



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

Ethics Principles For Municipal Government Employees Training

Business, Commerce and Management Studies / Public Administration

Unit Standard 116343 · NQF Level 6 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips municipal government employees with a robust understanding of ethical principles, enabling them to navigate complex moral dilemmas and uphold integrity in public service. Participants will learn to apply ethical frameworks to decision-making, fostering trust and accountability within their municipalities.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	116343
Accreditation	SAQA Accredited · NQF Level 6 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply ethical principles and frameworks to resolve moral dilemmas in municipal governance.
- Analyze case studies to evaluate the consequences of unethical behavior in public service.
- Evaluate the role of transparency and accountability in fostering public trust.
- Implement strategies to promote ethical conduct within municipal teams and departments.
- Demonstrate understanding of relevant legislation and codes of conduct governing municipal employees.
- Design a personal ethical decision-making model for consistent application in the workplace.

WHO SHOULD ATTEND

- This course is designed for all municipal government employees, including managers, administrators, and frontline staff, who are committed to upholding ethical standards in their daily work.

COURSE OUTLINE

Day 1: Introduction to Ethics and Municipal Governance

- What is ethics? Morality vs. ethics.
- The South African Constitution and Batho Pele principles.
- Overview of the Municipal Systems Act and Code of Conduct.
- Case studies: ethical breaches in municipalities.
- The role of ethics in building public trust.

Day 2: Core Ethical Principles for Public Officials

- Integrity: doing the right thing even when unobserved.
- Accountability: taking responsibility for decisions.
- Transparency: openness in processes and records.
- Impartiality: serving all citizens equally.
- Professionalism and conflict of interest basics.

Day 3: Identifying and Managing Conflicts of Interest

- Types of conflicts: financial, personal, organisational.
- Gifts, favours, and hospitality: what is acceptable?
- Disclosure procedures and recusal practices.
- Case studies: conflict scenarios and resolutions.
- Post-employment restrictions and revolving door issues.

Day 4: Ethical Decision-Making Frameworks

- Overview of ethical theories: deontology, utilitarianism, virtue ethics.
- The REACH model step-by-step.
- Applying the Batho Pele principles to decisions.
- Group exercise: resolving an ethical dilemma.
- The role of ethics committees and advisors.

Day 5: Ethics in Procurement and Financial Management

- The Municipal Finance Management Act (MFMA) and ethics.
- Procurement processes: fairness, equity, transparency.
- Red flags for fraud and corruption.
- Whistleblowing: protections and procedures.
- Case studies: procurement scandals and lessons learned.

Day 6: Reporting Misconduct and Whistleblowing

- Protected Disclosures Act and relevant policies.
- Reporting mechanisms: hotlines, ethics officers, ombudsman.
- Overcoming fear of retaliation.
- Role of the Public Protector and Auditor-General.
- Scenario-based role play: making a disclosure.

Day 7: Embedding Ethics in Municipal Culture and Assessment

- Building an ethical organisational culture.
- Leadership and role modelling.
- Training and awareness programmes.
- Review of unit standard outcomes.

- Summative assessment: case study analysis and reflection.
- Course evaluation and certificates.

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 **10 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 31,000.00	R 31,000.00
1	In-House	R 40,400.00	R 40,400.00
1	On-Campus (Pretoria)	R 46,500.00	R 46,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	20 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	21 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	21 Aug 2026	On-Campus	Mauritius
14 Aug 2026	24 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	25 Aug 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	26 Aug 2026	On-Campus	Abu Dhabi, UAE

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 116343) 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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