



<b>UNIT STANDARD TITLE</b>	<b>Identify personal values and ethics in the workplace</b>	
<b>UNIT STANDARD ID</b>	12537	
<b>NQF LEVEL</b>	1	
<b>CREDITS</b>	4	
<b>DURATION</b>	1 Days	
<b>LEARNER RATIO</b>	10 learners per group	
<b>ENTRY LEVEL</b>	It is assumed that learners have already attained Abet Level 3 Mathematical Literacy and Communication competence. Workshop edition: no entry level.	
<b>PURPOSE OF UNIT STANDARD</b>	<p>This unit standard is for any learner who needs to manage time in a responsible and effective way in everyday life situations.</p> <p>A learner credited with this unit standard is able to:</p> <ul style="list-style-type: none"> <li>• Set realistic goals for tasks and activities</li> <li>• Prioritize tasks and activities in order to plan time</li> <li>• Draw up a plan/schedule to organize tasks and activities</li> <li>• Carry out tasks and activities as planned</li> </ul> <p>This unit standard may be used a core or elective component within a GETC or any vocationally based qualification. The unit standard will also contribute to the full development of the learner as well as complement economic and social transformation.</p>	
<b>COURSE OUTCOMES</b>	<p>Specific Outcomes:</p> <p>A learner accredited with this unit standard is able to:</p> <ul style="list-style-type: none"> <li>• Reflect upon a value system</li> <li>• Explore the need for ethics in the workplace</li> <li>• Respect the values of others in the workplace</li> <li>• Identify areas where value conflicts could occur in a specific context</li> </ul>	
<b>COURSE CONTENT</b>	<p>The course consists of the following lessons:</p> <ul style="list-style-type: none"> <li>• Lesson 1 - Values</li> <li>• Lesson 2 – Value Systems</li> <li>• Lesson 3 - Ethics</li> <li>• Lesson 4 – Ethics in the workplace</li> <li>• Lesson 5 – Ethics in the South African Constitution</li> <li>• Lesson 6 – Values, Ethics and Diversity</li> </ul>	
<b>ASSESSMENT &amp; CERTIFICATION</b>	Learners will write an exit exam through MWIE. Certificate of competence will be issued by Media Works.	
<b>COSTING PER COURSE</b>	<ul style="list-style-type: none"> <li>• R4 920.00 group of 10 excluding vat. Or R492.00 per learner, excluding vat.</li> <li>• Excluded: Travel and Saturday overtime.</li> <li>• Exclude exam fees and certification at R100.00 per learner, excluding vat.</li> </ul>	
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