



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

Investigative Interview Techniques for Professionals

Law, Military Science and Security / Safety in Society

Unit Standard 253982 · NQF Level 5 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips professionals with the skills to plan, conduct, and evaluate investigative interviews in a workplace context. Participants will learn to gather factual information, apply ethical principles, and document findings effectively for decision-making or disciplinary proceedings.

Category	Law, Military Science and Security
Subfield	Safety in Society
Unit Standard	253982
Accreditation	SAQA Accredited · NQF Level 5 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Plan and prepare for an investigative interview by identifying objectives, stakeholders, and relevant documentation.
- Apply questioning techniques to elicit accurate and complete information from witnesses and subjects.
- Evaluate evidence and information gathered during the interview to determine credibility and relevance.
- Demonstrate ethical conduct and legal compliance throughout the investigative interview process.
- Document interview findings in a clear, objective, and structured report.
- Analyze interview outcomes to make recommendations for further action or resolution.

WHO SHOULD ATTEND

- Managers, supervisors, human resource practitioners, security personnel, and any professionals who need to conduct formal interviews to investigate incidents, misconduct, or complaints.

COURSE OUTLINE

Day 1: Foundations of Investigative Interviewing

- Overview of investigative interviewing principles and SAQA requirements.
- Legal and ethical considerations (Constitution, Criminal Procedure Act, Labour Relations Act).
- Types of interviews: witness, victim, suspect, and internal.
- The PEACE model: Planning, Engage, Account, Closure, Evaluation.
- Questioning techniques: open-ended, closed, leading, and cognitive interviewing.
- Active listening, rapport building, and non-verbal communication.
- Memory and recall: factors affecting witness testimony.
- Documentation and note-taking best practices.

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 **4 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,400.00	R 13,400.00
1	In-House	R 17,400.00	R 17,400.00
1	On-Campus (Pretoria)	R 20,200.00	R 20,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	10 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	11 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Mauritius
12 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
14 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	17 Aug 2026	On-Campus	Durban, South Africa
18 Aug 2026	18 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 253982) 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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