



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY –

TO : *Prospective Service Provider*
FROM : *SCM /STORES*
DATE : *22/02/2019*
ENQUIRIES : *STORES*
TELEPHONE : *015 780 6362/61*
REF : *128144*

Kindly furnish this office with a written quotation for supply of goods/ services as detailed below. The quotation must be submitted on the letterhead of your Business and Brought to our offices 3 Nyala Street, Phalaborwa not later than **04/03/2019 at 12H00**

QUANTITY	Description	PRICE/UNIT (Inc .VAT)	DELIVERY PERIOD
25	Request for ethics training for 25 learners for 2 days		

Please number your quotes (Your Ref no)

The following conditions will apply:

- *Price (s) quoted must be valid for at least thirty (30) days from date of your offer.*
- *The municipality retains the prerogative to reject any quotes it deems to be excessive*
- *A firm delivery period must be indicated.*
- *Tax Clearance Certificate*
- *A service provide be registered with central supplier database (CSD)*
- *Registered with CIPRO (CK 1 or 2 document)*
- *BBBEE Certificate certified by a SANAS accredited institution.*
- *Completed MBD4 (Declaration of Interest) Form*

N.B Originals must be couriered/ posted to 3 Nyala Street Phalaborwa for all emailed documents.

Fill in and Return the Declaration of Interest Form.



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Ethics Training



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**SOUTH AFRICAN QUALIFICATIONS AUTHORITY
REGISTERED UNIT STANDARD:**

Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration

SAQA US ID	UNIT STANDARD TITLE			
119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration			
ORIGINATOR				
SGB Public Administration and Management				
PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY				
-				
FIELD		SUBFIELD		
Field 03 - Business, Commerce and Management Studies		Public Administration		
ABET BAND	UNIT STANDARD TYPE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	Level TBA: Pre-2009 was L5	8
REGISTRATION STATUS		REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Reregistered		2018-07-01	2023-06-30	SAQA 06120/18
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT		
2024-06-30		2027-06-30		

In all of the tables in this document, both the pre-2009 NQF Level and the NQF Level is shown. In the text (purpose statements, qualification rules, etc), any references to NQF Levels are to the pre-2009 levels unless specifically stated otherwise.

This unit standard does not replace any other unit standard and is not replaced by any other unit standard.

PURPOSE OF THE UNIT STANDARD

Learners working towards this standard will be working within a Public Sector environment, specialising in Public Finance Management and Administration, where the acquisition of competence against this standard will add value to one's job. This standard will also add value to public officials who are seeking to develop a career pathway towards becoming an accomplished public finance management and administration specialist.

The qualifying learner is capable of:

- Explaining the core ethical values and standards which apply to the public sector.
- Outlining ethical values and standards contained in legislation and codes which have relevance to the conduct of employees in the public sector.
- Describing areas of ethical conflict for public sector employees.
- Explaining the importance of ethical values and standards in relation to the public sector workplace.
- Discussing the relevance of established professional ethics and codes of conduct in public sector administration.



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LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

Learners accessing this Unit Standard must be in possession of a Further Education and Training Certificate or equivalent qualification.

UNIT STANDARD RANGE

N/A

Specific Outcomes and Assessment Criteria:

SPECIFIC OUTCOME 1

Explain the core ethical values and standards which apply to the public sector.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The core public sector ethical values are identified and explained with examples.

ASSESSMENT CRITERION RANGE

Examples include but are not limited to:

- *Justice.*
- *Fairness.*
- *Integrity.*
- *Responsibility.*
- *Openness.*
- *Accountability.*
- *Stewardship.*
- *Competence.*

Evidence of four examples is required.

ASSESSMENT CRITERION 2

The reasons for ethical standards in the public sector are identified and explained with examples.

ASSESSMENT CRITERION RANGE

Examples include but are not limited to:

- *Public expectations.*
- *Nature of democratic governance.*
- *Need to encourage voluntary compliance.*
- *Discretionary powers.*
- *Accountability requirements.*

Evidence of three examples is required.

