

Prospectus 2011

Gene Louw Traffic College



**To create a life-long learning culture to
contribute to safer roads for all**

The Gene Louw Traffic College has been formally accredited as a training service provider by the Safety & Security Sector Education and Training Authority and the Local Government Sector Education and Training Authority for the Further Education and Training Certificate : Road Traffic Law Enforcement in terms of SAQA requirements.

SASSETA Accreditation Reference number : 061904000146
LGSETA Accreditation Reference number : LGRS – SASS – 101210
Road Traffic Management Corporation (RTMC)
South African Police Service (SAPS)

The Gene Louw Traffic College is also registered by the Road Traffic Management Corporation (RTMC) to facilitate Examiner of Vehicle (EOV) and Examiner of Driving Licences (EDL) training, whilst the College is also an accredited official institution under the Firearm Control Act, Act 60 of 2000.

This prospectus is obtainable free of charge from:

Gene Louw Traffic College
Brackenfell Boulevard
Brackenfell
7560
CAPE TOWN

Enquiries

Telephone: 021 983 1500
Fax: 021 982 4982

Postal Address:

Private Bag x 5
BRACKENFELL
7561

Find us on the web: under construction

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1. VISION AND VALUES

Vision

To create a life-long learning culture to contribute to safer roads for all

Values

We are committed to acknowledge and respect the diversity of -and have compassion for one another, display integrity, be approachable and transparent

We endeavor to manifest self-discipline that will cultivate passion and innovation resulting in a positive image.

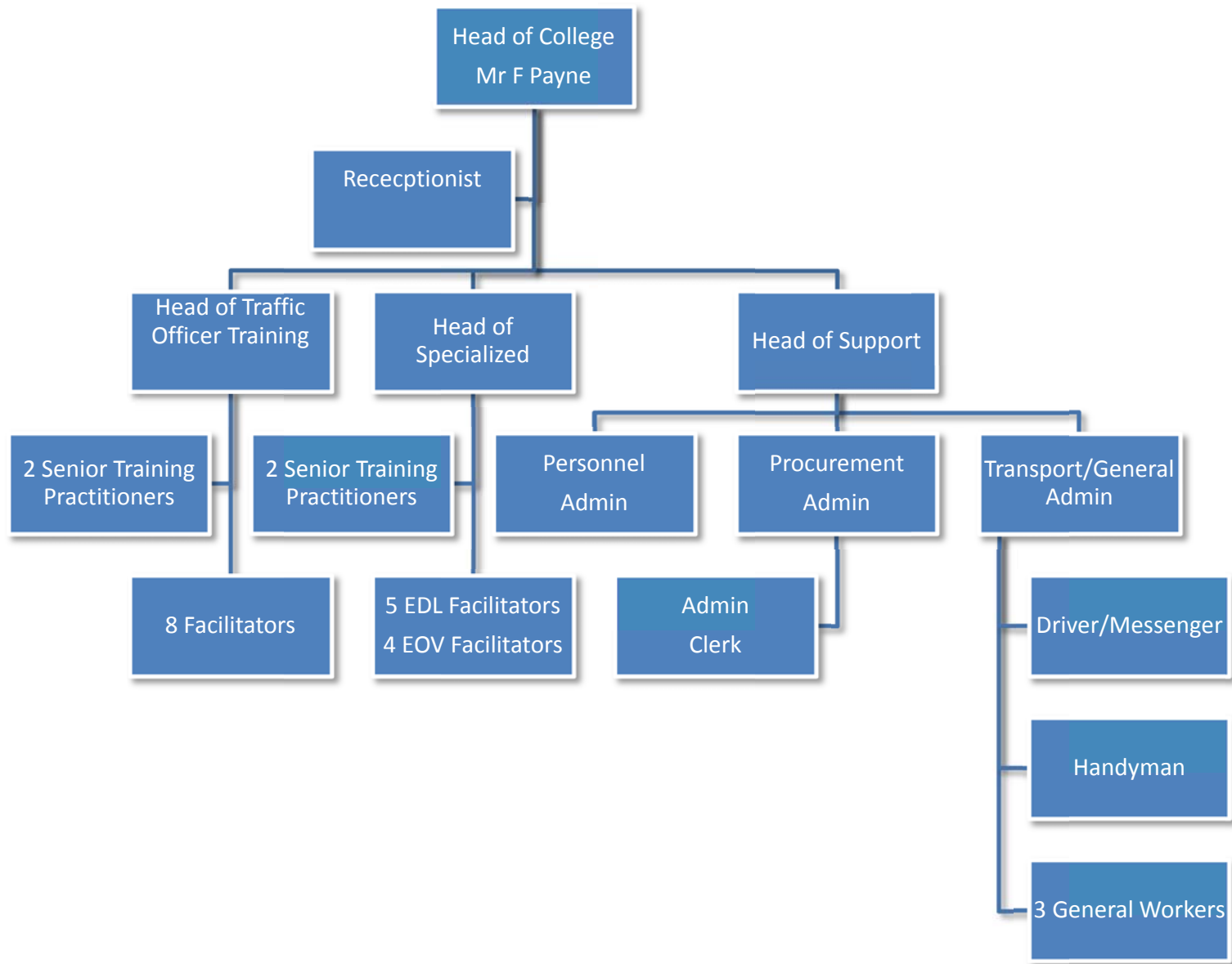
We aspire to grow and develop so as to be recognized as an efficient and professional team providing service excellence.



