



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@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Vehicle Enquiry Docket Investigation Procedures Training

Law, Military Science and Security / Safety in Society

Unit Standard 117441 · NQF Level 5 · 9 Credits · 6 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to effectively conduct vehicle enquiry docket investigations. It covers procedures for gathering, analysing, and documenting evidence related to vehicle-related incidents to ensure thorough and compliant investigations.

Category	Law, Military Science and Security
Subfield	Safety in Society
Unit Standard	117441
Accreditation	SAQA Accredited · NQF Level 5 · 9 Credits
Duration	6 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply relevant legislation and procedures to vehicle enquiry docket investigations.
- Analyse evidence collected from vehicle-related incidents to identify key findings.
- Evaluate the integrity and admissibility of evidence in the context of docket compilation.
- Demonstrate the correct process for documenting and reporting investigation results.
- Implement chain of custody protocols to maintain evidence integrity.
- Design an investigation plan for a vehicle enquiry docket case.

WHO SHOULD ATTEND

- This course is designed for law enforcement officers, private investigators, insurance fraud examiners, and security personnel who are responsible for investigating vehicle-related incidents and managing enquiry dockets.

COURSE OUTLINE

Day 1: Introduction to Vehicle Enquiry Docket Investigations

- Overview of relevant legislation (e.g., National Road Traffic Act, Criminal Procedure Act).
- Roles of SAPS, traffic authorities, and private investigators.
- Anatomy of a vehicle enquiry docket: sections and fields.
- Ethical considerations and confidentiality.
- Common types of vehicle-related offences and enquiries.

Day 2: Docket Management and Administrative Procedures

- Docket opening procedures and case numbering.
- Document handling: originals, copies, and electronic records.
- Filing systems and retrieval methods.
- Quality control checks and audit trails.
- Time management and prioritisation of enquiries.

Day 3: Information Gathering and Evidence Collection

- Sources of information: databases, surveillance, public records.
- Collecting photographic and video evidence.
- Interviewing techniques: questioning, active listening, rapport building.
- Handling digital evidence from vehicles (e.g., GPS, telematics).
- Documenting evidence in the docket.

Day 4: Analysis and Interpretation of Enquiry Data

- Data analysis techniques: cross-referencing, timeline construction.
- Identifying inconsistencies and red flags.
- Forensic examination of vehicle documents (e.g., VIN, registration).
- Link analysis: connecting suspects, vehicles, and locations.
- Case study: analysing a sample docket.

Day 5: Report Writing and Docket Compilation

- Structure of an investigation report: headings, summaries, conclusions.
- Writing style: factual, unbiased, and grammatically correct.
- Inclusion of exhibits: labelling, referencing, and descriptions.
- Reviewing and editing for completeness and accuracy.
- Finalising the docket: checklists and sign-offs.

Day 6: Practical Application and Integration

- Practical exercise: processing a simulated vehicle theft case.
- Role-play: presenting the docket to a supervisor.
- Peer review and constructive feedback.
- Discussion of challenges and best practices.
- Course wrap-up and assessment of learning outcomes.

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 **9 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 26,900.00	R 26,900.00
1	In-House	R 35,000.00	R 35,000.00
1	On-Campus (Pretoria)	R 40,300.00	R 40,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	17 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	18 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	18 Aug 2026	On-Campus	Mauritius
12 Aug 2026	19 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
14 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	24 Aug 2026	On-Campus	Durban, South Africa
18 Aug 2026	25 Aug 2026	On-Campus	Shenzhen, China

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 117441) 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@aatid.co.za · www.aatid.co.za