



SHERIFFS INTRODUCTORY COURSE (SIC) 2014

The Sheriffs Act empowers the South African Board for Sheriffs (**SABFS**) to achieve the maintenance of the esteem of, the enhancement of the status of, and the improvement of the standard of training of and functions performed by, sheriffs; and the development and implementation of appropriate measures, including support programmes for purposes of issuing fidelity fund certificates to sheriffs who have the potential to establish and operate an office of a sheriff successfully.

In pursuit of this, the SABFS has developed an induction programme for recently appointed Sheriffs and regards the Sheriffs Introductory Course (SIC) as a foundational requirement for all serving Sheriffs. The SABFS further regards successful completion of the course as a pre-requisite for issuing a Fidelity Fund Certificate. However, it should be noted that successful completion of the SIC **does not** imply that candidates will automatically be appointed to a Sheriff's office.

Please note that the SIC consists of a compulsory two week classroom session and one week mentorship in a Sheriff's office. The three week compulsory attendance will be implemented consecutively, therefore Sheriffs may require that staff take three weeks leave. Each learner must complete the assessment process which includes the compilation of a Portfolio of Evidence (POE).

The SABFS will be hosting the SIC 2014 for newly appointed sheriffs in March/April 2014 and would like to invite all interested parties from the Sheriffing Profession to participate in the SIC. Application forms are available from our website at www.sheriffs.org.za or you may contact Lubabalo Mdekazi on lubabalo@sheriffs.org.za.

Completed applications must be submitted to [Lubabalo@sheriffs.org.za](mailto:lubabalo@sheriffs.org.za) or faxed to 021-426 2598 by no later than 10 February 2014.

Please note that we have limited space available, therefore it is advisable that you submit your application early. All applications will be considered, however, limited funding will dictate the number of candidates to be shortlisted.

At this time we have earmarked Cape Town, Bloemfontein and Johannesburg as preferred training centres. Please note that your travel and accommodation costs are for your own account. The SABFS will pay for the training, assessments, training venues and refreshments during the classroom sessions.

NOTE: The Sheriff must sign below to verify that an agreement has been reached with the employee to participate in the SIC training programme.

Sheriffs' Name

SABFS Sheriffs Introductory Course 2014

Signature

Date

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P.O. Box 15223
VLAEBERG
8018

Tel: (021) 462 0577
Fax: (021) 462 2595

ENROLMENT FORM

(Tick on the appropriate box✓)

PERSONAL INFORMATION									
First Names									
Surname									
Date of Birth									
Identity Number									
Equity Group	African		Indian		Coloured		White		
Gender	Male				Female				
Alternative ID document	Type				ID Number				
Disabilities	Yes		No						
Marital Status	Single		Married						
Dependents									
Home Language									
Preferred Language for tuition									
CONTACT DETAILS									
Home address									
Postal Address (if different from above)									
Contact Numbers	(Home) : _____ (Work) : _____ (Cell) : _____ (Email) : _____								

CURRENT EMPLOYMENT	
Sheriff's Office or Other Employment	
Postal Address	
Physical Address	
Business Phone	
Business Fax	
Business Email Address	
Number of years in the profession	
Designation / Job title	
Name of Manager/Sheriff	
WORK EXPERIENCE	
1. Employer/ Company Name	
Position Held	
Duration	
Reason for Leaving	
2. Employer/ Company Name	
Position Held	
Duration	
Reason for Leaving	
3. Employer/ Company Name	
Position Held	
Duration	
Reason for Leaving	
DECLARATION	
I, _____ hereby declare that all information provided is correct.	
Signature	Date : _____

IF SUCCESSFUL, YOU WILL BE REQUIRED TO SIGN THE LEARNER AGREEMENT BELOW

Agreement between the Learner, the SA Board for Sheriffs, SASSETA and Justice College.

I, the undersigned,..... am an adult male/female with I.D. number

.....residing at.....

