



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Professional Workplace Conduct And Behaviour Standards Training

Manufacturing, Engineering and Technology / Manufacturing and Assembly

Unit Standard 116246 · NQF Level 2 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the knowledge and skills to demonstrate professional workplace conduct and behaviour standards. It focuses on understanding organisational ethics, codes of conduct, and the impact of behaviour on workplace culture and productivity.

Category	Manufacturing, Engineering and Technology
Subfield	Manufacturing and Assembly
Unit Standard	116246
Accreditation	SAQA Accredited · NQF Level 2 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles of professional conduct and behaviour in a workplace context.
- Analyse the impact of personal behaviour on team dynamics and organisational reputation.
- Evaluate ethical dilemmas and make decisions aligned with organisational codes of conduct.
- Demonstrate effective communication and interpersonal skills in line with professional standards.
- Implement strategies to maintain a respectful and inclusive work environment.

WHO SHOULD ATTEND

- This course is designed for all employees, supervisors, and managers who need to understand and apply professional conduct standards in the workplace.

COURSE OUTLINE

Day 1: Foundations of Professional Conduct and Behaviour Standards

- Introduction to Unit Standard 116246 and SAQA requirements
- Legal framework: Labour Relations Act, Employment Equity Act, and Code of Good Practice
- Defining professional conduct: integrity, accountability, and respect
- Workplace ethics: values, morals, and decision-making models
- Diversity and inclusion: understanding cultural differences and unconscious bias
- Confidentiality and privacy: handling sensitive information
- Consequences of misconduct: disciplinary procedures and grievance handling
- Practical scenarios: case studies on ethical dilemmas and professional behaviour

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **4 NQF credits** at **NQF Level 2**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	04 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	05 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	06 Aug 2026	On-Campus	Pretoria, South Africa
06 Aug 2026	06 Aug 2026	On-Campus	Lagos, Nigeria
07 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 116246) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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