Faculty of Law

Higher Certificate in Criminal Justice and Forensic Investigations

Centre for Continuing Education Programmes
BASIC CRIMINAL LAW AND SPECIFIC OFFENCES
Forensic auditors and other investigators of crime must have a basic understanding of the general principles of criminal law. In addition, the economic crime investigator must have detailed knowledge of the specific elements of those crimes he or she will investigate. Crimes that will be addressed are the so-called “white collar” or economic crimes.
- General principles of criminal law
- Fraud, with emphasis on management and employee fraud
- Theft, also identity theft
- Forgery and uttering
- Computer-related crime (Electronic Communications & Transactions Act No. 25 of 2002)
- Prevention and Combating of Corrupt Activities Act No. 12 of 2004
- Other statutory offences

FORENSIC INVESTIGATIONS
This topic not only deals with the gathering of evidence but also emphasises interviewing and interrogation techniques. Students are provided with hints on where to obtain evidence, as well as how to preserve it for evidentiary purposes. He or she must also know how to report the results of examinations, how to evaluate the veracity of potential witnesses and numerous other matters relating to investigations. Categories included in this topic are:
- Basic methods of investigation
- The crime investigation process
- Evidence gathering and preservation
- Interviewing of witnesses and suspects
- Statement taking and document analysis
- The nature, investigation and combating of economic crime
- Practical guidelines on the prevention of fraud
- Interpretation of Prevention of Organised Crime Act
- Money laundering control

LAW OF EVIDENCE AND THE CONSTITUTION
Topics in this section mainly deal with issues of admissibility.

Apart from a discussion on different important legal concepts, many practical examples and case studies of what the legal system might expect from investigators will be included. The possible consequences of any conduct or action in light of our Constitution will form a very important part of the lectures. Some of the topics include:
- Rules of evidence in general
- Similar fact evidence
- Opinion evidence and expert witnesses
- Hearsay evidence
- Documentary and real evidence (also computer print-outs)
- Competence, compellability and privilege
- Admissions and confessions
- Entry, search and seizure of articles VS fundamental rights
- Giving evidence in court (emphasis on cross-examination techniques)
- Promotion of Access to Information Act
- Whistle-blowing
- Interception, monitoring and entrapment
- Disciplinary hearings

BASIC AUDITING PRINCIPLES
Particular emphasis is placed on the changing roles of internal auditors and fraud investigators. Accountants and auditors will be more familiar with this area. Topics that are addressed may serve to refresh the memory but students are also provided with new preventative and detection techniques. Most of the time allocated will be spent on practical issues and case studies. Sub-topics include:
- Introduction to forensic auditing
- Key factors to put forensic auditing into perspective
- Auditing principles and standards
- Identifying illicit or suspect transactions
- Generally accepted accounting practice
• Risk assessment and prevention
• Code of conduct

THE PROGRAMME
• The lectures will be presented in English.
• The programme on Criminal Justice and Forensic Investigations consists of four modules which investigate the legal implications of the investigative and auditing functions of the forensic investigator.
• The programme seeks to provide the student with an initial basic understanding of applicable legal theory and thereafter to deal with the legal problems involved in the important practical situations he or she may encounter in his or her professional capacity.
• Persons involved in the internal investigation of financial records, improper conduct or criminal activities such as fraud and theft will find this programme of particular interest.
• Students will be kept abreast of the latest legal developments.

The Higher Certificate in Criminal Justice and Forensic Investigations is a one-year extra-curricular programme and is offered in TWO ways, i.e. Evening lectures (DB) whereby students attend weekly lectures from February to October OR Two, 4-day Workshops (VB). Students can choose either one of these options.

1. EVENING LECTURES (DB)
The dates and times of the 2-hour Evening Lectures will be made available to the students. These lectures are normally held on a Tuesday Evening from 18:00 to 20:00

2. COMPULSORY WORKSHOPS (VB)
Attendance of the TWO, 4-day Workshops is compulsory. The Workshops are normally held in March and July.

ADMISSION REQUIREMENTS
The following persons qualify for admission to this course:
• Practising accountants
• Forensic auditors and economic crime investigators (public and private sectors)
• At least 3 years’ work experience in investigations
• Persons in the Banking and Insurance Industry are also welcome to apply
• Applicants will be subject to a selection process and numbers will be limited.

ASSESSMENT
There will be a written examination at the end of the academic year. Three Individual assignments and four group assignments must be submitted during the year.

APPLICATION TO ENROL
Online application can be made from 15 August. Applications close on 30 October.

The following documents must be submitted with the Application:
1. An abridged CV of no more than 3 pages outlining in particular your work experience;
2. Certified copy of ID Document;
3. Certified copy of Matric Certificate. Any other school leaving certificate must be evaluated by SAQA: Tel No. 012 431 5064;
4. Certified copy of Tertiary qualification certificate/s (if applicable);
5. Certified copy of the Academic Transcript of your qualification/s (if applicable);
6. Certified copy of Marriage/Decree of Divorce Certificate (if applicable)

Foreign (SADC) Students must have their School Leaving Certificate and Tertiary Qualification Certificates evaluated by SAQA. This could take a couple of months so please do this timeously.
TO MAKE AN ONLINE APPLICATION (No Application Fee is payable)
The Course Code is: F4CJFQ
The Mode of Study is DB – “APK Continuing Education Programmes Part-Time” Evening Lectures or VB – “APK Continuing Education Programmes Full-Time” Compulsory Workshops.
Go to the UJ Website www.uj.ac.za and follow these steps:

Choose: Study@UJ
Click Apply
Click Apply again
Click Academic Application
Scroll down and
Select category below to apply:
Select – Continuing Education Programmes (CEP) / Short Learning Programmes (SLP) / Short Courses
Scroll down and go to Application Selection
Choose New Applicant / Submit OR Returning Internal Applicant / Submit

Should you encounter any difficulty with this process you can call the Student Enrolment Centre on 0115594555 / 4516

COURSE FEES
Please contact our office to confirm the course fees

After the Application has been processed and the Student is Admitted to the programme he/she will be notified when to make the necessary payments The breakdown will be as follows:

A first minimum payment on Registration (approx. 30% of the Course Fee)
The next payment 60% of remaining balance by 14 April
Thereafter, the remaining balance by 15 August

SADC Students – (This is for applicants who do not have a South African ID.)

Please be aware that SADC students also pay an International Levy. SADC / International Students must also contact the International Office of UJ prior to registration.

PROGRAMME PRESENTERS
The programme director is Prof Dawie de Villiers (UJ - Criminal Law and Law of Evidence). Part-time: Dr Marna Jackson (E+Y), Mr Jakes Jacobs (Megaplan IIS) and Mr Peter Goss (PWC).

ADMINISTRATIVE ENQUIRIES
Application forms and more details on the programmes are available from the Faculty of Law. Tel: 011 559 3739/2328 | Email: esmeraldep@uj.ac.za;

www.uj.ac.za/law