Gene Louw Traffic College

2. ORGANISATIONAL STRUCTURE





3. BRIEF HISTORY

The Gene Louw College was officially opened on the 15 September 1989. The first Head of College was Mr L Geldenhuys. Mr. P De Villiers was the head of Traffic Officer Training, Mr I Du Plessis was the supervisor of Examiner of Driving License and Mr D North was the supervisor of Examiner of Vehicles. Since then the College has excelled by training many Traffic Officers, Municipal Police Officers and Officers for Examiner of Vehicles and Examiner for Driving Licences throughout the Western Cape and other provinces in South Africa.



Front entrance of Gene Louw Traffic College

4. TRAFFIC OFFICER TRAINING

Traffic Officer Qualification:

On being found competent in both the theoretical and practical phases of the following unit standards the learner will be credited with the Further Education and Training Certificate: Road Traffic Law Enforcement.

1	119462	Engage in sustained oral/signed communication and evaluate spoken/ signed text
2	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
3	120476	Adhere to professional conduct and organisational ethics
4	117705	Demonstrate knowledge of the Firearms Control Act 2000 (Act No 60 of 2000) applicable to possessing a firearm
5	119649	Handle and use a handgun
6	123515	Handle and use a handgun for business purposes
7	256519	Demonstrate an understanding of the legislative framework for road traffic law enforcement
8	256527	Apply knowledge of road traffic legislation pertaining to traffic officers, road users and vehicles
9	243263	Demonstrate knowledge and understanding of anti-corruption issues in the Public Sector
10	116534	Carry out basic first aid treatment in the workplace
11	120486	Demonstrate physical defensive restraining techniques
12	256518	Examine vehicle fitness at the roadside
13	256520	Control Traffic
14	256524	Use traffic law enforcement equipment
15	256523	Apply knowledge of legislation regarding dangerous goods and substances conveyed by road
16	120331	Demonstrate knowledge pertaining to fires in working places
17	256525	Apply knowledge of the National Land Transportation Transition Act
18	256517	Demonstrate understanding of the Administrative Adjudication of the Road Traffic Offences Act
19	256521	Evaluate loads on vehicles
20	119035	Isolate and secure a scene
21	11981	Attend to and manage a collision scene



Learners doing groupwork at Traffic Officer training

Entry Requirements

- Grade 12 certificate
- Permanent employment at a Provincial/Local Authority as a Traffic Officer
- No criminal record
- Must be medically, physical and mentally fit and competent to perform the applicable tasks and duties
- Code B Driver's license(manual transmission) Learners' licenses are not accepted
- Must not be older than 35 years of age

NB: It will be the responsibility of the learner to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) before enrolment.

Prescribed original application forms and payment, made by a Local - or Provincial Authority must reach the College within 14 days prior to the commencement of the set course. No payments made by private individuals will be accepted.

Course Duration: 1 Year

Course hours: Monday to Friday 07h30 - 16h00

Pass Requirements

Learners are formatively assessed to determine competence throughout the training programme and need to be found competent during theoretical and practical summative assessments done at the end of the training cycle.

