



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

Vetting Evaluation Procedures and Standards Management

Law, Military Science and Security / Sovereignty of the State

Unit Standard 254483 · NQF Level 6 · 20 Credits · 17 Days

COURSE OVERVIEW

This course equips participants with the skills to apply and manage vetting evaluation procedures and standards within their specific area of responsibility. Learners will develop the ability to assess vetting processes, ensure compliance with relevant standards, and implement improvements to enhance organizational security and integrity.

Category	Law, Military Science and Security
Subfield	Sovereignty of the State
Unit Standard	254483
Accreditation	SAQA Accredited · NQF Level 6 · 20 Credits
Duration	17 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply relevant vetting evaluation procedures and standards to specific areas of responsibility.
- Analyze vetting outcomes to identify risks and ensure alignment with organizational policies.
- Evaluate the effectiveness of current vetting processes and recommend improvements.
- Implement measures to maintain compliance with legal and regulatory requirements.
- Demonstrate the ability to manage vetting records and documentation accurately.
- Design a framework for continuous monitoring and review of vetting standards.

WHO SHOULD ATTEND

- This course is designed for managers, supervisors, and security professionals responsible for overseeing vetting evaluation procedures and standards in their organization.
- It is also suitable for HR practitioners and compliance officers involved in employee screening and background checks.

COURSE OUTLINE

Day 1: Introduction to Vetting Evaluation and Standards Management

- What is vetting evaluation?
- Importance of standards management
- Stakeholders: employers, agencies, applicants
- Legal framework: POPIA, Labour Relations Act
- Ethical considerations in vetting

Day 2: The Vetting Process and Lifecycle

- Vetting lifecycle overview
- Application stage
- Screening and initial checks
- Investigation phase
- Adjudication and decision-making
- Documentation and record-keeping

Day 3: Legal and Regulatory Framework

- POPIA and privacy rights
- Regulation of Interception Act
- PSIRA regulations
- Labour law implications
- Non-compliance penalties

Day 4: Ethical Standards and Professional Conduct

- Ethical principles: honesty, fairness, transparency
- Codes of conduct for vetting practitioners
- Conflict of interest management
- Bias and objectivity
- Confidentiality agreements

Day 5: Information Gathering Techniques

- Information sources: public records, databases, references
- Background check methods
- Verification of qualifications
- Employment history checks
- Social media screening

Day 6: Interviewing Techniques for Vetting

- Interview planning
- Questioning techniques: open, closed, probing
- Detecting deception: verbal and non-verbal cues
- Building rapport
- Recording interview findings

Day 7: Risk Assessment and Analysis

- Risk concepts: threat, vulnerability, impact
- Risk assessment models (e.g., qualitative, quantitative)
- Evaluating severity and likelihood

- Risk mitigation strategies
- Reporting risk assessments

Day 8: Standards Management Systems

- Introduction to standards management
- Relevant standards: ISO 19011 (auditing), ISO 27001 (information security)
- Developing SOPs
- Quality control and assurance
- Continuous improvement

Day 9: Document Management and Record Keeping

- Record keeping requirements
- Document classification and storage
- Retention policies
- Electronic document management systems (EDMS)
- Data integrity and security

Day 10: Adjudication and Decision Making

- Decision-making frameworks
- Weighing evidence
- Mitigating bias
- Adjudication documentation
- Communicating outcomes to stakeholders

Day 11: Appeals and Grievance Procedures

- Applicant rights
- Appeals process overview
- Grievance handling
- Fairness and consistency
- Documentation of appeal outcomes

Day 12: Quality Assurance in Vetting

- QA principles
- Internal audits
- QA checklists
- Feedback mechanisms
- Continuous improvement cycles

Day 13: Technology and Tools for Vetting

- Vetting software overview
- Database management
- Automation and AI applications
- Data security measures
- Integrating technology with standards

Day 14: Advanced Vetting Scenarios

- Complex case analysis
- Advanced investigation techniques
- Handling sensitive information
- Cross-border vetting considerations

- Case studies

Day 15: Managing a Vetting Team

- Team structure and roles
- Supervision techniques
- Performance management
- Training and development
- Building a culture of compliance

Day 16: Reporting and Communication

- Report structure and content
- Writing clear findings
- Stakeholder communication
- Confidentiality in reports
- Report review and approval

Day 17: Integration and Final Assessment

- Comprehensive case study
- Integration of skills
- Final assessment (written and practical)
- Feedback and improvement plan
- Course wrap-up

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 **20 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 59,200.00	R 59,200.00
1	In-House	R 76,900.00	R 76,900.00
1	On-Campus (Pretoria)	R 88,800.00	R 88,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	01 Sep 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	02 Sep 2026	On-Campus	Dubai, UAE
12 Aug 2026	03 Sep 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	04 Sep 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	07 Sep 2026	On-Campus	Durban, South Africa
14 Aug 2026	07 Sep 2026	On-Campus	Mauritius
17 Aug 2026	08 Sep 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	08 Sep 2026	On-Campus	Dubai, UAE

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 254483) 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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