SPECIFIC OUTCOME 2

Outline ethical values and standards contained in legislation and codes, which have relevance to the conduct of employees in the public sector.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The values and standards contained in the Regulations applicable to the learner's employer organisation are identified and explained with examples.

ASSESSMENT CRITERION RANGE

Implied and/or explicit; examples include but are not limited to:

- *Being imbued with the spirit of Batho Pele.*
- *Maintaining appropriate standards of integrity and personal responsibility.*
- *Concern for the public interest.*



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- *Being efficient.*
- *Respecting the law.*

Evidence of three examples is required.

ASSESSMENT CRITERION 2

The main principles contained in the Public Sector Code of Conduct are explained with examples.

ASSESSMENT CRITERION 3

Standards of professionalism and ethical principles are identified in line with Public Sector Code of Conduct.

SPECIFIC OUTCOME 3

Describe areas of ethical conflict for public sector employees.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The areas of ethical conflict between personal and public interests are identified and explained with examples.

ASSESSMENT CRITERION RANGE

Examples include but are not limited to:

- *Acceptance of gifts.*
- *Hospitality, travel or air points.*
- *Sponsorship.*
- *Secondary employment/moonlighting.*
- *Post employment obligations.*
- *Disclosure of information.*
- *Political activities.*
- *Standing for public elections.*

Evidence of three examples is required.

ASSESSMENT CRITERION 2

The possible areas of ethical conflict between duty to government of the day and duty to public interest are identified and explained with examples.

ASSESSMENT CRITERION RANGE

Examples include but are not limited to:

- *Non-partisan nature of the public sector.*
- *Matters of conscience and duty.*
- *Leaking information.*
- *Whistle blowing.*
- *Identification and reporting on corruptive practices.*

Evidence of two examples is required.

ASSESSMENT CRITERION 3

Potential strategies for managing typical conflict are identified and explained.

SPECIFIC OUTCOME 4

Explain the importance of ethical values and standards in relation to the public sector.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1



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Two case studies reported in the public arena that illustrate the importance of ethical values and standards within public sector administration are identified and an explanation given of the issues involved.

ASSESSMENT CRITERION 2

The importance of ethical values and standards within the candidate's own organisation and role within that organisation are identified and explained with examples.

ASSESSMENT CRITERION 3

Ethical dilemmas are discussed in relation to the case studies identified.

SPECIFIC OUTCOME 5

Discuss relevance of established professional ethics and codes of conduct in the public sector workplace.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The role of a membership to a professional certifying body is understood.

ASSESSMENT CRITERION 2

Guidelines that advocate for appropriate practices for specific financial administration are identified.

ASSESSMENT CRITERION 3

Standards of ethical conduct for practitioners of public financial management are explained.

ASSESSMENT CRITERION 4

Requirements of the disciplinary and grievance code are understood and applied in the workplace.

SPECIFIC OUTCOME 6

Discuss the relevance of established professional ethics and codes of conduct in public sector administration.

OUTCOME RANGE

Codes of conduct within public sector administration relate to but are not limited to all relevant legislation including the PFMA (Public Finance and Management Act) and MFMA (Municipal Finance and Management Act).

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Codes of conduct of the public service finance and administration, of the profession and those required in terms of the legislation are understood and explained.

ASSESSMENT CRITERION 2

Professional codes of conduct are identified and explained in line with related legislation.

ASSESSMENT CRITERION 3

Measures to monitor and evaluate the application of codes of conduct and professional ethics within public sector administration are identified and explained.

ASSESSMENT CRITERION 4

Reporting practices relating to the implementation of codes of conduct and standards of professionalism in relation to public finance management and administration are explained and applied.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS



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Accreditation for this Unit Standard shall be obtained from the relevant Education and Training Quality Assurance Body, through summative and formative assessment by a registered assessor.