Examination are conducted at the end of each course or module

Course	Theory	Practical	Pass with distinction	Supplementary
Traffic Officer	Competency in all the Specific Outcomes of all unit standards relating to theoretical aspects of training	Competency in all the Specific Outcomes of all unit standards relating to practical aspects of training	N/A OBE – Competency only (points are allocated in summative assessments under the auspices of the RTMC)	N/A OBE – Competency only If NYC the applicable Specific Outcomes are addressed

Recognition Awards

Best achiever legal unit standards

This award is given to a learner who has obtained the highest average marks for legal summative assessments under auspices of the RTMC.

Best achiever NRTA unit standards

This award is given to a learner who has obtained the highest average marks for National Road Traffic Act (NRTA) summative assessments under auspices of the RTMC.

Best achiever on firearm unit standards

This award is given to a learner who has been nominated as the best marksman and obtained the highest mark for summative assessments.



Course Date 2011:

10 January 2011 till 15 December 2011

5. EXAMINER OF DRIVING LICENCES

Objective of Course

Is to train and assess the learner's competence in line with the curriculum criteria as determine by the RTMC and SASSETA. The course covers the theoretical testing of light, heavy vehicles as and motor cycles for the learner to qualify as Examiner for Driver Licences.

Upon completion of this course, learners will be equipped with the knowledge and skills on how to test applicants for driving licenses.

This course is modular based and therefore a learner may not be enrolled for the next module if he/she did not pass the previous ones.

Course Outcome

To qualify as an examiner for driving licence the learner has to be found competent after the successful completion of a summative and practical examination. The systematic completion of each module phase is listed below:

Learner Entry Requirements

- Grade 10 certificate
- Permanent employment at a Provincial/Local Authority
- No criminal record
- Applicable driving licence as listed below in schedule to attend a specific phase.

Module Phase	Grade	Duration	Driving Licence code requirements
1	L	4 weeks	n/a
2	D	3 weeks	B
3	B	1 week	C
4	A	2 weeks	A & EC

Pass Requirements

A learner needs to obtain a pass mark of 50% for theory finals and 75% for all practical finals.

Upon successful completion of this course, learners can register as an Examiner for Driving Licence and is qualified to perform the duties as listed below:

EXAMINER OF DRIVING LICENCE QUALIFICATION									
Grade of Examiner	Vision testing apparatus and facilities	eNatis computer systems	Electronic motorcycle testing apparatus	Facilities for learners licence tests	Yard test			Road test	Vehicle code allow to test
					Light motor vehicle	Heavy Motor Vehicle	Motor cycle		
L	X	X		X					
D	X	X		X	X			X	B
B	X	X		X	X	X		X	B,C1,EB,EC1,EC
A	X	X	X	X	X	X	X	X	A,A1,B,C1,EB,E C1,EC

Course Dates for 2011

COURSE 1/2011: 10 JANUARY TO 31 MARCH 2011				
Grade	Date	Final Exams	Supplementary Exams	Days
F	10 Jan 2011 to 28 Jan 2011	27 Jan-2011	10 Feb-11	15
L	31 Jan 2011 to 01 Feb 2011	03 Feb--2011	17 Feb-11	5
D	07 Feb 2011 to 11 May 2011	10 Mar-2011	28 Mar-11	25
B	14 Mar 2011 to 18 Mar 2011	17 Mar-2011	06 Apr-11	5
C	22 Mar 2011 to 31 Mar 2011	30 Mar-2011	20 Apr-11	8

COURSE 2/2011: 04 APRIL TO 29 JUNE 2011				
Grade	Date	Final Exams	Supplementary Exams	Days
F	04 Apr 2011 to 21 Apr 2011	20 Apr-2011	05 May-11	14
L	28 Apr 2011 to 06 May 2011	05 May-2011	20 May-11	6
D	09 May 2011 to 10 Jun 2011	09 Jun-2011	24 Jun-11	25
B	13 Jun 2011 to 17 Jun 2011	15 Jun-2011	30 Jul-11	4
C	20 Jun 2011 to 29 Jun 2011	28 Jun-2011	14 Jul-11	8

