



# **Conduct Outcomes-Based Assessment**

## **Handout I I**

### **Unit Standard 252042**

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY**

**REGISTERED UNIT STANDARD:**

**Apply the principles of ethics to improve organisational culture**

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>			
252042	Apply the principles of ethics to improve organisational culture			
<b>ORIGINATOR</b>				
SGB Generic Management				
<b>PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY</b>				
-				
<b>FIELD</b>			<b>SUBFIELD</b>	
Field 03 - Business, Commerce and Management Studies			Generic Management	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>PRE-2009 NQF LEVEL</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 5	Level TBA: Pre-2009 was L5	5
<b>REGISTRATION STATUS</b>		<b>REGISTRATION START DATE</b>	<b>REGISTRATION END DATE</b>	<b>SAQA DECISION NUMBER</b>
Reregistered		2018-07-01	2023-06-30	SAQA 06120/18
<b>LAST DATE FOR ENROLMENT</b>		<b>LAST DATE FOR ACHIEVEMENT</b>		
2024-06-30		2027-06-30		

*In all of the tables in this document, both the pre-2009 NQF Level and the NQF Level is shown. In the text (purpose statements, qualification rules, etc), any references to NQF Levels are to the pre-2009 levels unless specifically stated otherwise.*

This unit standard does not replace any other unit standard and is not replaced by any other unit standard.

**PURPOSE OF THE UNIT STANDARD**

This Unit Standard is intended for managers in all economic sectors. These managers would typically be second level managers such as heads of department, section heads or divisional heads, who may have more than one team reporting to them.

The qualifying learner is capable of:

- Demonstrating understanding of the relationship between values, ethics and organisational culture and its impact on achieving goals and objectives.
- Applying the concept of corporate ethics to a unit.
- Analysing the unit in relation to the principles of corporate ethics.
- Formulating recommendations for promoting organisational values, the code of conduct and ethical practices within a unit and entity.

### **LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING**

It is assumed that learners are competent in:

- Communication at NQF Level 4.
- Mathematical Literacy at NQF Level 4.
- Computer Literacy at NQF Level 4.

### **UNIT STANDARD RANGE**

- The learner is required to apply the learning in respect of his/her own area of responsibility.
- Unit refers to the division, department or business unit in which the learner is responsible for managing and leading staff.
- Entity includes, but is not limited to, a company, business unit, public institution, small business, Non-Profit Organisation or Non-Governmental Organisation.
- Corporate ethics includes business ethics and the ethical norms and standards of public sector entities.

## **Specific Outcomes and Assessment Criteria:**

### **SPECIFIC OUTCOME 1**

Demonstrate understanding of the relationship between values, ethics and organisational culture and its impact on achieving goals and objectives.

### **ASSESSMENT CRITERIA**

#### **ASSESSMENT CRITERION 1**

The relationship between personal values, organisational ethics, and the entity's culture is demonstrated through examples from the South African workplace.

#### **ASSESSMENT CRITERION 2**

The complexity of the conflicts between personal values and the entity's values and ethical codes is illustrated with examples from the South African workplace.

### **ASSESSMENT CRITERION 3**

The potential impact of organisational values and culture on the entity's triple bottom line are analysed and described.

### **SPECIFIC OUTCOME 2**

Apply the concept of corporate ethics to a unit.

### **ASSESSMENT CRITERIA**

#### **ASSESSMENT CRITERION 1**

The imperatives for ethical conduct in South African organisations are explained with reference to acts, regulations, codes and other documents relevant to the entity.

#### **ASSESSMENT CRITERION RANGE**

Relevant documents include the South Africa's Constitution, the King Report, PFMA, the principles of Batho Pele, as well as acts, regulations and codes governing the sector or specific industry.

#### **ASSESSMENT CRITERION 2**

The role of corporate governance within an entity is analysed to determine the contribution of a unit in promoting internal organisational codes and ethical practices.

#### **ASSESSMENT CRITERION 3**

The specific ethical practices of a unit in different areas are analysed with examples.

#### **ASSESSMENT CRITERION RANGE**

Areas include accounting information, marketing, sales, production, intellectual property, tendering processes, Information Technology and Human Resources.

### **SPECIFIC OUTCOME 3**

Analyse a unit in relation to the principles of corporate ethics.

### **ASSESSMENT CRITERIA**

#### **ASSESSMENT CRITERION 1**

An instrument is selected for analysing individual and organisational conduct in respect of organisational values, codes of conduct and corporate ethics.

#### **ASSESSMENT CRITERION 2**

The instrument is applied to gather and record information within a unit in respect of organisational values, codes of conduct and corporate ethics.

### **ASSESSMENT CRITERION 3**

The instrument is applied to evaluate the current state in a unit against the desired state in respect of organisational values, codes of conduct and corporate ethics.

### **SPECIFIC OUTCOME 4**

Formulate recommendations for strengthening shared organisational values, the code of conduct and ethical practices.

