



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

This practical, accredited, short programme is Unit Standard aligned and aimed at junior managers who need a thorough understanding of ethics to improve moral standards and prevent corruption in the workplace.

The programme is highly interactive with a strong focus on what personal ethics are and the ethical principles that apply to organisational Codes of Conduct and preventing corruption.

It covers the concept of ethics, the theory and practice of the moral compass, Codes of Conduct in relation to Standard Operating Procedures and the relationship between ethics and group and individual rights and responsibilities.

Target Audience

This short programme is aimed predominantly at junior managers, supervisors and section heads in any type of organisation. It is suitable for individuals that need to understand why a Code of Conduct or Code of Ethics is necessary to raise moral standards and counter corruption.

Entry Requirements

- Competence in Communication at NQF Level 4.
- Competence in Mathematical Literacy at NQF Level 4.

Additional Requirements

- Access to appropriate workplace activities to complete practical activities.
- Access to a PC, software and the internet.
- Internet and bandwidth to accommodate virtual, facilitator-led sessions, if applicable.

Management & Leadership

Business Ethics

SERVICES SETA Statement of Results

US ID:	242815
NQF Level:	4
Credits:	5

Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive, facilitated training, group discussions and practical exercises to embed skills.

You will need to:

- Attend all scheduled sessions.
- Demonstrate theoretical and practical understanding of course content.
- Complete and present practical assignments.
- Participate in group activities and discussions.
- Compile and submit a Portfolio of Evidence (PoE).

To receive your Statement of Results, Apply the Organisation's Code of Conduct in a Work Environment, you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the short programme, you will be able to:

- Explain the concept of personal ethics in relation to a moral compass.
- Understand that a Code of Conduct can be a written document or implied value system.
- Understand the relationship between ethics and the constitution.
- Describe the role of a Code of Conduct in a work environment, according to ethical principles.
- Uphold the Code of Conduct within a work team.
- Understand the potential conflict that can exist between personal values and an organisational Code of Conduct.
- Apply aspects of a Code of Conduct to Standard Operating Procedures.
- Identify Code of Conduct deviations and suggest remedial actions.





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Course Content

Apply the Organisation's Code of Conduct in a Work Environment

Accreditation Body: SERVICES SETA

| SAQA ID: 242815 | Learning Programme ID: NA
| NQF Level: 4 | Credits : 5

Module 1: Explain the concept of ethics in relation to the 'moral compass'

- Describe the components of the 'moral compass' according to theory and practice
- A team leader identifies team members' positions on the 'moral compass' according to observed behaviour
- Explain the relationship between ethics and the constitution according to group and individual rights and responsibilities

Module 2: Describe the role of a Code of Conduct in a work environment according to ethical principles

- Explain a Code of conduct with reference to organisational documentation
- Compare a Code of conduct to the principles in the Constitution and the 'moral compass' within the context of the organisation

Module 3: Uphold the Code of Conduct within the work team

- Identify potential conflict between a personal value system and an organisational Code of Conduct, with examples
- Explain the consequences of non-compliance with a code, with examples
- Apply the aspects of a code of conduct according to Standard Operating Procedures
- Identify examples of deviations, past or present, from a Code of Conduct and take remedial action, if appropriate, according to Standard Operating Procedures
- Explain the importance of reporting deviations in areas beyond the team leader's area of responsibility according to the Code of Conduct

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