.....

and appointed for (which post if applicable).....:

Agree hereto and concur with the under mentioned commitments which I will comply with throughout the presentation of the **Sheriffs Introductory Course** which falls under the auspices of the South African Board for Sheriffs:

1. To attend the training intervention for its entire duration without absenting myself on any day;
2. To timeously submit all assignments, tasks, and other homework requested of me;
3. To submit myself to and complete all assessments, evaluations, simulations and group-work which I am requested to do;
4. To arrive on time for all sessions and remain present for the entire session;
5. To continuously prepare and compile my own individual and authentic Portfolio of Evidence (PoE). In this regard I will ensure that any form of plagiarism is avoided;
6. To timeously submit my PoE on or before the due date set by the Facilitators and/or Assessors;
7. To submit to and comply with the assessment and moderating policies governing the said training intervention;
8. To attend a Mentors' office for the required 5 days;
9. To comply with all practical work as may be required of me;
10. To abide by all the house-rules necessary to ensure the smooth delivery of the training intervention. These house-rules shall include but not be limited to the following:
 - 10.1 To make and receive no cell phone calls during lectures or facilitation sessions. All cell phones must be switched off or be on silent. Calls can be made and received during tea and lunch breaks;
 - 10.2 To provide a medical certificate if unable to attend any session;
 - 10.3 To be appropriately attired during training;
 - 10.4 Not to attend any training sessions under the influence of any alcohol/drug or smelling of alcohol;
 - 10.5 To display mutual respect and collegiality;
 - 10.6 To at all times display professional conduct in all respects.

I have committed myself to the above unconditionally and have in no way been influenced or coerced into accepting same.

Thus signed at on this day of

Signature.....



Pre-Assessment Tool

Sheriffs Introductory Course

Dear Applicant,
Please complete the table below.

Explain legal concepts in respect of sheriffs		Rating Scale: Please tick relevant column		
		Very little knowledge	Average understanding and knowledge	Full knowledge and can provide evidence for RPL
SPECIFIC OUTCOME 1 Interpret legal concepts in relation to the sheriff's profession	1. Do you understand the legal concepts used in the sheriffs environment			
SPECIFIC OUTCOME 2 Interpret legal requirements in various legal prescripts that impact on the sheriff's profession	2. Do you understand the sheriffs act			
	3. Do you understand the sheriffs code of conduct			
	4. Do you understand the legal requirements as indicated in the sheriffs act			
	5. Do you understand the insolvency act			
	6. Do you know all the legislation that impacts on the sheriffs action			
SPECIFIC OUTCOME 3 Distinguish between legal documents used in civil and criminal proceedings	1. Do you know the difference between the legal documents used in civil and criminal proceedings			
	2. Can you explain all the legal documents used in a sheriff's office			

Demonstrate knowledge and application of ethical conduct in a debt recovery work context		Rating Scale: Please tick relevant column		
		Very little knowledge	Average understanding and knowledge	Full knowledge and can provide evidence for RPL
SPECIFIC OUTCOME 1 Explain the concept of ethics in relation to debt recovery	1. Can you explain what ethics mean			
	2. Do you know what our constitution says in terms of ethics			
	3. Do you know what the sheriffs laws say in terms of ethics			
	4. Do you know what the sheriffs code of conduct says in terms of ethics			
SPECIFIC OUTCOME 2 Describe the role of a code of conduct in the debt recovery business environment	1. Do you know and understand the contents of the sheriffs code of conduct			
SPECIFIC OUTCOME 3 Apply different ethical principles in the administration of debt recovery	2. Have you been involved in cases where ethics in the sheriffs industry has been questioned			
	3. Do you know what to do if the code of ethics is breached in your office			
	4. Would you be able to handle the ramifications according to law if anyone in your office breaches the code of ethics			
SPECIFIC OUTCOME 4 Make ethical decisions based on the debt recovery code of conduct	1. Are you able to make ethical decisions in your office			

