



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

Compile and Register SAPS Case Docket

Agriculture and Nature Conservation / Nature Conservation

Unit Standard 261587 · NQF Level 4 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the competencies to compile, register, and pursue a case docket within the South African Police Services (SAPS). It covers the legal frameworks, procedures, and documentation standards required to manage case dockets effectively from opening to finalisation. Learners will gain practical skills to ensure dockets are accurate, complete, and compliant with SAPS regulations.

Category	Agriculture and Nature Conservation
Subfield	Nature Conservation
Unit Standard	261587
Accreditation	SAQA Accredited · NQF Level 4 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Compile a case docket by gathering and organising all relevant information and evidence according to SAPS procedures.
- Register a case docket using the appropriate SAPS systems and ensure compliance with legal requirements.
- Pursue a case docket by managing its progression through investigation and court processes.
- Apply the principles of the Criminal Procedure Act and other relevant legislation to case docket management.
- Evaluate the completeness and accuracy of a case docket to identify gaps and take corrective action.
- Demonstrate effective communication and coordination with stakeholders involved in the docket process.

WHO SHOULD ATTEND

- This course is designed for SAPS officials, legal professionals, and administrative personnel responsible for handling case dockets.
- It is also suitable for private investigators and security officers who need to interact with the SAPS docket system.

COURSE OUTLINE

Day 1: Foundational Concepts of Case Docket Compilation

- Overview of the Criminal Procedure Act and relevant legislation
- Purpose and importance of case dockets in the criminal justice system
- Structure of a case docket: sections, forms, and exhibits
- Steps for opening a case docket: receiving a complaint, assigning a case number
- Completing key forms: SAPS 1, SAPS 2, and occurrence book entries
- Filing and indexing procedures for docket management
- Common mistakes in docket compilation and how to correct them
- Practical exercise: Completing a mock docket opening

Day 2: Advanced Docket Management and Registration

- Detailed compilation of docket sections: charge sheets, witness statements, exhibits
- Procedures for recording and managing exhibits (SAPS 13 and SAPS 14)
- Registration process: capturing docket details on the CAS system
- Docket flow and tracking within the SAPS environment
- Quality assurance: reviewing dockets for completeness and accuracy
- Chain of custody and exhibit handling protocols
- Practical exercise: Compiling a full docket from a given scenario
- Assessment: Individual docket compilation task

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 11,300.00	R 11,300.00
1	In-House	R 14,700.00	R 14,700.00
1	On-Campus (Pretoria)	R 17,000.00	R 17,000.00

UPCOMING SESSIONS

No sessions are currently scheduled. Please contact us to arrange a session at a time and location that suits your team.

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 261587) 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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