- *Assessors must be registered as an Assessor with the relevant ETQA.*
- *Moderators must be registered as assessors with the relevant ETQA, or with an ETQA that has a Memorandum of Agreement with the relevant ETQA.*
- *Training providers must be accredited by the relevant ETQA.*

Moderation should include both internal and external moderation where applicable.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

The Statutory Framework:

A working knowledge of: statute law affecting the provision of public sector services:

- *Public Finance and Management Act or the Municipal Finance Management Act.*
- *Preferential Procurement Act.*
- *Black Economic Empowerment Act.*
- *Labour Relations Act.*
- *Basic Conditions of Employment Act.*
- *Acts specific to the public sector organisational context of the learner.*

The Organisation:

A detailed understanding of:

- *Information flows within the organisation.*
- *Organisational, external agency and employee requirements for information.*
- *Procedures for the security and confidentiality of information.*
- *Sources of information for the resolution of discrepancies.*
- *Professional codes of conduct within public sector finance and administration.*
- *Reporting practices in relation to professional codes of conduct and ethics.*

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING

Learners are able to identify and solve problems using critical and creative thinking processes to monitor and uphold ethical standards in the public sector.

UNIT STANDARD CCFO WORKING

Learners are able to work ethically and effectively with others as a member of a work team, group, organization or community.

UNIT STANDARD CCFO ORGANISING

Learners are able to organize and manage themselves and their activities responsibly and effectively and to operate ethically in fulfilling their responsibilities.

UNIT STANDARD CCFO COLLECTING

Learners are able to collect, analyse, organise and critically evaluate information relevant to upholding and supporting the ethical objectives of the government.

UNIT STANDARD CCFO COMMUNICATING

Learners are able to communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion to support the establishment and maintenance of high ethical standards in the public sector.



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UNIT STANDARD CCFO SCIENCE

The learner is able to use science and technology effectively and critically in support of the establishment and maintenance of high ethical standards in government.

UNIT STANDARD CCFO DEMONSTRATING

The learner is able to demonstrate an understanding of the world as a set of interrelated systems by recognizing that high standards of ethical behaviour are core to the effective and efficient delivery of services to the people of South Africa especially those who are least able to relieve themselves and their communities of the burdens associated with entrapment in the poverty cycle.

UNIT STANDARD ASSESSOR CRITERIA

N/A

REREGISTRATION HISTORY

As per the SAQA Board decision/s at that time, this unit standard was Reregistered in 2012; 2015.

UNIT STANDARD NOTES

N/A

QUALIFICATIONS UTILISING THIS UNIT STANDARD:

	ID	QUALIFICATION TITLE	PRE-2009 NQF LEVEL	NQF LEVEL	STATUS	END DATE	PRIMARY OR DELEGATED QA FUNCTIONARY
Core	66869	National Certificate: Home Affairs Services	Level 5	Level TBA: Pre-2009 was L5	Reregistered	2023-06-30	PSETA
Core	67460	National Diploma: Public Administration	Level 6	NQF Level 06	Reregistered	2023-06-30	As per Learning Programmes recorded against this Qual
Fundamental	50438	National Certificate: Immigration Services	Level 5	Level TBA: Pre-2009 was L5	Passed the End Date - Status was "Registered"	2009-06-29	Was PSETA until Last Date for Achievement
Fundamental	67467	National Certificate: Municipal Governance	Level 5	NQF Level 05	Reregistered	2023-06-30	As per Learning Programmes recorded against this Qual
Fundamental	50060	National Certificate: Public Administration	Level 5	Level TBA: Pre-2009 was L5	Reregistered	2023-06-30	PSETA
Fundamental	57805	National Certificate: Public Sector Employment and Skills Development Practices	Level 5	Level TBA: Pre-2009 was L5	Reregistered	2023-06-30	PSETA
Fundamental	58183	National Diploma: Forensic Pathology Support	Level 5	NQF Level 05	Reregistered	2023-06-30	SAS SETA
Fundamental	49554	National Diploma: Public Finance Management and Administration	Level 5	NQF Level 05	Reregistered	2023-06-30	LG SETA
Elective	58801	Further Education and Training Certificate:	Level 4	NQF Level 04	Passed the End Date -	2015-06-30	LG SETA



