



Pro-Active College™
FREEDOM THROUGH KNOWLEDGE

SELF DEVELOPMENT AND ETHICS IN THE PUBLIC SECTOR

This skills programme provides the learner with the knowledge, skills, attitudes and values to improve and manage oneself and adhere to ethical standards in the public sector.



**Unit Standard
Aligned**



**SETA
Accredited**



**Outcomes
Based**

Designed and developed by Pro-Active College, this skills programme is aligned to the unit standard:

MANAGE AND DEVELOP ONESELF IN THE PUBLIC SECTOR WORK ENVIRONMENT

(US: 119332)

NQF Level 5

10 Credits

APPLY KNOWLEDGE OF ETHICAL PRINCIPLES, STANDARDS AND PROFESSIONAL CONDUCT IN PUBLIC SECTOR MANAGEMENT AND ADMINISTRATION

(US: 119342)

NQF Level 5

8 Credits

TARGET GROUP

This skills programme is designed for the public sector and is aimed at:

- all individuals;
- public officials who are seeking to develop a career pathway towards becoming accomplished public management and administration specialists; and
- department and organisation managers.

BENEFITS

The benefits of this skills programme include:

- improved emotional intelligence;
- personal development;
- improved interpersonal skills by adapting to work environment;
- the ability to build effective teams within a department or across an organisation;
- the ability to integrate a service culture based on ethics and values into own work context; and
- compliance to public service codes of conduct.

ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

Contact Us

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PROGRAMME OUTCOMES

On completion of this skills programme, learners will be able to:

- demonstrate insight into emotional intelligence in personal development;
- manage work relationships within the public sector environment;
- demonstrate an understanding of stress in order to apply strategies to achieve optimal stress levels in personal and work situations;
- identify and apply the skills and knowledge required for the development of a career path;
- explain the core ethical values and standards which apply to the public sector; and
- outline ethical values and standards contained in legislation and codes which have relevance to the conduct of employees in the public sector.

ENTRY REQUIREMENTS

The credit calculation in the relevant unit standard is based on the assumptions that learners:

- are competent in communication (NQF level 4); and
- are in possession of a Further Education and Training Certificate or equivalent qualification.

DURATION

Four day contact session combined with practical workplace experience.

PORTFOLIO OF EVIDENCE

To be declared competent in this unit standard the learner must be assessed by a registered assessor and be found competent in the following:

Formative Assessment

Consisting of classroom activities on which the facilitator will give feedback.

Summative Assessment

This assessment consists of workplace assignments and questions. This must be the learners' own individual work.

Programme Outline

Learning Unit One Emotional Intelligence

- Personality assessment
- Self-awareness
- Interpersonal behaviour and work adjustment
- Mentoring relations

Learning Unit Two Work Relationships

- The nature of personality
- Team working, relations and conflict management
- Personality theories
- Managing working relationships
- Working as a member of a team
- Resolving conflict

Learning Unit Three Stress Management

- Causes of stress
- Positive and negative stressors
- Stress management plan

Learning Unit Four Career Path Development

- The personal development plan
- Career motivation

Learning Unit Five Core Ethical Values and Standards Contained in Legislation and Codes of the Public Sector

- An introduction to ethics
- Ethics in the public sector context
 - The spirit of Batho Pele
- Reasons for ethical standards in the public sector
 - The public service code of conduct

Learning Unit Six Areas of Ethical Conflict for Public Sector Employees

- Ethical conflict between personal and public interests
- Ethical conflict between duty to government of the day and duty to public interest
- Potential strategies for managing typical conflict

Learning Unit Seven The Relevance of Established Professional Ethics and Codes of Conduct in Public Sector Administration

- Professional certifying bodies
- Financial administration and administration practices
- Disciplinary and grievance codes

Learning Unit Eight Codes of Conduct of the Public Service Finance and Administration

- Codes of conduct of the public service finance and administration
- Professional codes of conduct