COURSE 3/2011: 04 JULY TO 21 SEPTEMBER 2011				
Grade	Date	Final Exams	Supplementary Exams	Days
F	04 Jul 2011 to 22 Jul 2011	20-Jul-2011	05 Aug-11	15
L	25 Jul 2011 to 29 Jul 2011	28 Jul-2011	12 Aug-11	5
D	01 Aug 2011 to 02 Sept 2011	01 Sept-2011	16 Sept-11	24
B	05 Sept 2011 to 09 Sept 2011	08 Sept-2011	23 Sept-11	5
C	12 Sept 2011 to 21 Sept 2011	20 Sept-2011	05 Oct-11	8

COURSE 4/2011: 26 SEPT TO 14 DECEMBER 2011				
Grade	Date	Final Exams	Supplementary Exams	Days
F	26 Sept 2011 to 14 Sept 2011	13 Oct-2011	28 Oct-11	15
L	17 Oct 2011 to 21 Oct 2011	20 Oct-2011	04 Nov-11	5
D	24 Oct 2011 to 25 Nov 2011	24 Nov-2011	09 Dec-11	25
B	28 Nov 2011 to 02 Dec 2011	1 Dec-2011	15 Dec-11	5
C	5 Dec 2011 to 14 Dec 2011	13 Dec-2011	28 Dec-11	8

Course hours: Monday to Fridays: 08:00 to 16:00

NB: It will be the duty of (or an obligation) the learner to have foreign qualifications evaluated by the South African Qualifications Authority before enrolment.



Learners conducting pre-trip inspection prior to road test at EDL training

6. EXAMINER OF VEHICLES

Objective of Course

Is to facilitate and assess the learner's competence in line with the curriculum criteria as determine by the RTMC and LG Seta.

Course Outcome

To qualify as an examiner of vehicles the learner has to be found competent after the successful completion of a summative and practical examination.

Learner entry Requirements

- Grade 10 certificate
- An applicant must be in the employ of a Local or Provincial Authority or a Private registered testing centre
- May not have a criminal record
- Applicable driving licence as listed below

Grading

Examiners are graded and registered in terms of their applicable driving licence as regulated by current National Road Traffic Act 93/1996. All our learners are trained and complete their final examinations as grade "A" examiners.

Examiner Grade	Driving Licence requirements	Course duration
A	A & EC	9 weeks
B	A & EB	9 weeks



EOV pit area

Course Content

The course content includes but is not limited to the following:

- Brakes on vehicles
- Lamps on vehicles
- Vehicles dimensions
- Equipment on vehicles
- Loads on vehicles
- Passenger carrying vehicle

The practical examination phase includes the following vehicles:

- Light motor vehicle
- Heavy motor vehicle
- Motor cycle
- Minibus
- Bus

Upon successful completion of this course, learners can register as an Examiner of Vehicles and is qualified to perform the duties as listed below:

EXAMINER OF VEHICLES QUALIFICATION					
Examiner Grade	Goods vehicles GVM < 3500kg	Busses GVM < 3500kg	Minibusses	Light Motor Vehicles	Motorcycles
A	Can test any motor vehicles presented for roadworthiness				
B	X	X	X	X	X

Course Dates

COURSE	START	END	FINAL EXAMS	SUPPLEMENTARY
1/2011	10 Jan 11	11 Mar 11	3 Mar 11	24 Mar 11
2/2011	14 Mar 11	20 May 11	12 May 11	2 Jun 11
3/2011	6 Jun 11	5 Aug 11	28 Jul 11	18 Aug 11
4/2011	10 Aug 11	7 Oct 11	29 Sept 11	21 Oct 11

Course hours: Monday to Fridays: 08:00 to 16:00



Learners at EOV training

7. SHORT COURSES

Gene Louw Traffic College offers short and refresher courses to enable employers and employees in the field to keep abreast with new technologies and legislation.

These courses include:

COURSE	DURATION
Overloading Control	1 week
Motor Vehicle inspectors course	2 weeks
Speed training	3 days
Roadside examination of vehicles	1 week
National Land Transport Act Training	1 week
Drager operator Training	2 days
On site gap Analysis	Dependent on clients request
Examiner of Vehicle refresher training	Dependent on clients request
K53 Refresher Training	Dependent on clients request
Firearm Competency	2 weeks
Firearm Refresher	Determined by the level of competency

8. GENERAL INFORMATION

Medium of Instruction

English

Medium of tuition

Only full time learners are allowed.

