


## Module 4: Professional Ethics



### WORKBOOK

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# Module 4: Professional Ethics

## Pre-assessment

Answer the following questions without going through the learning content. This is to determine how much you already know of the subject. You will also be asked to complete a post-assessment after you have worked through the learning content.

	Question	Self-assessment				
		Low		High		
1	I can explain what the term ethics means.	1	2	3	4	5
2	I understand why ethics are important in the workplace.	1	2	3	4	5
3	I am familiar with a code of ethics and a code of conduct.	1	2	3	4	5
4	I am familiar with the terms profession and professional.	1	2	3	4	5
5	I can describe the qualities and characteristics of a profession and a professional.	1	2	3	4	5
6	I understand why professionalism is important in the workplace.	1	2	3	4	5
7	I am familiar with the concept of professional development.	1	2	3	4	5
8	I understand why professional development is important for extensionists.	1	2	3	4	5
9	I can describe what skills are needed by extensionists to provide their services professionally.	1	2	3	4	5

# Study unit 1: Ethics

## Session 1.1: What are ethics?

### Activity 1.1 Individual activity: Ethics in the workplace

1. Fill in the missing words. (8)

The study of ethics is a branch of (a) \_\_\_\_\_.

Professional ethics is an example of (b) \_\_\_\_\_ ethics and aims to improve (c) \_\_\_\_\_. Ethical behaviour can be very important in the workplace. Organisations with a strong commitment to ethics will have increased (d) \_\_\_\_\_ in the community, mutual (e) \_\_\_\_\_ between members and improved (f) \_\_\_\_\_ performance. One of the ways you can ensure that you behave ethically within you organisation is to be (g) \_\_\_\_\_ and make sure that your emotions or personal (h) \_\_\_\_\_ do not affect your daily activities.

**Total: 8 marks**

## Session 1.2: Codes of ethics and conduct

### Activity 1.2 Individual activity: Code of ethics or code of conduct

Study the following statements and indicate whether they apply to a code of ethics or a code of conduct or both. (8)

1. Becomes a legal agreement once signed.	
2. Legitimises ethics.	
3. Issued by a board of directors.	
4. Allows members to make independent judgements about the most appropriate behaviour.	
5. Encourages specific behaviour.	
6. A mandatory set of standards that is strictly enforced	
7. Only provides guidelines for behaviour during difficult situations.	
8. Ensures standard behaviour throughout the organisation.	

**Total: 8 marks**



**Activity 1.3 Group activity: Ethical document**

Sometimes organisations combine their codes of ethics and conduct to form one general ethics document that includes guidelines for behaviour in a given situation as well as a list of actions that are required or not allowed. Together with two or three of your colleagues, discuss and formulate an ethical document that describes how you would want people to behave should you start an organisation that provides a service to the public.

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# Summative assessment: Unit 1

## Theoretical assessment

Answer the following questions in your own words. Write your answer in the space provided.

1. Study the following statements and state whether they are true or false. If you answer false give a reason for your answer. (6)

a. Being ethical is not exactly the same as following the law. (2)

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b. A code of conduct is a document that simply guides ethical decision making in all the members of an organisation. (2)

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c. If an employee signs a code of conduct, they enter into a legal agreement with the employer. (2)

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2. Briefly discuss two reasons ethics are important in the workplace. (4)

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3. Codes of ethics and conduct are documents that encourage specific behaviour in an organisation. Discuss the differences between a code of conduct and a code of ethics. (8)

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4. All organisations, no matter their size, can benefit from a code of ethics or a code of conduct. (4)

a. List two benefits of having a code of ethics in place. (2)

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b. List two benefits of having a code of conduct in place.....(2)

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**Total: 22 marks**

## Study unit 2: Professions and Professionals

### Session 2.1: What is a profession?

#### Activity 2.1 Individual activity: Features of a profession

Using the clues provided below solve the following crossword puzzle. (5)

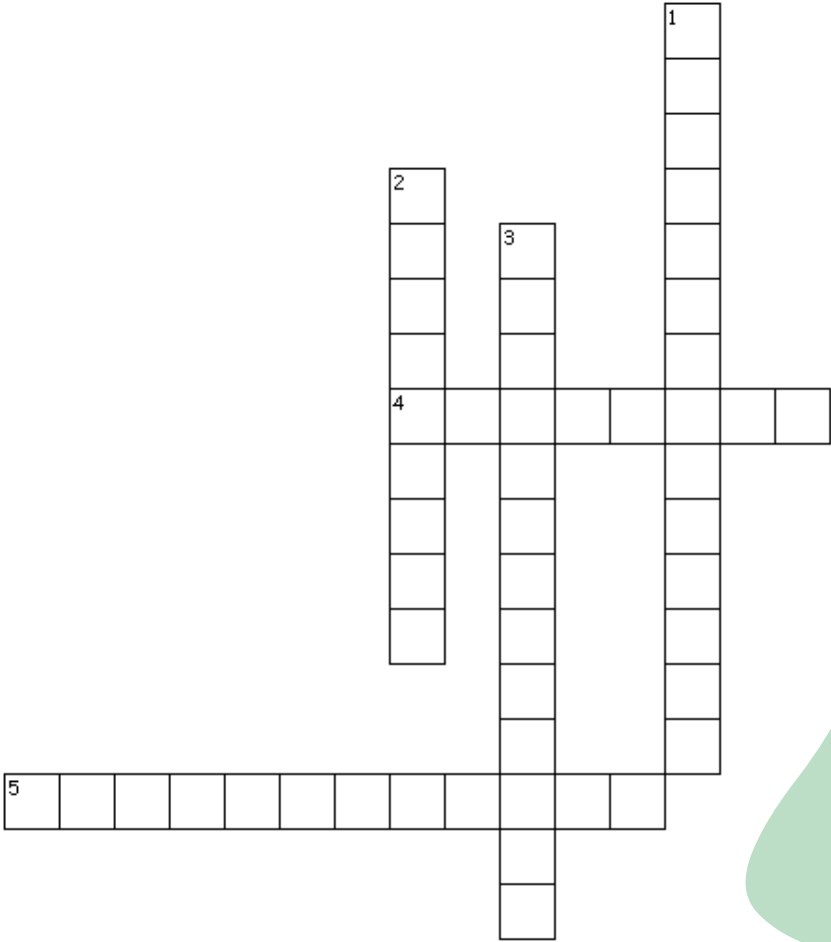
#### Down:

