SOUTH AFRICAN QUALIFICATIONS AUTHORITY

REGISTERED UNIT STANDARD:

Apply the principles of ethics in a municipal environment

SAQA US ID	UNIT STANDARD TITLE		
116343	Apply the principles of ethics in a municipal environment		
SGB NAME		**REGISTERING PROVIDER**	
SGB Public Administration and Management			
FIELD		**SUBFIELD**	
Field 03 - Business, Commerce and Management Studies		Public Administration	
ABET BAND	**UNIT STANDARD TYPE**	**NQF LEVEL**	**CREDITS**
Undefined	Regular	Level 6	10
REGISTRATION STATUS	**REGISTRATION START DATE**	**REGISTRATION END DATE**	**SAQA DECISION NUMBER**
Registered	2004-10-13	2007-10-13	SAQA 0256/04

PURPOSE OF THE UNIT STANDARD

This Unit Standard is for all people working in a municipal environment. People who are credited with this Unit Standard are capable of showing insight into legislation, regulations and codes relating to governance and ethics in the municipal sector by applying the principles that underpin professional code of ethics for municipal finance professionals. In the process, the qualifying learner is capable of developing a plan to initiate or improve commitment and compliance in the implementation of a code of ethics and governance regulations in a municipality.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

It is assumed that Learners are competent in:

- Communication at NQF Level 4.

UNIT STANDARD RANGE

- Generally accepted codes of practice,
- Reporting, norms and standards applied by municipalities and professional organisation for municipal finance specialists.

UNIT STANDARD OUTCOME HEADER

N/A

Specific Outcomes and Assessment Criteria:

SPECIFIC OUTCOME 1

Demonstrate knowledge and insight into existing legislation, regulations and codes affecting

activities of municipalities in South Africa.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The ethics related to requirements in relevant pieces of legislation and regulations applicable to municipalities are analysed and the effect of each on the activities of municipalities is explained with reference to generally recognised values, practices and procedures.

ASSESSMENT CRITERION 2

The ethics related requirements in the three spheres of government are analysed and the effect on each sphere is explained with reference to acceptable values, practices and procedures.

ASSESSMENT CRITERION 3

The implications of triple bottom line reporting on a municipality are explained with reference to ethical aspects of reporting on workplace safety, health and environmental and social responsibility aspects.

SPECIFIC OUTCOME 2

Apply the principles of ethics and professionalism to a municipal code of conduct Assessment Criteria.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Internationally accepted principles that are the basis of a good code of conduct are applied in a municipal environment.

ASSESSMENT CRITERION 2

The impact of different value systems on code of ethics in South Africa is analysed with reference to aspects that are unique in the municipality context.

ASSESSMENT CRITERION 3

The importance of technical and effective compliance with professional codes and the ethical code of a municipality are explained with reference to their role in attracting high calibre employees and investors.

SPECIFIC OUTCOME 3

Develop an implementation plan to achieve compliance with an established code of ethics.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

A plan to initiate or improve compliance in the implementation of a code of ethics in an organisation is developed using the findings of a gap analysis.

ASSESSMENT CRITERION 2

Measures to monitor and evaluate implementation and ensure regular revision of the code of good practice are proposed with reference to communication and commitment.

ASSESSMENT CRITERION 3

An implementation plan is prepared so as to achieve ethical compliance for a municipal department or departments.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

• An individual wishing to be assessed (including through RPL) against this Unit Standard may apply to an assessment agency, assessor or provider institution accredited by the relevant ETQA, or an ETQA that has a Memorandum of Understanding with the relevant ETQA.

• Anyone assessing a learner 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 or assessing this Unit Standard must be accredited as a provider with the relevant ETQA, or an ETQA that has a Memorandum of Understanding with the relevant ETQA.

• Moderation of assessment will be conducted by the relevant ETQA at its discretion.

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, e.g. For example by trying to find creative solutions to ensure that a high Level ethical standards are implemented in all Levels of municipal operations.

UNIT STANDARD CCFO WORKING

Work effectively with others as a member of a team, group, organization or community, e.g. through communicating with others regarding legislative issues and fostering ethical standards are maintained amongst the public sector as well as private sector stakeholders.

UNIT STANDARD CCFO ORGANISING

Organise and manage oneself and one`s activities responsibly and effectively, e.g. through the demonstration of ethical and moral principles in all service delivery processes.

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise and critically evaluate information, e.g. through awareness of organisational and partnership practices and policies to ensure that they comply with the legislation and codes of conduct.

UNIT STANDARD CCFO COMMUNICATING

Use Science and technology effectively and critically, showing responsibility to the environment and health of others, e.g. use appropriate computer software for data capturing and document

storage purposes.

UNIT STANDARD CCFO SCIENCE

Use Science and technology effectively and critically, showing responsibility to the environment and health of others, e.g. use appropriate computer software for data capturing and document storage purposes.

UNIT STANDARD CCFO DEMONSTRATING

Demonstrate an understanding of the world as a set of interrelated systems by recognizing that problem-solving contexts do not exist in isolation, e.g. keeping in mind that practices and procedures at a municipal Level effect the lives of individuals and the well-being of the community and country as a whole.

UNIT STANDARD CCFO CONTRIBUTING

Participating as responsible citizens in the life of local, national and global communities, e.g. acting as custodian of ethical behaviour.Communicate effectively using visual, mathematical and / or language skills in the modes of oral and/or written persuasion, e.g. through advising and motivating others with regard to ethical practices.

UNIT STANDARD ASSESSOR CRITERIA

N/A

UNIT STANDARD NOTES

N/A

QUALIFICATIONS UTILISING THIS UNIT STANDARD:

	ID	QUALIFICATION TITLE	LEVEL	STATUS	END DATE
Fundamental	48965	Certificate: Municipal Financial Management	Level 6	Registered	2007-10-13