No long distance, part time etc

Method of Payment

We only accept bank transfers directly from employees

9. FEES STRUCTURE

	BASIC TRAFFIC OFFICER	EXAMINER OF VEHICLES	EXAMINER OF DRIVING LICENCE
Course Dates	10 January – 15 December 2010	Course 1: 10 January – 11 March 2011 Course 2: 14 March – 20 May 2011 Course 3: 06 June – 05 August 2011 Course 4: 10 August – 07 October 2011 Course 5: 10 October – 09 December 2011	Course 1: 10 January – 31 March 2011 Course 2: 04 April – 29 June 2011 Course 3: 04 July – 21 September 2011 Course 4: 26 September – 14 December 2011
Course Fees	R23 855-18	R7 378-06	R9 808-52 – Grade A R8 455-62 – Grade B R8 455-62 – Grade C R7 610-06 – Grade D R3 382-25 – Grade L
Closing date for registration	Course 1: 03 December 2011	Course 1: 03 December 2011 Course 2: 04 March 2011 Course 3: 20 May 2011 Course 4: 29 July 2011 Course 5: 30 September 2011	Course 1: 03 December 2011 Course 2: 25 March 2011 Course 3: 24 June 2011 Course 4: 09 September 2011

- Payment is required 14 working days prior to the commencement of the course((Provided there is space available)
- It is anticipated that a revised fee structure will be introduced in respect of all courses from April 2012. Further particulars will be made available once the new fees have been approved.
- Cheques are preferred and are to be made out in favour of Department of Community Safety.
- Should a learner withdraw from the course paid fees are non-refundable.

10. APPLICATION TO ATTEND TRAINING COURSES

1. A request must be made in writing to the college.
2. Application are available on request
3. The application form must be accompanied by the following documentation
 - a. Application must be fully completed
 - b. 2 certified copies of Identity Documentation
 - c. 2 certified copies of Driving Licence
 - d. Affidavit from SAPS declaring he/she has not been involved in any illegal actions.
 - e. Letter from employer confirming the learner employment.
4. Facsimile applications are accepted
5. All documentation must be certified
6. Closing dates for applications are to be strictly adhered to
7. No person shall deposit the money into the bank account unless prior approval of the course administrator has been obtained and an invoice has been issued. Failure to adhere to this clause will result in the learner forfeiting his money
8. Learners selected to participate in the course must arrange their own accommodation. A comprehensive list of accommodation is available at the college.



Passing-out parade

ACCREDITATION DOCUMENTS



SAFETY & SECURITY
SECTOR EDUCATION AND TRAINING AUTHORITY

12 January 2011

Department of Community Safety Western Cape Directorate
Safety Training and Development
Brackenfell Boulevard
Brackenfell
Cape Town
7560

Fax: 021 982 1764

Ref: 061904000146

Dear Training Provider

RE-ACCREDITATION LETTER

This is to confirm the Skill Development Provider: **Department of Community Safety Western Cape Directorate** has been re-accredited with SASSETA for the following Unit Standards.

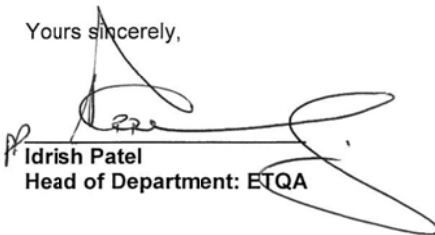
ID	UNIT STANDARD TITLE
14118	Use of firearms in a policing environment
117705	Demonstrate knowledge of the firearms control act 2000 (act no 60 of 2000) applicable to possessing a firearm

Based on your application for re-accreditation that was received the ETQA has decided to extend your accreditation status until **31 March 2015**. Please note that during the re-accreditation period the ETQA will also engage in a process of ensuring that verification /monitoring visits are conducted with priority being given to providers that have NOT been verified or monitored within the last year.

There is no automatic re-accreditation once the training provider is due to expire, the provider must submit a written request to the ETQA as indicated in the highlighted section.

Should you have any queries please contact Mmasello Makgalemele on 011-347 0200 or email mmakgalemele@sasseta.org.za.

