



APPLY BASIC BUSINESS ETHICS IN A WORK ENVIRONMENT

Unit Standard: 113924



Course Information



Qualification Title	National Certificate: New Venture Creation (SMME)
Course Title	Apply Basic Business Ethics in a Work Environment
Course Level	2
Course Credits	2
Course Duration	Three days
Cost of Course	R 2 800,00 per delegate (excluding 15% VAT)

Course Overview

This Unit Standard provides a basic introduction to ethics in a business environment and focuses on ethics and the learner.

National Certificate: New Venture Creation

Who Should Attend?	This Unit Standard is intended for people in non-management positions in their interaction with internal and external customers.
Course Objectives	The qualifying learner is capable of: - Reflecting on own values and belief systems and how they influence own behaviour. - Discussing how an individual's ethics impact the people around him/her. - Explaining how an individual can behave ethically in a business context. - Demonstrate techniques for dealing with situations where own values and ethics conflict with work practice.
Benefits	Benefits of this course: - Learners can identify and solve problems in which responses show that responsible decisions in using critical and creative thinking have been made in demonstrating ways of dealing with instances where an employee's rights are undermined and indicating how an employee can deal with situations where there is conflict. - Learners can work effectively with others as a member of a team in understanding how an individual's ethics impact behaviour and interpersonal relationships. - Learners can organise and manage their activities responsibly and effectively in behaving professionally in a work environment. - Learners can collect, organise and critically evaluate information in identifying the deliverables in their work situation. - Learners can communicate effectively in demonstrating methods of dealing with unethical behaviour, unethical business conduct and instances where an employee's rights are undermined. - Learners can demonstrate an understanding of the world as a set of related systems by understanding the relationship between ethics and behaviour.

Course Content

Course Modules	Course modules consist of: 1. The concepts of values, belief systems, and ethics with examples. 2. The source(s) of values and belief systems and how an individual's ethics and values affect behaviour. 3. Ways in which an individual may change his/her belief or value system with examples. 4. Ways in which an individual can influence the behaviour of others and an indication of how this can impact ethical conduct.
Certification and Assessments	All delegates who complete the summative assessment will be assessed, moderated, and receive a SOR (Statement of Results). Thereafter a Certificate of Competence from WWiSE (or SETA for qualifications) will be issued.

About WWiSE

Who are we?

World Wide Industrial & Systems Engineers (WWiSE) is an ISO consultancy, training, business solutions, and systems implementation firm based in Southern Africa that provides clients with effective business processes management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, both locally and internationally. We also strive to be the leading training providers in SHERQ, ISO, Engineering, Finance, Business, and Project Management.

What do we do?

Our services are aimed at the improvement of quality, efficiency, knowledge, and competitiveness of client companies. This service range includes:

- ISO and SHERQ Systems implementation services, whereby we assist clients in meeting the requirements of (but not limited to) ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001, and ISO 45001 Standards.
- Integrated Management Systems development whereby we integrate several business systems and management solutions into a single management system to comply with standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business, and Project Management to meet job responsibilities and expertise requirements of International Standards.
- ISO and Legal Auditing which includes Gap Analysis Audits, Product, Process, Procedural, and Systems auditing by our registered SAATCA Auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements.

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training, and auditing.