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## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### REGISTERED UNIT STANDARD:

#### Write security reports and take statements

SAQA US ID	UNIT STANDARD TITLE			
11508	Write security reports and take statements			
ORIGINATOR		ORIGINATING PROVIDER		
SGB Security				
QUALITY ASSURING BODY				
-				
FIELD			SUBFIELD	
Field 08 - Law, Military Science and Security			Safety in Society	
ABET BAND	UNIT STANDARD TYPE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	NQF Level 04	10
REGISTRATION STATUS		REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Reregistered		2012-07-01	2015-06-30	SAQA 0695/12
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT		
2016-06-30		2019-06-30		

*In all of the tables in this document, both the pre-2009 NQF Level and the NQF Level is shown. In the text (purpose statements, qualification rules, etc), any references to NQF Levels are to the pre-2009 levels unless specifically stated otherwise.*

This unit standard does not replace any other unit standard and is not replaced by any other unit standard.

#### **PURPOSE OF THE UNIT STANDARD**

This unit standard is for relevant personnel to formulate and write security reports and to take down written statements.

Benefit for society of this unit standard is that the person who completes this will contribute to safety in society.

A person credited with this unit standard will be able to:

- Apply knowledge and understanding of the requirements for effective report writing.
- Compile a complete and concise report.
- Take a written statement.

#### **LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING**

The following knowledge, skills, attitude and/or equivalent:

- A knowledge, comprehension and application of language and mathematical skills at NQF level 03.

#### **UNIT STANDARD RANGE**

This unit standard applies to relevant personnel in the workplace who is required to formulate and write security reports and to take down written statements.

### **Specific Outcomes and Assessment Criteria:**

#### **SPECIFIC OUTCOME 1**

Apply knowledge and understanding of the requirements for effective report writing.

### **OUTCOME RANGE**

Accurate must include:

- Fact
- Hearsay
- Deductions
- Opinions
- The meaning of words

Elements of execution must include:

- Who
- What
- Where
- When
- Why
- How

### **ASSESSMENT CRITERIA**

#### **ASSESSMENT CRITERION 1**

1. Exact, precise and reliable rendering of the occurrence, condition or situation verifies accurate report writing.

#### **ASSESSMENT CRITERION 2**

2. Every aspect or incident mentioned in the report is tested against the elements of execution.

#### **ASSESSMENT CRITERION 3**

3. Good language, grammar use and the proper construction of sentences ensure comprehensibility.

#### **ASSESSMENT CRITERION 4**

4. The absence of personal feelings and prejudices of the report writer reflects objectivity.

### **SPECIFIC OUTCOME 2**

Compile a complete and concise report.

#### **OUTCOME RANGE**

Heading must include:

- Subject
- Date and place (if applicable)
- Person(s) involved.

Layout must include:

- Heading of report
- Body of report
- Content
- Comment
- Recommendations
- Conclusion of report.

### **ASSESSMENT CRITERIA**

#### **ASSESSMENT CRITERION 1**

1. Nature of subject heading confirms content of the report.

#### **ASSESSMENT CRITERION 2**

2. Correct layout, content, comment and recommendations verifies completed report.

#### **ASSESSMENT CRITERION 3**

3. Report is written in a concise, simple, direct style and in the first person.

#### **ASSESSMENT CRITERION 4**

4. Signature, initials, surname and designation of writer conclude report.

### **SPECIFIC OUTCOME 3**

Take a written statement.

### **OUTCOME RANGE**

Prescribed format must include:

- Preamble.
  - Paragraph and sentences.
  - Logical arrangement.
  - Colloquial usage
  - Contents:
- Place, day of week, date and time of occurrence, etc.
- End of statement.

Elements must include:

- Evidence of occurrences
- Evidence of own perception
- Description of wounds/stolen property
- Description of suspects
- Identification
- Weather conditions

### **ASSESSMENT CRITERIA**

#### **ASSESSMENT CRITERION 1**

1. The statement is completed according to the prescribed format.

#### **ASSESSMENT CRITERION 2**

2. Language content is clear and understandable according to workplace procedures.

#### **ASSESSMENT CRITERION 3**

3. The statement contains all elements of the incident that is being reported.

### **UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS**

1. Anyone assessing a learner against this unit standard must be registered as an assessor with the POSLEC ETQA/and any other body with whom a MOU was entered into.
2. Any institution offering learning that will enable achievement of this unit standard must be accredited as a provider through the POSLEC ETQA/and any other body with whom a MOU was entered into by SAQA.
3. Moderation of assessment will be overseen by the POSLEC ETQA/and any other body with whom a MOU was entered into according to the moderation guidelines in the relevant qualification and the POSLEC ETQA/and any other body with whom a MOU was entered into, procedures.

### **UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE**

Refer to the Specific Outcomes and the Assessment Criteria contained in this unit standard and specifically:

- A comprehensive understanding of writing skills.

## **Critical Cross-field Outcomes (CCFO):**

### **UNIT STANDARD CCFO IDENTIFYING**

Identify and solve problems related to the testing of aspects of incidents against the elements of execution.

### **UNIT STANDARD CCFO ORGANISING**

Organise oneself and one's activities so that the correct layout, content, comment, recommendations and closure in compiling a correct and concise report has been followed.

### **UNIT STANDARD CCFO COLLECTING**

Collect, analyse, organise and critically evaluate information related to formulating and compiling complete and concise reports and taking statements.

### **UNIT STANDARD CCFO COMMUNICATING**

Communicate effectively when taking statements from persons.

### **UNIT STANDARD CCFO DEMONSTRATING**

Understand the world as a set of related systems in that taking statements down all elements of the incident are reflected.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD:**

	<b>ID</b>	<b>QUALIFICATION TITLE</b>	<b>PRE-2009 NQF LEVEL</b>	<b>NQF LEVEL</b>	<b>STATUS</b>	<b>END DATE</b>	<b>QUALITY ASSURING BODY</b>
Core	<a href="#">64389</a>	Further Education and Training Certificate: Corrections Services	Level 4	NQF Level 04	Reregistered	2015-06-30	SAS SETA
Core	<a href="#">22491</a>	Further Education and Training Certificate: Specialist Security Practices	Level 4	NQF Level 04	Passed the End Date - Status was "Reregistered"	2006-11-16	SAS SETA
Elective	<a href="#">58577</a>	National Certificate: General Security Practices	Level 3	NQF Level 03	Reregistered	2015-06-30	SAS SETA