

**Short Learning Programme Outline:  
Taking of Statements  
40 contact hours (5 days)**

**Purpose of Short Learning Programme**

To prepare delegates to compile statements adhering to the requirements and standards set by the courts and the NPA.

**Minimum Entrance Requirements/Learning to be in place for this Short Learning Programme**

Access to this short learning programme is granted to applicants who meet the following minimum entrance requirements:

- A National Senior Certificate (NSC) granting access to a Higher Certificate or
- A National Certificate (Vocational) Level 4 (NCV4) or
- An appropriate Further Education and Training Certificate or equivalent.

**Learning to be in Place:**

- It is assumed that the student would be competent in the language of instruction (English at NQF Level 4), Mathematical Literacy (NQF Level 4) and the theoretical knowledge and understanding accomplished at that level.

**Attendance Requirements**

- Kindly note delegates are required to attend all training days for the duration of the course.

**Course Outline:**

**CHAPTER 1: INTERVIEWING**

- The difference between interviewing and interrogation
  - Interviewing
  - Interrogation

- Social dynamics between the interviewer and witness
  - Establishing relationship
  - Show understanding and concern
  - Personalise the interview
  - Listen actively
- Active generation of information
  - Methods to encourage witness to produce information during interview
  - Avoid interruptions
  - Assisting witness to retrieve information
  - Communication between the interviewer and witness
  - Sequence of the interview
- Key interviewing procedures
- Taking of statements
  - Maintaining contact with the witness
- Problem areas with interviewing
  - Offensive interview
  - Non-offensive interview
  - Questioning of witness
  - General

## **CHAPTER 2: STATEMENTS**

- Different types of statements
- Who may be able to provide you with statements
- Suspect's personal statements
- Collecting information
- When to take witness statements
- Considerations
- Composition of a statement
- Identification
  - Eye witness identification
- Foreign language statements
- Conclusion of the statement
- Competence and compellability of witnesses
- Video/ audio interview of witnesses
- Admissions by witnesses
- Question and answer statements
- Structure and composition of the interview

## CHAPTER 3: GUIDELINES RELATING TO THE TAKING OF A STATEMENT OF A CHILD VICTIM

- General aspects
- Format and requirements of statements of children
- Preamble of the statement
- Content of statement
- Ending of a statement
- Example of a statement of a child

### Credits

- The Taking of Statements short course is registered at the Nelson Mandela University and carries 12 credits on NQF level 5 towards the Higher Certificate: Criminal Justice, a formal qualification offered at the university. It also carries credits towards a new formal qualification offered by the university's Faculty of Law namely the Diploma in Law Enforcement.
- Candidates who have successfully completed the SLP and who wish to enrol for the specified formal qualification(s) to which the credits are registered, may apply to the University for the exemption of the credits achieved, **provided that the candidate meets all entrance requirements as set for the formal qualification.**

### Training delivery

Training can take place on campus in Port Elizabeth or on-site.

#### Contact details

For further information and to request quotations, please contact:

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