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## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### REGISTERED UNIT STANDARD:

#### Perform hand over and take over responsibilities

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>			
244181	Perform hand over and take over responsibilities			
<b>ORIGINATOR</b>		<b>ORIGINATING PROVIDER</b>		
SGB Security				
<b>QUALITY ASSURING BODY</b>				
-				
<b>FIELD</b>			<b>SUBFIELD</b>	
Field 08 - Law, Military Science and Security			Safety in Society	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>PRE-2009 NQF LEVEL</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 3	NQF Level 03	2
<b>REGISTRATION STATUS</b>		<b>REGISTRATION START DATE</b>	<b>REGISTRATION END DATE</b>	<b>SAQA DECISION NUMBER</b>
Reregistered		2012-07-01	2015-06-30	SAQA 0695/12
<b>LAST DATE FOR ENROLMENT</b>		<b>LAST DATE FOR ACHIEVEMENT</b>		
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 will lead learners towards achieving knowledge, skills and attitudes that would enable them to prepare and conduct hand over and take over responsibilities when assuming or relinquishing duties. It will also enable them to assess areas of work whilst performing these duties for reporting and communication purposes. Fundamental to this unit standard is the learner's ability to understand the reasons why these responsibilities should be conducted and the eventual acceptance of responsibilities in area of work.

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

- Prepare for the handing over and taking over of responsibilities.
- Assume responsibility at area of work at area of work.
- Hand over responsibilities.

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

Communication at NQF Level 2 or equivalent.

### UNIT STANDARD RANGE

- Area of work also refers to area of responsibility which may include but is not limited to:
  - > Safety and security aspects, workplace inventory, equipment functionality, general appearance and cleanliness.
- Safety aspects may include, but are not limited to unsafe acts, accidents, incidents and unsafe conditions.
- Recording the time may include, but is not limited to the manual signing of registers and the use of various electronic systems.

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

### **SPECIFIC OUTCOME 1**

Prepare for the handing over and taking over of responsibilities.

#### **ASSESSMENT CRITERIA**

##### **ASSESSMENT CRITERION 1**

Equipment needed for performing duties are identified in terms of their applications.

##### **ASSESSMENT CRITERION RANGE**

Equipment may refer to but is not limited to registers, documentation and dress.

##### **ASSESSMENT CRITERION 2**

Handing over and taking over duties are described in terms of continuity, delegation of authority and the sharing of information.

##### **ASSESSMENT CRITERION 3**

Hand-over preparations are made in order to promote professionalism, client satisfaction and service excellence.

### **SPECIFIC OUTCOME 2**

Assume responsibility at area of work.

#### **ASSESSMENT CRITERIA**

##### **ASSESSMENT CRITERION 1**

Information that must be obtained from the person relinquishing responsibility is described in terms of current status of area, incidents, accidents and instructions issued.

##### **ASSESSMENT CRITERION 2**

Non-conformance during the shift hand-over with regards to area of work is identified for follow up actions.

##### **ASSESSMENT CRITERION RANGE**

Area of work may include but is not limited to a physical location, client requests and instructions and contractual obligations subject to the chain of command.

##### **ASSESSMENT CRITERION 3**

Standing operating procedures for the designated area of work are described in terms of their relevance to area of work.

##### **ASSESSMENT CRITERION 4**

The reasons for the recording of the time and events are described in terms of their effect on area of work.

##### **ASSESSMENT CRITERION RANGE**

Recording may refer to but is not limited to record keeping, evidence, remedial action, quality assurance, audit reports and duty allocation.

### **SPECIFIC OUTCOME 3**

Hand over responsibilities at area of work.

#### **ASSESSMENT CRITERIA**

##### **ASSESSMENT CRITERION 1**

Information is examined in order to determine whether it is relevant for handing over purposes.

##### **ASSESSMENT CRITERION RANGE**

Information may refer to include but is not limited to brevity (briefness), accuracy, relevancy in safety and security of information.

##### **ASSESSMENT CRITERION 2**

Workplace is assessed to determine whether it is ready for hand-over.

#### **ASSESSMENT CRITERION RANGE**

Ready may refer to but is not limited to:

- A clean, secure and safe workplace.

#### **ASSESSMENT CRITERION 3**

Information is assessed in order to complete registers and occurrence book for hand-over purposes.

#### **ASSESSMENT CRITERION RANGE**

- Completed registers and occurrence books may be completed in manual or electronic format.
- Completed registers may include but are not limited to firearm registers, ammunition registers, attendance registers, incident reports, accident reports, evidence reports and vehicle registers.

#### **ASSESSMENT CRITERION 4**

Equipment is assessed to determine working condition for hand over purposes.

#### **ASSESSMENT CRITERION RANGE**

Equipment may include but is not limited to firearms, ammunition, body armour, fire fighting equipment, first aid kit, hand-cuffs, vehicles, two-way radios, batons, keys and cellular telephones.

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

- An individual wishing to be assessed (including through RPL) against this unit standard may apply to an assessment agency, assessor or provider institution accredited by the relevant ETQA.
- Anyone assessing a learner against this unit standard must be registered as an assessor with the relevant ETQA.
- Any institution offering learning that will enable achievement of this unit standard or assessing this unit standard must be accredited as a provider with the relevant ETQA.
- Moderation of assessment will be conducted by the relevant ETQA at its discretion.

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

Refer to the specific outcomes and the assessment criteria contained in this unit standard and specifically to:

- An understanding of company policy and workplace procedures.
- Code of conduct.
- The concept of service excellence.
- Job description/role description.
- The concept of good housekeeping.
- Safe firearm practices.
- Safe and secure firearm and ammunition practices.
- Evidence practices.

#### **UNIT STANDARD DEVELOPMENTAL OUTCOME**

N/A

#### **UNIT STANDARD LINKAGES**

N/A

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

#### **UNIT STANDARD CCFO IDENTIFYING**

Identify and solve problems related to the process of handing over and taking over responsibilities in a security environment.

#### **UNIT STANDARD CCFO WORKING**

Work effectively with others to ensure the smooth and effective hand over of take over of responsibilities.

#### **UNIT STANDARD CCFO ORGANISING**

Organise oneself and one's activities so that one is ready to hand over and take over security related responsibilities.

#### **UNIT STANDARD CCFO COLLECTING**

Collect, analyse, organise and critically evaluate information related to the whole process of handing over and taking over

responsibilities.

### UNIT STANDARD CCFO COMMUNICATING

Communicate effectively with all role-players when handing over or taking over responsibilities.

### UNIT STANDARD CCFO DEMONSTRATING

Demonstrate an understanding of the world as a set of related systems where the incorrect handing over and taking over of responsibilities could lead to serious consequences for all role-players.

### QUALIFICATIONS UTILISING THIS UNIT STANDARD:

	ID	QUALIFICATION TITLE	PRE- 2009 NQF LEVEL	NQF LEVEL	STATUS	END DATE	QUALITY ASSURING BODY
Core	<a href="#">58577</a>	National Certificate: General Security Practices	Level 3	NQF Level 03	Reregistered	2015-06-30	SAS SETA
Core	<a href="#">67329</a>	National Certificate: Inshore Maritime Operations	Level 3	NQF Level 03	Reregistered	2015-06-30	TETA
Core	<a href="#">66809</a>	Further Education and Training Certificate: Sport Technical Officiating	Level 4	NQF Level 04	Reregistered	2015-06-30	CATHSSETA
Elective	<a href="#">61609</a>	Further Education and Training Certificate: Volunteer Support	Level 4	NQF Level 04	Reregistered	2015-06-30	As per Learning Programmes recorded against this Qual