



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

Administer The Firearms Control Process And Procedures In A Policing Environment Training

Law, Military Science and Security / Safety in Society

Unit Standard 119131 · NQF Level 5 · 7 Credits · 4 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to administer firearms control processes and procedures within a policing environment. It focuses on the legal framework, record-keeping, and compliance requirements essential for the safe and lawful management of firearms. Learners will be able to implement and monitor firearms control measures to ensure public safety and regulatory adherence.

Category	Law, Military Science and Security
Subfield	Safety in Society
Unit Standard	119131
Accreditation	SAQA Accredited · NQF Level 5 · 7 Credits
Duration	4 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the Firearms Control Act and related regulations to administer firearms control processes.
- Implement procedures for the safe storage, handling, and movement of firearms in a policing context.
- Evaluate firearm license applications and ensure compliance with legislative requirements.
- Demonstrate the ability to maintain accurate firearms registers and records.
- Analyze incidents of non-compliance and recommend corrective actions.
- Design a firearms control administration system that meets operational and legal standards.

WHO SHOULD ATTEND

- This course is designed for police officials, firearm licensing officers, and support personnel involved in the administration of firearms control within South African policing environments.

COURSE OUTLINE

Day 1: Foundational Legal Framework and Policy Context

- Overview of the Firearms Control Act and its objectives.
- Constitutional context: right to life, security, and property.
- SAPS National Instruction on Firearms Control.
- Categories of firearms and licensing requirements.
- Key stakeholders: SAPS, CFR, accredited associations, and dealers.
- Ethical considerations and code of conduct for firearms officials.
- Introduction to the National Firearms Register and record-keeping.

Day 2: Application and Licensing Procedures

- Step-by-step application process: forms, fees, and supporting documents.
- Competency certificates: requirements, training providers, and validity.
- Background checks: criminal record, mental health, and domestic violence indicators.
- Interview techniques for applicant assessment.
- License categories: self-defence, occasional hunting, sports shooting, etc.
- Renewal procedures and timeframes.
- Amendments to licenses and endorsements.
- Cancellation and surrender of licenses.

Day 3: Compliance, Inspections, and Enforcement

- Inspection protocols: premises, storage, and record books.
- Safe storage requirements: safes, alarms, and ammunition separation.
- Dealing with expired licenses and unlicensed firearms.
- Seizure procedures: documentation, safekeeping, and chain of custody.
- Forfeiture and destruction processes.
- Temporary authorizations: permits for events, repair, and export/import.
- Handling complaints and tip-offs related to firearms.
- Role of the SAPS in crime prevention through firearms control.

Day 4: Integrated Practical Application and Assessment

- Practical exercises: processing a complete license application.
- Mock inspections of a dealer and a private collection.
- Case studies: handling appeals, objections, and revocations.
- Role-play: interacting with difficult applicants and legal representatives.
- Data capturing and verification in the Firearms Register.
- Final assessment: written test and practical demonstration.
- Review of common errors and best practices.
- Course wrap-up and Q&A; session.

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 **7 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 15,800.00	R 15,800.00
1	In-House	R 20,500.00	R 20,500.00
1	On-Campus (Pretoria)	R 23,600.00	R 23,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
18 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
18 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	21 Aug 2026	On-Campus	Durban, South Africa
18 Aug 2026	21 Aug 2026	On-Campus	Abu Dhabi, UAE
18 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
24 Aug 2026	27 Aug 2026	On-Campus	Abu Dhabi, UAE
24 Aug 2026	27 Aug 2026	On-Campus	Durban, 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 119131) 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