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POLYGRAPH ACADEMY BROCHURE: SOUTH AFRICAN POLYGRAPH EXAMINER TRAINING

The next Polygraph Examiner program commences in Montana, Pretoria from **04 September to 11 November 2023** with closing date for applicants and payment of deposits by **31 July 2023** (late applications may be considered if space still available and will require full payment on acceptance).

Cost. The basic 10-week Polygraph Examiner course will **cost R56000** (subject to change from time to time) **excluding** the entry level laptop with webcam, camera, printer and instrumentation. **All prices exclude VAT.**

The Polygraph Academy can advise the candidate with the process of purchasing the laptop, printer, camera, and instrumentation on request. Obtaining the instrumentation will ultimately be the candidate's own responsibility. *Kindly note **Apple** laptops does not support the Lafayette Polygraph Software.*

The Polygraph Academy was established in 2015, to ensure ethical administration and interpretation of polygraph examinations focused on South African and African requirements and unique needs. Previously, all training was done by providers from the United States. However, our affordable, quality program is designed to serve South African needs while incorporating international content. The 400-hour program results in a competent Polygraph Examiner and is followed up with coaching and quality assurance until the Polygraph Examiner has completed at least 80 tests successfully. Thereafter, the Polygraph Examiner becomes a certified Examiner. The program is presented by experienced South African Polygraph Specialists and subject matter experts.

Contents include:

- History and Development
- Psycho Physiology (Psychology and Physiology)
- Polygraph Instrumentation
- Polygraph Methodology (Fact-finding, Pre-test, test, Post-test, Results Reporting, Further Investigations)
- Polygraph Techniques (Investigative, Evidentiary and Screening techniques)
- Conducting a Polygraph test (Includes using Interpreters, quality Assurance and countermeasures)
- Question Formulation
- Interviewing & Interrogation including Verbal, Nonverbal Indicators and Micro-expressions
- Confessions and Admissions
- Chart Analysis, Interpretation of Data
- Legal and Ethical matters, giving evidence in a court of law.
- Client Relationships
- Research Methods
- Practical Experience Requirements, Professional Involvement & Membership Opportunities

Kindly take note of the following minimum requirements for enrolment at the Polygraph Academy. Failing to comply with any of the requirements might disqualify the candidate from enrolling at the Polygraph Academy and continuing with the Polygraph training:

1. All candidates must complete an Academy Application form and submit it with a shortened CV, proof of qualifications, copy of ID and photo.
2. Minimum age for enrolment is preferably 25 years **or** 21 years with degree and/or with matric and special considerations of mentorship, as approved by the Academy or as approved ad hoc by Academy Management.
3. Candidate should be in possession of a relevant B Degree or equivalent Diploma from an acknowledged Tertiary Institution. In the absence of a relevant B Degree the Candidate must have at least a National Certificate (Grade 12 or equivalent) and five years relevant experience in the field of Crime Investigation, Psychology/Physiology and/or other related experience. Any deviation applied for may be approved by Management.
4. Candidates must be computer literate at a basic to intermediate user level in Microsoft Windows and Office.
5. Candidates must supply their own laptop with licenced software, camera, microphone and Polygraph System. The Academy can assist and advise.
6. Candidates must have no criminal record. By signing the application form the candidate grants the Polygraph Academy permission to conduct a criminal record, reference check and background check on the candidate (including financial checks in line with the NCA).
7. Candidates will confirm that they give permission to the Polygraph Academy to collect and process personal information in line with POPI Act.
8. Candidate must be person of integrity with excellent character and reputation (confirmed by CV references).
1. The basic training period will be 10 weeks and the candidate will be expected to pass every module presented during the course period. Students will be required to do theory and practical assessments as well as a final integrated practical and verbal assessment. All theory assessments require an 80% pass mark. All practical assessments will be marked competent or not yet competent. A student has two chances to pass any theory or practical assessment. Failure to pass the second time may result in the dismissal of the student. The student will have one chance to attend the module in the following program, at cost price, to attempt to pass the module. Academy Management may allow a student a third attempt at their sole discretion where mitigating circumstances are found.
9. Accommodation is for the candidate account and arrangement.
10. No refund will be considered after completion of three weeks training. Before completion of three weeks, the Polygraph Academy may consider a request for pro rata refund for reasons out of the candidates control or incapacity, solely at the discretion of management.
11. Final enrolment at The Polygraph Academy will only be confirmed once the candidate has paid 50% of the course fee into the Polygraph Academy's bank account. The balance of the course fee must be paid by the first day of the course. Proof of payment is not sufficient as the money must show in the account.

The following ACADEMY POLICIES apply:

1. **Commencement of program.** *The program may continue on the advertised date when a minimum of eight candidates have enrolled and paid their deposits.* Should the minimum number of candidates not enrol in time or pay the full fee within the first week of the program, Academy Management reserve the right to postpone the programme to a later date to allow for sufficient candidate enrolment. The candidate will have a choice to be refunded or attend at the later date. No fee increases will be applicable to such a candidate for 12 months.
2. **Termination of training.** Academy Management reserves the right to terminate training of any learner solely at the discretion of Academy Management should it be deemed that a candidate may not be successful in the completion of the program, or as polygraph examiner based on observation of theoretical and practical performance as well as general behaviour and attitude in order to protect the learner as well as the professionalism of the Polygraph Examiner community.
3. **Certification.** Certification may be withdrawn at any time after completion of a program, solely at the discretion of Academy Management, based on observation or report of practical performance as well as general behaviour and attitude to protect the reputation of the Academy and the Polygraph Examiner community.
4. **Leave.** Leave will only be granted for personal reasons for a maximum of three days of the basic examiners course. No leave will be granted for short courses.
5. **Absence with permission.** Absent with permission is absence due to illness, death in immediate family or other unavoidable circumstances. The Academy must be informed of such absences as soon as practically possible and back it up with documentation if requested by Academy Management. Three absences without permission in a month may result in dismissal. Missing 10% of a course due to absence with or without permission will lead to dismissal without repayment.
6. **Time management.** Any student that displays tardiness by being absent at start of a scheduled session, late for a field examination or late handing in assignments, may be dismissed after three such incidents.
7. **Assessment.** Students will be required to do theory and practical assessments as well as a final integrated practical and verbal assessment. All theory assessments require a 75% or 80% pass mark. All practical assessments will be marked competent or not yet competent. A student has two chances to pass any theory or practical assessment. Failure to pass the second time may result in the dismissal of the student. The student will have one chance to attend the module in the following program, at cost price, to attempt to pass the module. Academy Management may allow a student a third attempt at their sole discretion where mitigating circumstances are found.
8. **Dress.** Students will dress in comfortable attire for course attendance. Academy staff will guide students in the dress code for field examinations.
9. **Accommodation and transport.** All accommodation and transport costs and arrangements are the responsibility of the student.
10. **Policies and procedures.** Participants must follow Polygraph Academy policies and procedures including COVID policies.
11. **Standards of Practice.** Academy students and graduates are required to adhere to the standards of practice and ethical guidelines of the Academy.

Contact Deon Groenewald (+27827725557) or Trevor Henn (+27825552537) at deon@polygraphacademy.co.za for any further information required or to apply.