



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

Demonstrate A Basic Understanding Of Probation Work Training

Health Sciences and Social Services / Promotive Health and Developmental Services

Unit Standard 120275 · NQF Level 3 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with a foundational understanding of probation work, including the legal framework, roles and responsibilities of probation officers, and the principles of offender supervision and rehabilitation. It prepares participants to support the reintegration of offenders into society and contribute to community safety.

Category	Health Sciences and Social Services
Subfield	Promotive Health and Developmental Services
Unit Standard	120275
Accreditation	SAQA Accredited · NQF Level 3 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Explain the purpose and legal framework of probation work in South Africa.
- Identify the roles and responsibilities of probation officers and other stakeholders.
- Describe the process of assessing offenders and developing supervision plans.
- Apply principles of restorative justice and rehabilitation in probation practice.
- Demonstrate awareness of ethical considerations and professional boundaries in probation work.
- Analyze the impact of probation work on offenders, victims, and the community.

WHO SHOULD ATTEND

- This course is designed for individuals entering the field of probation work, social auxiliary workers, community development practitioners, and anyone seeking a basic understanding of the South African probation system.

COURSE OUTLINE

Day 1: Foundations of Probation Work

- Introduction to probation work: history and evolution.
- Legal framework: Criminal Procedure Act, Child Justice Act, Probation Services Act.
- Ethical considerations: confidentiality, impartiality, respect for human dignity.
- Roles and responsibilities of probation officers.
- Overview of the criminal justice system and stakeholders.
- Case management principles and record-keeping.

Day 2: Assessment and Interviewing Skills

- Core interviewing skills: active listening, open-ended questioning, rapport building.
- Pre-sentence report components and writing guidelines.
- Risk assessment frameworks: static and dynamic factors.
- Assessing social circumstances, education, employment, and substance use.
- Working with diverse populations: youth, women, persons with disabilities.
- Practical exercise: simulated interview and report drafting.

Day 3: Supervision and Case Management

- Principles of effective supervision: structure, support, accountability.
- Case planning: goal setting, referral to services, review schedules.
- Motivational interviewing: stages of change, building readiness.
- Managing non-compliance: warnings, reports to court, revocation.
- Record-keeping: case notes, contact logs, report writing.
- Role-play: supervision session and breach management.

Day 4: Working with Vulnerable Groups and Specialised Interventions

- Child justice: diversion programmes, preliminary inquiries, family group conferencing.
- Gender considerations: women offenders, domestic violence, sexual offences.
- Substance abuse: screening, brief intervention, referral to treatment.
- Mental health awareness: common disorders, crisis intervention.
- Restorative justice: principles, conferencing, community service.
- Case study: developing a holistic intervention plan.

Day 5: Integration, Reporting, and Professional Development

- Advanced report writing: structure, language, recommendations.
- Courtroom etiquette and giving evidence.
- Inter-agency communication and collaboration.
- Professional ethics: boundaries, dual relationships, self-awareness.
- Stress management and vicarious trauma prevention.
- Final assessment: case study presentation 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 **8 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 23,000.00	R 23,000.00
1	In-House	R 29,900.00	R 29,900.00
1	On-Campus (Pretoria)	R 34,500.00	R 34,500.00

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 120275) 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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