Yours sincerely,



Idrish Patel
Head of Department: ETQA



DEPARTMENT of COMMUNITY SAFETY

Provincial Government of the Western Cape

Gene Louw Traffic College
Brackenfell

tel: +27 21 983 1500:
fax: +27 21 982 4477

APPLICATION FOR ENROLMENT AS LEARNER

COURSE PARTICULARS	PART A
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Course name:

(Tick the appropriate block)

Traffic Officer	<input type="checkbox"/>	Examiner of Driving Licenses	<input type="checkbox"/>	Examiner of Vehicles	<input type="checkbox"/>
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Course date:

(Dates to be supplied by GLTC)

FROM	2	0		-						TO	2	0		-					
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PARTICULARS OF APPLICANT	PART B
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Surname:

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Full names:

Date of Birth:

1	9			-															
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ID No:

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Residential
Address:

Gender:

(Tick the appropriate block)

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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Telephone No:

Home																			
Work																			
Cell																			

Highest Educational Qualification:

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(Copy attached) – Original to be produced on arrival at the Gene Louw Traffic College

Have you ever been convicted on a criminal offence?
 (Tick the appropriate block)

Yes		No	
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If the answer above is yes, please provide the year convicted:

Manual Driving Licenses held by applicant:
 (Copies attached) – Originals to be produced on arrival at the Gene Louw Traffic College

DECLARATION BY APPLICANT:

1. I, _____
 _____ (Full names and surname of applicant), hereby declare that the information as mentioned above is correct.
2. I understand that if any of the information provided is proven to be incorrect, the Gene Louw Traffic College maintains the right to discontinue my participation on the said course.
3. I also understand that my fingerprints will be taken and a SA Police clearance done on my arrival at the Gene Louw Traffic College and the outcome thereof may influence my participation in the said course. (Applicable to Traffic Officer Course)
4. I, declare that I am in a fit and healthy condition and have no objection to participate in any physical activities at the Gene Louw Traffic College. (Applicable to Traffic Officer Course)
5. I declare that I am not over the age of 35.
6. I, indemnify the Gene Louw Traffic College and its personnel from any legal claims due to my death, injury, damages or losses incurred by me during any training or whilst I am in or on the premises of the Gene Louw Traffic College.
7. I, agree to obey, as a condition for admission, all rules and instructions given to me
8. I, agree to compensate the Gene Louw Traffic College for any damages or losses caused by my negligence.

Signed on the _____ (date) in _____ (place)

Applicant's signature _____

EMPLOYER PARTICULARS	PART C
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Employer:
 (Name of Provincial/Local Authority)

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Postal Address of Provincial/Local Authority:

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Name of Contact Person at Provincial/Local Authority:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Position held at Provincial/Local Authority by Contact Person:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Contact Details: Tel. Fax

Date of Appointment of applicant into the Provincial or Local authority:

					-									
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DECLARATION BY EMPLOYER:

I, _____
(Full names and surname of authorised employer of applicant), hereby declare that the information as mentioned above is correct.

I further declare that the applicant is in the employ of the Provincial / Local Authority of _____
_____ (Name of Provincial/Local Authority).

Signed on the _____ (date) in _____ (place)

Employer's signature _____

DOCUMENTATION TO BE ATTACHED	PART E
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Certified copies of the following documents are to be attached to this application:

- 1. Highest Educational Qualification
- 2. Driving Licenses
- 3. Front page of Identity Document.
- 4. **Official letter as proof of Designation and Employment with the abovementioned Provincial / Local Authority**

PAYMENT METHODS & REQUIREMENTS	PART F
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Payment may only be done by the following methods against an official Gene Louw Traffic College invoice number.

- 1. By electronic transfer from the applicable Provincial / Local Authority
- 2. Bank guaranteed cheque from the applicable Provincial / Local Authority

NB!! PAYMENT MUST BE MADE BEFORE THE START OF THE RELEVANT COURSE, FAILURE OF WHICH WILL RESULT IN THE DISQUALIFICATION OF THE APPLICATION.

OFFICIAL USE ONLY	PART G
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Course No:

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Payment received and receipt number:

Yes		No	
Receipt number			

This Application to attend the course as indicated is recommended.

Yes		No	
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Senior Training Practitioner _____ (Initials and Surname)

Date: _____

Signature: _____

Application:

Approved		Not Approved	
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Head of Training _____ (Initials and Surname)

Date: _____

Signature: _____