1. An organised association that oversees a profession. (10 letters, 4 letters)
2. Specialised knowledge and skills gained through learning and training. (9 letters)
3. Members of a profession need some sort of \_\_\_\_\_ before they can perform their service. (13 letters)

#### Across:

4. Freedom from influence from the public. (8 letters)
5. A set of ethical standards that need to be upheld. (12 letters)

**Total: 5 marks**





## Summative assessment: Unit 2

Theoretical assessment

Answer the following questions in your own words. Write your answer in the space provided.

1. Explain the following terms using the information you learned during this lesson. (4)

a. Paraprofessional (2)

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b. Work autonomy (2)

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2. Briefly discuss three features that all professions have in common. (6)

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4. List five qualities that successful professionals have in common  
(5)

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**Total: 20 marks**

# Study unit 3: Professionalism in the workplace

## Session 3.1: What is professionalism?

### Activity 3.1 Individual activity: Professionalism

Hidden in the block below are seven features of professionalism. After reviewing that part of Session 3.1, see if you can find them. (7)

C O M M U N I C A T I O N U Z X I D L M  
O K A Z P O F F D R O N Y C W G U K R X  
Z C B Z E B W P N V E D V L E Q X S V B  
Q R Z Y Q G Z V N I E L S X N U H W P O  
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F U E C Z S N T M K N O W L E D G E A P  
C C I N T E G R I T Y P S W P Y N E W W  
Q T U W I Z H W O X O L X U Q N R H F Y  
C F D P X S X C O U R T E S Y Y E G R J  
O T R V L P R M U Z W H G M U S Y Z E I  
G C N H I N O H B O E Y T C I O E C P K  
F Z N R E S P E C T Q W D C L A H L C P  
D N N R P W P F T X Z T O Y J O L R D C  
Q A C L U A C C O U N T A B I L I T Y S  
V C M A L F C S Y K M X R S T A H V J W  
C N O I B N K W S C W J H F H P Z R W G  
G H O K T M N M Z P T L D H B D P B A B  
C N F V I S L B E J B W C Z I B X R V H  
S K R Z Z V P X H V F O S R G G Q F M X  
S M C Y C W T K X M P A E C U A O K S X

**Total: 7 marks**



## Session 3.2: Professionalism and professional development

### Activity 3.2 Individual activity: Professional development

Study the following statements and indicate whether they are true or false. If you answer false, give a reason for your answer.

(8)

1. Professional development is a requirement for membership to certain professional bodies. (2)

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2. Professional development occurs strictly through formal training activities. (2)

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3. Professional development can help you improve your CV and interview skills (2)

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4. Participating in professional development is very informal and undocumented. (2)

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**Total: 8 marks**

## Summative assessment: Unit 3

Theoretical assessment

Answer the following questions in your own words. Write your answer in the space provided.

1. List four of the common features of professionalism. (4)

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2. Discuss two criteria that people frequently use to judge professionalism. (4)

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3. List four reasons professionalism is important in the workplace. (4)

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4. Professional development can include formal and informal training activities. List three examples of professional development activities. (3)

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5. Discuss two personal benefits of professional development. (4)

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**Total: 19 marks**

## Study unit 4: Competencies required by professional extensionists

### Session 4.1: Core competencies required by extensionists

#### Activity 4.1 Individual activity: Core competencies

Draw a line to match the core competencies listed in column B to the statement in column A. (6)

Column A	Column B
1. Listening to the clients needs.	a. Program monitoring and evaluation.
2. Promote the use of ICTs.	b. Sensitivity to diversity and multiculturalism.
3. Report to stakeholders whether extension programs have been successful.	c. Communication
4. Value the diverse backgrounds of the extension audience.	d. Organisational management
5. Mobilise and monitor their resources effectively.	e. Education and information technology.
6. Effectively lead, coordinate and facilitate different stakeholders.	f. Leadership

**Total: 6 marks**

## Session 4.2: Important bylaws for professionalism

### Activity 4.2 Group activity: CPD bylaws

Most professional organisations have CPD requirements. Together with 2 - 3 of your colleagues identify professional extension organisations or any other professional organisations in your community, investigate their CPD requirements and answer the following questions.

1. Does the organisation have a CPD bylaw?

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## Summative assessment: Unit 4

Theoretical assessment

Answer the following questions in your own words. Write your answer in the space provided.

1. Explain the following terms in relation to the information you have just learned. (8)

a. Constitution (2)

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b. Bylaw (2)

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c. Continuous Professional Development (2)

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d. Competency (2)

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2. Using examples, briefly describe the difference between technical competencies and process skills. (4)

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3. Why is continuous professional development important for professional extensionists? (4)

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4. Discuss three core competencies needed by professional extensionist.

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**Total: 22 marks**

## Post-assessment

The post-assessment is to be done once you have read through the module and completed all the activities. Compare your answers to those in the pre-assessment to identify where knowledge has been gained and where improvements can be made. Rate your knowledge on the topics on a scale of 1 to 5 by circling the corresponding number.

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