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		Environmental Noise Practice			Status was "Reregistered"		
Elective	50122	National Certificate: Policing	Level 5	Level TBA: Pre-2009 was L5	Reregistered	2023-06-30	SAS SETA
Elective	58395	National Certificate: Project Management	Level 5	Level TBA: Pre-2009 was L5	Reregistered	2023-06-30	SERVICES

PROVIDERS CURRENTLY ACCREDITED TO OFFER THIS UNIT STANDARD:

This information shows the current accreditations (i.e. those not past their accreditation end dates), and is the most complete record available to SAQA as of today. Some Primary or Delegated Quality Assurance Functionaries have a lag in their recording systems for provider accreditation, in turn leading to a lag in notifying SAQA of all the providers that they have accredited to offer qualifications and unit standards, as well as any extensions to accreditation end dates. The relevant Primary or Delegated Quality Assurance Functionary should be notified if a record appears to be missing from here.

1. A4 Consultancy CC
2. ABA Sebenzi
3. Africa Corporate Training Institute and HR Consulting
4. Africa Institute For Public Administration
5. Akili Training
6. All Access Holdings
7. Alpha Business Consultants
8. Altimax (Pty) Ltd
9. Amabamba Recruitment
10. ARMS - Audit & Risk Management Solutions
11. Ashley Maloka Consulting
12. AVAX SA 481 CC. T/A Mandisa Development Services
13. AVC Corporate Advisory Services (PTY) LTD.
14. Bantubanye Skills
15. Bavuse Trading Enterprises cc
16. Be for sunset trading and projects 266
17. Biologix Projects
18. Black Bull Consulting
19. Blue Poplar
20. Boikgantsho Consulting & Events
21. Boni Africa Events & Development
22. Break The Chains Development Services
23. Buena Vista Learning Academy
24. C D M INDOOR RANGE
25. Chuma Development Consultants
26. Cool Ideas 1016 (Pty) LTD t/a ESP Consulting
27. CTC College(PTY) LTD.
28. Dean Institute Of Learning (Pty) Ltd
29. DEFENSIVE TRAINING CONCEPTS
30. Deloitte & Touche
31. Development Bank of Southern Africa (DBSA)
32. Dijama Training Academy
33. Elective Training Institute Enterprise CC
34. ETAMIC PTY LTD
35. Execuprime Business College (Pty) Ltd
36. Express Model 405
37. Glere Skills and Consultants
38. GOBELA CONSULTING



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39. Gomolemo's Consultant (Pty) Ltd
40. Growth Management Consulting
41. Hamonate Consulting
42. Health Science Academy
43. Hlombe and Associates
44. HS GLOBAL SKILLS BUSINESS SOLUTIONS
45. Icando
46. IGKM Management Services (Pty) Ltd
47. Ikhaya Training and Consulting
48. Ilinge Labantu Debt Solution
49. Indub Trading c.c.
50. Institute of Health and Social Care Studies
51. IQ Skills Academy (PTY) LTD.
52. Isipho Equiping (Pty) Ltd
53. Jobafrik Consulting
54. Josmap Training Institute
55. Kalideen Management
56. Kamanga Skills Projects
57. Kgolo Institute
58. Kgotla Trading Enterprise
59. Khosithi Training
60. Khula Nonke Training & Development
61. Kia Chuma
62. Konwaba Training Solutions
63. KYM MANAGEMENT CONSULTING
64. Leronso Trading Enterprise
65. Lethokoa Management Services CC
66. Letlotlo La Gae (Pty) Ltd
67. LMMM Training and Development
68. Logodisa Training (PTY)Ltd
69. Lorpen Investments
70. M.I.C. Training and Development
71. Mahayi HRD Services cc
72. MAHUBE TRAINING & DEVELOPMENT
73. Mamuhle Academy
74. Management College of Southern Africa (MANCOSA)
75. Mangalani Business Enterprises
76. Manpower Skills Academy
77. Marcado Human Resources Strategies
78. Mashphe Logistics Services
79. MATEPE INVESTMENTS (PTY) LTD
80. Mgwezane Training and Events Management CC.
81. Miczo's Enterprise
82. Mimoisa Business Solutions CC
83. Mission Point Consulting
84. MJ Mafunisa Consulting (PTY) LTD
85. MML Consulting CC.
86. Mod-Mosh Projects and Consulting (PTY) LTD
87. Mortarboard Training Solutions
88. Motheo Skills Entity
89. Multiple Productive Management Solutions
90. Nemaiale Eagles Consultancy CC
91. Nhlahle Development Agency
92. NJ & L Trading Enterprise CC.
93. Nkqubela Community Developers
94. NORKEM LEADERSHIP DEVELOPMENT INSTITUTE (PTY) LTD



