervision, access restrictions.
- Conditional clearances and monitoring plans.
- Communication with applicants and line managers.
- Legal considerations: fairness, labour law.
- Workshop: Creating a mitigation plan for a scenario.

Day 15: Vetting in Specific Mandatory Responsibility Areas

- Vetting in the South African National Defence Force.
- Vetting for intelligence services and classified roles.
- Financial sector: FICA and fit-and-proper requirements.
- Critical infrastructure: energy, transport, water.
- Sector-specific risk factors and legal frameworks.
- Case studies: Comparing vetting across sectors.

Day 16: Technology and Automation in Vetting

- Overview of vetting technology solutions.
- Automated background checks: benefits and limitations.
- AI for risk scoring and pattern detection.
- Data privacy and algorithmic bias considerations.
- Integrating technology with manual processes.
- Demonstration: Vetting case management software.

Day 17: Quality Assurance and Continuous Improvement

- QA frameworks: checklists, peer reviews, sampling.
- Internal audit of vetting files and decisions.
- Key performance indicators for vetting.
- Root cause analysis of errors or delays.
- Continuous improvement cycle: plan-do-check-act.
- Practical: Conducting a QA review of sample cases.

Day 18: Ethics, Professionalism, and Avoiding Bias

- Ethical dilemmas in vetting: privacy vs. security.
- Unconscious bias: types and impact on vetting.
- Strategies for objective decision-making.
- Professional conduct: confidentiality, respect, integrity.
- Conflict of interest policies and disclosure.
- Case study: Resolving an ethical dilemma.

Day 19: Legal Challenges and Appeals Management

- Labour court and high court reviews of vetting decisions.
- Appeal processes: internal and external.
- Role of the Public Protector and other ombuds.
- Preparing for litigation: documentation and evidence.
- Recent case law on vetting and privacy.
- Moot court: Simulating an appeal hearing.

Day 20: Integration, Capstone Assessment, and Action Planning

- Capstone project: Design a vetting programme for a mandatory responsibility area.
- Presentation of capstone projects and peer feedback.
- Action planning: Prioritising improvements in own organisation.
- Review of unit standard 117362 outcomes.
- Final assessment: written test and practical exercise.
- Course evaluation and certification.

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 **40 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 115,500.00	R 115,500.00
1	In-House	R 150,200.00	R 150,200.00
1	On-Campus (Pretoria)	R 173,200.00	R 173,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	29 Sep 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	30 Sep 2026	On-Campus	Dubai, UAE
12 Aug 2026	01 Oct 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	02 Oct 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	05 Oct 2026	On-Campus	Durban, South Africa
14 Aug 2026	05 Oct 2026	On-Campus	Mauritius
17 Aug 2026	06 Oct 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	06 Oct 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 117362) 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.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za