Develop administrative procedures in a selected organisation		Rating Scale: Please tick relevant column		
		Very little knowledge	Average understanding and knowledge	Full knowledge and can provide evidence for RPL
Specific Outcome 1 Demonstrate an understanding of the administrative systems required	1. Indicate if you have worked with the admin system in an office			
	2. Can you give us an indication of the various admin systems that runs in a sheriff's office			
	3. Do you understand the elements that make up the various admin systems in a sheriff's office			
	4. Can you list the resources that the office will need to ensure an effective admin system			
	5. Do you know how to find these resources			
SPECIFIC OUTCOME 2 Develop and update administrative systems in a specific business environment	1. Do you know how to develop an admin system for your new office if you become a sheriff			
	2. Do you know what the various procedures are for the different elements of the admin system to ensure that tasks are streamlined			
	3. If you decide to continue using the current system in the office, do you know how to review the current system and make changes			
SPECIFIC OUTCOME 3: Develop systems to keep administrative information at the required level of confidentiality	1. Do you understand the level of confidentiality required in a sheriff's office and can you build these into your admin system, like using restricted access, passwords, etc			
	2. Do you know how to identify who would have access and how to give them this access			
SPECIFIC OUTCOME 4: Develop policies and procedures on administrative systems and write them into a manual	1. Can you prepare an admin policy and procedures manual			

Demonstrate applied knowledge of financial administration in a sheriff's office		Rating Scale: Please tick relevant column		
		Very little knowledge	Average understanding and knowledge	Full knowledge and can provide evidence for RPL
SPECIFIC OUTCOME 1 Explain basic accounting practices.	2. Can you draw the basic accounting cycle for your business for a financial year			
	3. Do you know all the source documents that are in your sheriff's office			
	4. Do you know all the subsidiary journals that must be kept and can you read information from these journals			
	5. Do you know the proper way of handling monies in the office			
SPECIFIC OUTCOME 2 Describe the requirements of trust and business accounts for sheriffs	1. Have you worked with a trust account or the business accounts in a sheriff's office			
	2. Do you know how to open a business bank account			
	3. Do you know how to open a trust account			
	4. Do you know how to maintain a trust account			
	5. Do you know how to maintain a business account and read a bank reconciliation			
	6. Do you know how to report on a trust account			
SPECIFIC OUTCOME 3 Calculate settlement figures and tariffs in terms of legislation	1. Can you calculate settlement figures payable			
	2. Do you know the different tariffs that are charged by the sheriff's office			
	3. Are you familiar with the tariff table			

Explain and implement service in the civil justice system		Rating Scale: Please tick relevant column		
		Very little knowledge	Average understanding and knowledge	Full knowledge and can provide evidence for RPL
SPECIFIC OUTCOME 1 Define the process of service in the civil justice system	1. Have you served any documents in a sheriff's office			
	2. Do you know the procedure to serve a document			
	3. Do you understand the consequences of improper service			
SPECIFIC OUTCOME 2 Explain the different court processes	1. Can you identify the different court process in order to determine the manner of service			
	2. Can you list the legal process of the various courts			
SPECIFIC OUTCOME 3 Explain and perform manner of service in the civil justice system	1. Do you know the various manners of service			
	2. Are you familiar with the duties related to the specific manner of service			
SPECIFIC OUTCOME 4 Submit a return of service/non-service	1. Have you completed a return of service			
	2. Have you completed a return of non service			
	3. Have you been exposed to fraudulent returns of service			

Explain and implement the writ of execution and enforcement process		Rating Scale: Please tick relevant column		
		Very little knowledge	Average understanding and knowledge	Full knowledge and can provide evidence for RPL
SPECIFIC OUTCOME 1 Define the process of execution	1. Do you understand the process of execution in a sheriff's office			
SPECIFIC OUTCOME 2 Distinguish between various warrants and court orders	2. Can you distinguish between the various warrants and court orders that a standard sheriff's office deals with			
SPECIFIC OUTCOME 3 Explain and apply execution procedures and processes	3. Are you familiar with the different execution processes and procedures in terms of the rules of the various courts			
	4. Do you know all the resources that is required for the execution of the warrant or court order			
	5. Can you carry out a warrant or court order efficiently and effectively			
	6. Can you complete a return in terms of the laws 7.			
SPECIFIC OUTCOME 4 Complete a notice of attachment and inventory for a warrant of execution	1. Do you know what items are exempt from attachment and what items can be attached			
	2. Are you able to identify these items and classify them as attachable or not			
	3. Can you value goods to determine if the judgement debt and cost can be covered			
	4. Can you prepare a notice of attachment			
SPECIFIC OUTCOME 5 Explain the procedure of a sale in execution	1. Do you understand the full procedure to be followed in a sale in execution			
	2. Do you understand the conditions under which a sale in execution can occur			
	3. Have you carried out a sale in execution			