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95. NS Global Academy
96. Ntsangalala Business Enterprise
97. Nungu Trading 468
98. Nyako Infra and Engineering
99. Nyankwavi Investment CC.
100. Onyx Training Support
101. Outeniqua Leadership Institute
102. Pachi Global Foundation
103. PanAfrican Supply Chain Academy
104. Pebetse Training and Consulting
105. Pioneer Business Consulting
106. PMA Holdings (PTY) LTD.
107. Power Rush Trading 170 CC.
108. Powernexus
109. Pulagadi Training Consulting CC
110. Qabuka-Vuka Development Trading
111. Qeto Business Consulting
112. Regent Business School (Pty) Ltd t/a Regent Business School
113. Resonance Institute of Learning
114. Sasaletu Consulting and Associates
115. SBV SERVICES MIDRAND
116. SHEPPERD ACADEMY
117. Sisodwa Investment Enterprise
118. SNAP SOLUTIONS NETWX PTY LTD
119. Solstice Networks CC.
120. SOUTH AFRICAN POLICE SERVICE / PROFESSIONAL DEVELOPMENT CENTRE
121. SOUTH AFRICAN POLICE SERVICE BASIC TRAINING PROVISION
122. SOUTH AFRICAN POLICE SERVICE BASIC TRAINING PROVISION INSTITUTION GRAA
123. SOUTH AFRICAN POLICE SERVICE IN SERVICE TRAINING PROVISION INSTITUTION
124. SOUTH AFRICAN POLICE SERVICE TRAINING INSTITUTION ALL SAINTS
125. SOUTH AFRICAN POLICE SERVICE TRAINING INSTITUTION BISHO
126. SOUTH AFRICAN POLICE SERVICE TRAINING INSTITUTION BISHOP LAVIS
127. SOUTH AFRICAN POLICE SERVICE TRAINING INSTITUTION MTHATHA
128. SOUTH AFRICAN POLICE SERVICE TRAINING INSTITUTION ULUNDI
129. STARPLEX 408 CC
130. Summat Training Institute
131. SWARANANG MANAGEMENT CONSULTING CC
132. Talent Emporium Academy (PTY) Ltd
133. Thubelihle Graduate Institute
134. Thuto-Boswa Education and Training Solution
135. Tlaletso Consultants
136. Triads Management Services
137. Tsebong Training Centre
138. TSHWANE METROPOLITAN POLICE DEPARTMENT ACADEMY
139. Tummo Development Enterprise
140. Tuns Trading and Projects (Pty) Ltd
141. Ubuqhawe Consulting (Pty) Ltd
142. Ukhamba Quality Skills
143. Umqondo Consultancy
144. University of North West
145. University of Pretoria
146. University of Venda
147. Vhutshilo Health And Training Organisation
148. Vicmat Consultants
149. Vuselela FET College - Klerksdorp Campus
150. Wasteng (PTY) Ltd



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151. Wits University
152. World Pace Development and Training Institute
153. Ya Hina Management Consulting and projects
154. Zambezi Accounting (Pty) Ltd
155. ZMG CONSULTING

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