THE ETHICS INSTITUTE

EOCP
Online Ethics Officer Certification Programme
2020 PRIVATE SECTOR

What is the EOCP?

Everybody is responsible for ethics in their organisations, but leading governance practice recommends that a specific individual – the Ethics Officer – is responsible for the process of active, practical ethics management. The EOCP is designed to train these individuals.

- Started in: 2004
- Individuals trained: Over 1 800
- Individuals certified: Over 1 000
- Programme duration: Three and a half weeks online + 90 days to complete practicum assignment

Why do the EOCP?

The King IV Code on Corporate Governance indicates that an organisation's governance should be grounded in an ethical foundation, and also sets guidelines on the management of ethics in organisations. The EOCP foregrounds this important framework – among other international and local regulatory frameworks – through expert teaching and sharing, based on years of academic and professional experience.

What content is covered?

- Understanding ethics concepts and developing ethical reasoning skills
- Understanding the role of ethics in governance
- Setting up an ethics office
- Developing an ethics management strategy
- Identifying the need for an ethics management programme
- Assessing ethics-related risks and opportunities
- Developing ethics standards, codes of ethics and ethics policies
- Ethics management toolbox, including training, raising awareness and performance reporting
- Reporting ethics performance to management and governing bodies

Who should do the EOCP?

- Persons responsible for managing ethics
- Prospective and current Ethics Officers
- Human Resource Managers
- Risk Managers
- Forensic Officers
- Compliance Officers
- Internal Auditors

What are the entry requirements?

- South African national holding a degree: no further requirements.
- South African national not holding a degree: must complete and pass an assessment set by a third-party assessor at their cost.
- Foreign national with or without a degree: must complete and pass an assessment set by a third-party assessor at their cost.

Applicants who require the assessment will be contacted by The Ethics Institute on receipt of a completed registration form. A registration will only be accepted once all entry requirements have been fulfilled. Undertaking the assessment does not guarantee registration for the programme. The Ethics Institute reserves the right to reject a registration.

After the course

Participants have 90 days to complete a practicum assignment for formal assessment. Thereafter, successful participants receive certification from the University of Stellenbosch Business School Executive Development (USB-ED).

In addition, all newly-certified Ethics Officers are recognised publicly on TEI's website and automatically become Supporters of TEI with the first year of subscription paid for.

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To register, please complete the registration form below.

Course fees	Supporters/Members*	R 23 851.00 (VAT inclusive)
	*Applies to members of TEI, BEN-Africa, CIGFARO, FPI, ICFP, IIASA, IoDSA, IRMSA, SABPP, SAICA, SAIPA, SIOPSA & ISACA	
	Non-supporters/members	R 28 320.00 (VAT inclusive)

Dates Please select your preferred programme date		3 – 29 September 2020	12 November - 8 December 2020

EOCP registration form

Title		Full name (As per ID document)	
Organisation			
Country			

Designation		Email address	
Postal address		Postal code	
Tel number		Cell number	
ID number		Vat number	

Highest academic qualification*TEI reserves the right to check validity of the qualification*

Qualification			
Field			
Institution		Year achieved	

Please indicate if you are a member of any of the following organisations

TEI		BEN-Africa		CIGFARO		FPI		IIASA	
ICFP		IRMSA		IoDSA		SABPP		SAICA	
SAIPA		SIOPSA		ISACA					

Membership number for above	
Person responsible for payment	

Accounts tel		Accounts email	

Terms and conditions

1. Registrations close two weeks before a programme starts. All registrations not paid two weeks prior to the event will be cancelled to accommodate people from the waiting list.
2. Due to the 'hands-on' nature of the course, only a limited number of delegates can be accommodated.
3. Bookings are only confirmed on receipt of a registration form, full payment, or a Purchase Order in the case of government departments.
4. Candidates are required to submit a copy of their ID, as well as their highest qualification, when submitting their registration forms.
5. Cancellations two weeks prior incur a 30% penalty. No refunds will be made on cancellations incurred one week prior to the programme. Applicants who have made payment may be substituted by another person at any time prior to the event without incurring an additional fee. The Ethics Institute must be notified of any changes in writing.
6. Late registrations will have a 24-hour window period to confirm their registration and payment.
7. All registrations not conforming to these terms and conditions will be cancelled at no cost to The Ethics Institute.
8. 5% discount if three or more delegates from one organisation register. 10% discount if six or more delegates from one organisation register.

To register, please email the completed form to
Kgothatso Tshabalala at kgothatso@tei.org.za

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