



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

Corporate Surveillance Investigations Conduct and Follow-Up

Services / Hospitality, Tourism, Travel, Gaming and Leisure

Unit Standard 246754 · NQF Level 4 · 7 Credits · 4 Days

COURSE OVERVIEW

This course equips learners with the skills to plan, conduct, and finalise surveillance investigations within a corporate context. It covers legal and ethical frameworks, evidence gathering, report writing, and post-investigation procedures to ensure professional standards are maintained.

Category	Services
Subfield	Hospitality, Tourism, Travel, Gaming and Leisure
Unit Standard	246754
Accreditation	SAQA Accredited · NQF Level 4 · 7 Credits
Duration	4 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Plan and prepare for a surveillance investigation in accordance with legal and organisational requirements.
- Conduct surveillance operations using appropriate techniques and equipment while maintaining ethical standards.
- Analyse and document evidence collected during surveillance to support investigation outcomes.
- Compile comprehensive surveillance reports that are accurate, objective, and admissible.
- Evaluate the effectiveness of the surveillance investigation and recommend improvements.
- Demonstrate adherence to relevant legislation, codes of conduct, and confidentiality protocols.

WHO SHOULD ATTEND

- Ideal for corporate security managers, private investigators, risk management professionals, and compliance officers who are responsible for initiating and managing surveillance operations.

COURSE OUTLINE

Day 1: Foundations of Corporate Surveillance Investigations

- Introduction to corporate surveillance investigations
- Legal and ethical considerations: RICA, POPIA, and common law
- Types of surveillance: physical, electronic, and digital
- Investigator roles, responsibilities, and professional conduct
- Pre-investigation planning and risk assessment
- Documentation and evidence management principles
- Case law and precedents in corporate surveillance

Day 2: Surveillance Techniques and Tools

- Physical surveillance: foot, vehicle, and static observation
- Electronic surveillance: GPS tracking, audio recording, and video
- Digital surveillance: social media monitoring, data mining
- Covert vs. overt surveillance strategies
- Equipment selection, setup, and maintenance
- Note-taking, photography, and video evidence handling
- Counter-surveillance: detection and avoidance techniques

Day 3: Conducting the Investigation – Procedures and Protocols

- Developing an investigation plan and briefing team members
- Interview techniques: witnesses, subjects, and informants
- Evidence collection: physical, digital, and documentary
- Chain of custody and evidence integrity
- Incident management: handling detection, confrontation, or compromise
- Communication protocols and reporting during investigation
- Ethical dilemmas and decision-making in the field

Day 4: Follow-Up, Reporting, and Case Closure

- Report writing: structure, clarity, and admissibility
- Presenting evidence to stakeholders and legal teams
- Debriefing and feedback sessions
- Archiving records and evidence storage
- Evaluating investigation effectiveness and ROI
- Corrective actions and recommendations
- Continuous improvement and professional development

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 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 20,500.00	R 20,500.00
1	In-House	R 26,600.00	R 26,600.00
1	On-Campus (Pretoria)	R 30,800.00	R 30,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	20 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 246754) 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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