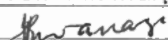


Motivation for Deviating from Three Quotation System	
Business Unit	Internal Audit
Manager Name & Surname	Masana Ngobeni
Nature of Service or Products:	Ethics Officer Certification Programme -online training
Name of Supplier	The Ethics Institute Through Stellenbosch Business School
Amount budgeted	R33 413.00
Please put a check next to the applicable reason for deviating from three quotation system:	
Emergency cases: An emergency procurement may occur when there is a serious and unexpected situation that poses an immediate risk to health, life, property or environment which call an institution to action and there is insufficient time to invite suppliers to submit three quotations.(Treasury Regulation 16A6.4)	
Sole Supplier: Sole source procurement may occur when there is evidence that only one supplier possesses the unique and singularly available capacity to meet the requirements of the institution. (Treasury Regulation 16A6.4).	x
Please include a short narrative on the reason for the motivation for single sourcing:	
The Ethics Officer Certification Programme -online training with Ethics Institute delivered through Stellenbosch Business School, is designed to equip people with a practical set of skills and knowledge to understand ethics concepts and developing ethical reasoning and management strategies. Also, the training course enhance the knowledge of the attendees to assess ethics related risk and opportunities and reporting ethics performance to management and governing bodies.	

APPROVAL

	Compiled by:	Budget confirmation by BU Manager	Supported by SCM Manager	Recommended by CFO	Approved by CEO
Title	Chief Audit Executive	Training and Development Manager	Manager: SCM	Chief Financial Officer	Chief Executive Officer
Name	Masana Ngobeni	Moshawa Modise	Mpho Mofokeng	Lindiwe Nhlapo	Tom Mkhwanazi
Signature					
Date	10 July 2024	11 July 2024	11/07/2024	12/07/2024	15/07/2024
Comment					

Ethics Officer Certification Programme

2024 ONLINE TRAINING | PRIVATE SECTOR

Everybody is responsible for ethics in their organisations, but leading governance practices recommend that a specific individual – **the Ethics Officer** – **be responsible for the process of active, practical ethics management**. The Ethics Officer Certification Programme (EOCP) is designed to train these individuals.

The Integrity Management Framework provides guidelines and principles for ethics management in the public sector. Furthermore, the King IV Code on Corporate Governance indicates that an organisation's governance should be grounded in an ethical foundation, and also sets guidelines on the management of ethics in organisations. The EOCP addresses these frameworks and is delivered by experts in the field.

What content is covered?

Understanding ethics concepts and developing ethical reasoning skills

Developing an ethics management strategy

Developing ethics standards, codes of ethics, and ethics policies

Understanding the role of ethics in governance

Identifying the need for an ethics management programme

Ethics management toolbox, including training, raising awareness and performance reporting

Setting up an ethics office

Assessing ethics-related risks and opportunities

Reporting ethics performance to management and governing bodies

Programme duration: Four weeks of online sessions;
plus 90 days to complete practicum assignment

Who should attend the EOCP?

- Persons responsible for managing ethics
- Human Resource Managers
- Forensic Officers and Internal Auditors
- Prospective and current Ethics Officers
- Risk Managers and Compliance Officers

Applicants who require the assessment will be contacted by The Ethics Institute (TEI) on receipt of a completed registration form. A registration will only be accepted once all entry requirements have been fulfilled.

Undertaking the assessment does not guarantee registration for the programme. TEI reserves the right to reject a registration.

What are the entry requirements?

- South African national holding a degree: no further requirements
- South African national not holding a degree must complete and pass an assessment set by a third-party assessor at their own cost.
- Foreign nationals with or without a degree: must complete and pass an assessment set by a third-party assessor at their own cost

After the course

Participants have 90 days to complete a practicum assignment for formal assessment. Thereafter, successful participants receive certification from the University of Stellenbosch Business School Executive Development (USB-ED). In addition, newly certified Ethics Officers receive public recognition on TEI's website as well as a complimentary one-year TEI Supporter subscription.

To register, please complete the registration form below.

012 342 2799
www.tei.org.za

-  The Ethics Institute
-  The Ethics Institute
-  @TheEthicsInstitute
-  @EthicsInst

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Course Dates		Course Fees	
1 – 27 February 2024		Supporters/Members*	R26 547.00 VAT incl.
		Non-supporters/members	R31 521.00 VAT incl.
4 – 30 April 2024		Supporters/Members*	R28 140.00 VAT incl.
8 August – 3 September 2024		Non-supporters/members	R33 413.00 VAT incl.
7 November – 3 December 2024			

EOCP registration form			
Title	ID number		Country
Full name			
Organisation			
Designation			
Email address			
Postal address		Postal code	
Tel	Cell	VAT number	

Highest academic qualification* TEI reserves the right to check validity of the qualification*

Qualification	Field
Institution	Year achieved

TEI recognizes its responsibility to protect the Personal Information collected under the Protection of Personal Information, Act 4 of 2013 and have taken reasonable measures to ensure that all Personal Information is protected under its care.

A copy of TEI's Protection of Personal Information Policy is available from the Information Officer, on request.

I hereby provide voluntary consent for the processing of my Personal Information as it will only be used for the intended purpose of registering for the above mentioned programme assessment and moderation of the Portfolio of Evidence, training verification statistics and evaluations and will not be processed for any other purpose

I hereby provide voluntary consent to TEI for referring to my name, surname and EO number online and receive direct marketing from TEI for the full period of my Supporter subscription.

*Please indicate if you are a member of any of the following organisations

TEI	ACFE	BEN-Africa	CIGFARO	EPA
FPI	ICFP	IIASA	IoDSA	IRMSA
ISACA	SABPP	SAIPA	SIOPSA	
Membership number for above			Accounts tel	
Payer responsible for payment				
Accounts email				

Terms and conditions

- Registration for this programme closes two weeks before its commencement date. Any registrations that remain unpaid two weeks prior to the event, will be cancelled to allow an opportunity for candidates on the waiting list to attend.
- Cancellations made two weeks prior to the programme commencement date, will result in a 30% penalty.
- No refunds will be issued for cancellations occurring one week prior to the programme, however, applicants who have made payment can be substituted by another individual at any time before the event, without incurring an additional fee. Such changes must be communicated to TEI in writing.
- Given the practical nature of this course, TEI can only accommodate a limited number of participants per course.
- Attendance will be confirmed upon receipt of a completed registration form, full payment, or purchase order in the case of government department delegates.
- Candidates must include a copy of their ID and their highest qualification when submitting their registration forms.
- Late registrants will be given a 24-hour window to confirm both their registration and provide proof of payment to TEI.
- Registrations not adhering to these terms and conditions will be cancelled without any charges to TEI.
- DISCOUNT**
 - A 5% discount will be applied if three or more delegates from a single organisation register.
 - A 10% discount will be applied if six or more delegates from a single organisation register.

Please email completed form to Kgothatso Tshabalala at kgothatso@tei.org.za

012 342 2799

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