



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

Public Sector Code of Conduct Application

Business, Commerce and Management Studies / Public Administration

Unit Standard 242858 · NQF Level 3 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips public sector employees with the knowledge and skills to apply the Public Sector Code of Conduct in their daily work roles and context. It promotes ethical behavior, accountability, and professionalism within the South African public service, ensuring compliance with relevant legislative frameworks.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	242858
Accreditation	SAQA Accredited · NQF Level 3 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate understanding of the purpose and principles of the Public Sector Code of Conduct
- Apply the Code of Conduct to ethical dilemmas and decision-making in own work context
- Analyze the consequences of non-compliance with the Code of Conduct
- Evaluate the role of the Code in promoting professionalism and accountability
- Implement strategies to uphold the Code of Conduct in daily operations
- Demonstrate awareness of relevant legislation supporting the Code of Conduct

WHO SHOULD ATTEND

- All public sector employees, including managers, supervisors, and frontline staff, who are required to understand and apply the Code of Conduct in their work environment.

COURSE OUTLINE

Day 1: Understanding and Applying the Public Sector Code of Conduct

- Overview of the Public Sector Code of Conduct and its legal framework.
- Core ethical principles: accountability, transparency, integrity, and professionalism.
- Standards of behaviour: conflicts of interest, confidentiality, and use of resources.
- Reporting breaches and whistleblowing procedures.
- Case studies: ethical dilemmas and decision-making.
- Consequences of non-compliance: disciplinary actions and legal implications.
- Role of ethics committees and oversight bodies.
- Personal responsibility and fostering an ethical culture.

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 3**.

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
31 Jul 2026	31 Jul 2026	On-Campus	Johannesburg, South Africa
03 Aug 2026	03 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	04 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	05 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	05 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	06 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	07 Aug 2026	On-Campus	Mauritius
10 Aug 2026	10 Aug 2026	On-Campus	Dubai, 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 242858) 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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