### **ASSESSMENT CRITERIA**

#### **ASSESSMENT CRITERION 1**

An implementation plan is prepared that described the strengthening of the entity's values, code of conduct and ethical practices in the unit.

#### **ASSESSMENT CRITERION 2**

The role and responsibilities of the manager are described in terms of decision making to strengthen the values, code of conduct and ethical practices in a unit and the entity.

#### **ASSESSMENT CRITERION 3**

The communication activities for promoting the entity's values, code of conduct and ethical practices are outlined in the plan, with role allocation and time frames.

#### **ASSESSMENT CRITERION 4**

The process for monitoring and evaluating improvements in relation to the entity's organisational values, code of conduct and ethical practices in a unit is described with role allocation and time frames.

### **UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS**

- Anyone assessing a candidate against this Unit Standard must be registered as an assessor with the relevant ETQA or an ETQA that has a Memorandum of Understanding with the relevant ETQA.
- Any institution offering learning that will enable achievement of this Unit Standard must be accredited as a provider through the relevant ETQA or an ETQA that has a Memorandum of Understanding with the relevant ETQA.
- Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines and the agreed ETQA procedures.

#### **UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE**

- The South African Constitution.
- King Report on Corporate Governance.
- National and international best practices in respect of business/corporate ethics.
- Personal and organisational values.
- Principles of business/corporate ethics.

#### **UNIT STANDARD DEVELOPMENTAL OUTCOME**

N/A

#### **UNIT STANDARD LINKAGES**

N/A

### **Critical Cross-field Outcomes (CCFO):**

#### **UNIT STANDARD CCFO IDENTIFYING**

Identify and solve problems using critical and creative thinking processes in applying ethical principles in the unit.

#### **UNIT STANDARD CCFO WORKING**

Work effectively with others as a member of a team, group, organisation or community to improve the culture of the unit.

#### **UNIT STANDARD CCFO ORGANISING**

Organise and manage oneself and one's activities responsibly and effectively in order to demonstrate ethical conduct.

#### **UNIT STANDARD CCFO COLLECTING**

Collect, analyse, organise and critically evaluate information in order to identify areas of unethical conduct in the unit.

#### **UNIT STANDARD CCFO COMMUNICATING**

Communicate effectively using visual, mathematical and/or language in the modes of oral and/or written persuasion to promote ethical conduct in the unit.

### UNIT STANDARD CCFO SCIENCE

Use science and technology effectively and critically, showing responsibility to the environment and health of others in promoting ethical practices in the unit and entity.

### UNIT STANDARD CCFO DEMONSTRATING

Demonstrate an understanding of the world as a set of interrelated systems by recognising that mathematical problem-solving contexts do not exist in isolation to demonstrate how personal, social, organisational and national values and beliefs impact on the entity's culture.

### UNIT STANDARD CCFO CONTRIBUTING

Participating as responsible citizens in the life of local, national and global communities by promoting ethical practices in the unit and entity.

### UNIT STANDARD ASSESSOR CRITERIA

N/A

### REREGISTRATION HISTORY

As per the SAQA Board decision/s at that time, this unit standard was Reregistered in 2012; 2015.

### UNIT STANDARD NOTES

N/A

### QUALIFICATIONS UTILISING THIS UNIT STANDARD:

	ID	QUALIFICATION TITLE	PRE-2009 NQF LEVEL	NQF LEVEL	STATUS	END DATE	PRIMARY OR DELEGATED QA FUNCTIONARY
Core	<a href="#">66189</a>	National Certificate: Quality Management Systems	Level 5	Level TBA: Pre-2009 was L5	Reregistered	2023-06-30	SERVICES
Core	<a href="#">73129</a>	National Diploma: Public Relations Practice	Level 5	NQF Level 05	Reregistered	2023-06-30	SERVICES
Fundamental	<a href="#">59201</a>	National Certificate: Generic Management	Level 5	Level TBA: Pre-2009 was L5	Reregistered	2023-06-30	As per Learning Programmes recorded against this Qual

Fundamental	<a href="#">80046</a>	National Certificate: Tactical Road Traffic Operations	Level 5	NQF Level 05	Reregistered	2023- 06- 30	SAS SETA
Fundamental	<a href="#">59299</a>	National Certificate: Wholesale and Retail: Buying Planning	Level 5	Level TBA: Pre- 2009 was L5	Reregistered	2023- 06- 30	W&RSETA
Fundamental	<a href="#">63369</a>	National Diploma: Trade Union Practice	Level 5	NQF Level 05	Reregistered	2023- 06- 30	ETDP SETA
Elective	<a href="#">71969</a>	National Certificate: Automotive Components: Manufacturing and Assembly	Level 5	Level TBA: Pre- 2009 was L5	Passed the End Date - Status was "Reregistered"	2015- 06- 30	MERSETA
Elective	<a href="#">78943</a>	National Certificate: Autotronics	Level 5	Level TBA: Pre- 2009 was L5	Reregistered	2023- 06- 30	MERSETA
Elective	<a href="#">79627</a>	National Certificate: Mechatronics					