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## **REGULATIONS FOR THE PROFESSIONAL CERTIFICATE IN PROTECTION OF PERSONAL INFORMATION ACT (POPIA) COMPLIANCE**

These regulations shall be read in conjunction with Constitution of the Centre for Occupational Health and Safety (Standard Operating Policies, Practise and Procedures Manual, 2022)

**Name of Qualification:** Protection of Personal Information Act (POPIA) Compliance

1. **Duration of the course :** 1 day
2. **Student entry qualifications:**
  - i. Normally a prospective student must possess a minimum of 5 O LEVELS
  - ii. University degree, professional qualification, tertiary certificate or equivalent from a recognised institution or class 2(two) driver
  - iii. Relevant work experience
  - iv. The centre shall, at its discretion and if it deems fit, subject any prospective student to an entry interview as part of entry requirements.

## **PROGRAMME STRUCTURE**

This is an intensive, multidisciplinary programme designed to equip students from various backgrounds with skills and knowledge.

### **MODE OF DELIVERY**

Teaching methods includes lectures, case studies, seminars, group presentations, practical exercises and scenarios.

### **LEARNING RESOURCES**

Each module shall be guided by a detailed course outline, lecture notes; electronic and hard copy hard copy hand outs, and reading texts in the library. Students shall also be required to conduct online research.

### **CONTINUOUS ASSESSMENT METHOD**

- i. Each student shall be required to submit two (2) typed assignments per module on stipulated due dates
- ii. Group work shall sometimes be give as an assignment
- iii. Each assignment shall be marked and converted into a percentage
- iv. Each candidate shall submit an examinable practical research project which shall be marked out of 25 marks and converted into a percentage.
- v. No candidate shall be allowed to rewrite a failed assignment

### **WRITTEN END OF SEMESTER EXAMINATION**

- i. Each taught module shall be examined in written form.
- ii. The candidate shall be required to answer four (4) essay questions per module from a list of Six (6) possible questions.

### **Protection of Personal Information Act (POPIA) Compliance**

In this course, you will learn what is POPIA and why it has been introduced into law. You will also learn how it affects everyone within a business including yourself, as an employee/r.

**Formative assessment**

None.

**Summative assessment**

Informal assessment at the end of the course.

**Course outline**

During this course a learner will learn the following:

- POPIA Introduction
- What does POPIA mean
- What is personal information
- Does POPI apply to my business
- What can happen if we do not comply?
- What does the act require from my business?
- The Information Officer's responsibilities
- What are IT's responsibilities
- What are my responsibilities