The Public Service Integrity Management Framework requires all government departments to have ethics committees, ethics champions and ethics officers. This course will provide participants with practical, skills-based knowledge to enable them to establish the ethics infrastructure in their departments.

The first Ethics Officer Certification Programme (EOCP) took place in 2004 with five people in attendance. Since then, the Ethics Institute of South Africa NPC (EthicsSA) has trained almost 1200 individuals from the public and private sectors, both in South Africa and in other African countries. Of these, more than 500 have been certified as ethics officers.

With the advent of the Integrity Management Framework it became clear that a programme catering specifically to the needs of public service ethics officers was essential, and we hosted our first Public Sector EOCP in November 2013. We have been continually refining the content and keeping abreast of regulatory changes in the public sector to ensure that the course stays relevant.

The Public Sector EOCP includes references to King III and other good practices, but it is predominantly aligned to the Integrity Management Framework and government’s anti-corruption requirements. Among other things:

- It incorporates the public sector regulations, legislation and other requirements of which ethics officers in the public sector should have knowledge;
- Sections such as conflict of interest management are specifically aligned to public sector requirements and practices (including management of Declarations of Interest, Remunerative Work Outside the Public Service, and gifts); and
- Case studies have been adapted to the public sector environment.

While the course is adapted to the public sector environment, the essence remains the same as the private sector focussed EOCP in that:

- The course is structured in line with the same ethics management framework.
- The same practicum is used for the assessment of both courses. Each participant will merely apply the knowledge in their own sector.
- The same high standard of assessment is used and the same certification (by USB-ED) applies. The certificate does not distinguish between public and private sector ethics officers.

**WHO?**

- Prospective Ethics Officers and Ethics Champions;
- Current Ethics Officers and Ethics Champions;
- Human Resource Managers;
- Governance related functions such as:
  - Anti-corruption managers;
  - Internal Auditors; and
  - Risk Managers.

**WHAT?**

- Understand the importance of ethics in the governance of organisations;
- Understand the ethics regulatory environment applicable to the public service;
- Setting up an ethics office;
- Assessing ethics-related risks and vulnerabilities;
- Developing ethics statements, codes of ethics and ethics policies;
- Developing and implementing ethics management tools, processes and strategies, including conflict of interest management;
- Developing an ethics training strategy;
- Communicating and reporting critical ethics data.

**WHY?**

- Increased ethics management effectiveness and efficiency;
- Increased trust in the ethics function by employees and other stakeholders;
- Reduced risk of ethical misconduct and violations of laws and regulations; and
- Increased trust in public service departments.

**ENTRY REQUIREMENTS**

Interested individuals **must have a degree** in order to be eligible for registration. Should you not have a degree, you may participate in the examination set by TTS-Top Talent Solutions at your own cost. Your results will be submitted to The Ethics Institute for validation. You may register for the programme should you pass the entry examination.

All foreign nationals will have to complete and pass the entry examination in order to be eligible to attend this programme. Note that a registration will only be accepted once this entry requirement is complied with. Undertaking the entry test does not guarantee a space on any given programme. The Ethics Institute reserves the right to reject a registration. TTS-Top Talent Solutions will contact you with information about the assessment process.
Terms and conditions:

1. Only delegates who have a first degree, or who have passed the entry examination, may be eligible to register for this programme.
2. Due to the “hands on” nature of the course, we can only accommodate a limited number of delegates. We therefore urge you to book ASAP.
3. Bookings are only confirmed on receipt of a registration form, full payment, or a Purchase Order in the case of government departments.
4. All registrations not paid two weeks prior to the event will be cancelled to accommodate people from the waiting list.
6. No registration will be transferred to a following programme. No refunds will be made on cancellations incurred two weeks prior to the programme. Delegates who have made payment, may be substituted at any time prior to the event without incurring an additional fee. Please notify EthicsSA of the change in writing.
7. Late registrations will have a 24 hour window to confirm their registration and payment.
8. All registrations not conforming to these terms and conditions will be cancelled at no cost to EthicsSA.
9. Teas, lunches and training material will be provided.
10. 5% discount if five or more delegates from one organisation register. 10% discount if ten or more delegates from one organisation register.

To register, email this form to mandy@ethicssa.org or fax: (012) 342 2790, or complete it online at www.ethicssa.org

I hereby acknowledge that I am aware of the cancellation policy. Should I claim a discounted rate from the listed partners, my details will be verified. __________________________

Signature