



Ethics Officer Certification Programme

2024 CONTACT TRAINING

Everybody is responsible for ethics in their organisations, but leading governance practices recommend that a specific individual – **the Ethics Officer – be responsible for the process of active, practical ethics management.** The Ethics Officer Certification Programme (EOCP) is designed to train these individuals.



The Integrity Management Framework provides guidelines and principles for ethics management in the public sector. Furthermore, 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 addresses these frameworks and is delivered by experts in the field.

What content is covered?

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

Programme duration: Five days of contact sessions, plus 90 days to complete practicum assignment

Who should attend the EOCP?

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

Applicants who require the assessment will be contacted by The Ethics Institute (TEI) 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. TEI reserves the right to reject a registration.

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 own cost.
- Foreign nationals with or without a degree: must complete and pass an assessment set by a third-party assessor at their own cost.

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, newly certified Ethics Officers receive public recognition on TEI’s website as well as a complimentary one-year TEI Supporter subscription.

Programmes based in Gauteng will be held in Centurion, while the Western Cape programme will be conducted in Cape Town. Details about the specific venues will be made available in due course.

Please note: Attendees are responsible for arranging their own travel and accommodation.

To register, please complete the registration form below.

012 342 2799
www.tei.org.za

- The Ethics Institute
- The Ethics Institute
- @TheEthicsInstitute
- @EthicsInst

building an
ethical
SOCIETY



Course Dates	Sector	Cours Fees
13 – 17 May 2024	Private Sector EOCP	Supporters/Members* R31 788.00 VAT incl.
16 – 20 September 2024	Public and Private Sector EOCP Cape Town	
14 – 18 October 2024	Public Sector EOCP	Non-supporters/members R38 107.00 VAT incl.

EOCP registration form

Title		ID number		Country	
Full name					
Organisation					
Designation					
Email address					
Postal address				Postal code	
Tel		Cell		VAT number	

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

Qualification		Field	
Institution		Year achieved	

TEI recognizes its responsibility to protect the Personal Information collected under the Protection of Personal Information, Act 4 of 2013, and have taken reasonable measures to ensure that all Personal Information is protected under its care.

A copy of TEI's Protection of Personal Information Policy is available from the Information Officer, on request.

I hereby provide voluntary consent for the processing of my Personal Information as it will only be used for the intended purpose of registering for the above-mentioned programme, assessment and moderation of the Portfolio of Evidence, training verification statistics and evaluations, and will not be processed for any other purpose.

I hereby provide voluntary consent to TEI for referring to my name, surname and EO number online and receive direct marketing from TEI for the full period of my Supporter subscription.

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

TEI		ACFE		BEN-Africa		CIGFARO		EPA	
FPI		ICFP		IIASA		IoDSA		IRMSA	
ISACA		SABPP		SAIPA		SIOPSA			
Membership number for above						Accounts tel			
Payer responsible for payment									
Accounts email									

Special requirements/ Disabilities									
Dietary requirements	Halaal		Halaal-friendly		Vegetarian		Diabetic		

Terms and conditions

- Registration for this programme closes two weeks before its commencement date. Any registrations that remain unpaid two weeks prior to the event, will be cancelled to allow an opportunity for candidates on the waiting list to attend.
- Cancellations made two weeks prior to the programme commencement date, will result in a 30% penalty.
- No refunds will be issued for cancellations occurring one week prior to the programme, however, applicants who have made payment can be substituted by another individual at any time before the event, without incurring an additional fee. Such changes must be communicated to TEI in writing.
- Given the practical nature of this course, TEI can only accommodate a limited number of participants per course.
- Attendance will be confirmed upon receipt of a completed registration form, full payment, or purchase order in the case of government department delegates.
- Candidates must include a copy of their ID and their highest qualification when submitting their registration forms.
- Late registrants will be given a 24-hour window to confirm both their registration and provide proof of payment to TEI.
- Registrations not adhering to these terms and conditions will be cancelled without any charges to TEI.

- DISCOUNT**
 - A 5% discount will be applied if three or more delegates from a single organisation register.
 - A 10% discount will be applied if six or more delegates from a single organisation register.

Please email completed form to Kgothatso Tshabalala at kgothatso@tei.org.za

012 342 2799
www.tei.org.za

- The Ethics Institute
- The Ethics Institute
- @TheEthicsInstitute
- @EthicsInst

building an
ethical
SOCIETY