Correctional Services Administration
(offered by the School of Criminal Justice)

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Syllabus

FIRST LEVEL

CSA111A  Module A: Prison Matters (Examination 1 x 1½ hour paper)
Syllabus: Prison matters such as internal and external guarding, section services, visits to prisons, the role and functions of the institution committee and parole board and various other administrative functions that are performed in a prison.

CSA121B  Module B: Support Functions (Examination 1 x 1½ hour paper)
Syllabus: Development of the professional character of the correctional official, personnel matters and privileges, the objectives and functions of the registration office and transport, as well as logistical and financial matters.

SECOND LEVEL

NB
This subject forms part of the National Diploma: Correctional Services Management and serves as part two of the promotional examination.

CSA211A  Module A: Prison Matters (Examination 1 x 1½ hour paper)
Prerequisite: CSA111A
Syllabus: Prison matters include admission, warrants, detention, administration, legal visits and release.

CSA221B  Module B: Support Functions (Examination 1 x 1½ hour paper)
Prerequisite: CSA121B
Syllabus: Personnel matters such as promotions, housing, transfers and termination of service. Finance and logistics are also dealt with.

THIRD LEVEL

NB
This subject forms part of the National Diploma: Correctional Services Management and serves as part three of the promotional examination.

CSA311A  Module A: Prison Matters (Examination 1 x 3 hour paper)
Prerequisite: CSA211A
Syllabus: With regard to prison matters, detailed attention is given to the treatment and reintegration of prisoners and community corrections.

CSA321B  Module B: Support Functions (Examination 1 x 3 hour paper)
Prerequisite: CSA221B
Syllabus: Personnel matters such as organisation and record of service, recruitment and employment, salaries, recreation clubs, studies and bursaries, research, uniforms, etc. Finance and logistics are also dealt with.

FOURTH LEVEL

CSA4M1C  Module A: Fundamental Influence (Examination 1 x 3 hour paper)
Prerequisite: CSA311A
Syllabus: In this module attention is given to the demography of the countries that figure in the comparative study of correctional services systems. The origins of the systems are examined in terms of the respective constitutions of the countries and of any other laws that may have an influence on the systems. Lastly, the module focuses on the interaction between role-players in the criminal justice system such as the police, justice and correctional institutions.

CSA4M2C  Module B: Comparative Correctional Services Systems (Examination 1 x 3 hour paper)
Prerequisite: CSA321B
Syllabus: In this module the emphasis is on the functioning of the correctional services system in each country covered in the study. The treatment of prisoners, personnel and finance are examined. Correctional supervision is also studied as a sentence option.