PROFESSIONALISM: CONDUCT & ETHICS
RPL assessment only pathway

Ethical competence, the ability to identify and effectively deal with ethical issues and values conflicts in the workplace is a critical aspect of professional practice. This module provides the practical tools and skills that you need to deal with ethical issues in the workplace, including using the AFMA Ethical Decision-making Framework, handling the interpersonal aspects of workplace dilemmas raising ethical issues with colleagues and acting on values.

LEARNING OUTCOMES

By the end of this module you should be able to:

- apply ethical theories to a scenario and appraise the different conclusions arising from each

- analyse a range of difficult workplace ethical issues and determine a course of action using the AFMA Ethical Decision-Making Framework

- evaluate the situational and psychological barriers to ethical decision making and actions when you encounter values conflict in the workplace

- apply codes of conduct, including the AFMA Code of Conduct, when making decisions in 'grey' areas where there is no clear law or rule, or where values appear to be in conflict

- identify the components of the ethical dilemma, including the reasons and rationalisations to be addressed and what is at stake for all parties

- formulate strategies and processes for responding to situational and psychological barriers to ethical decision making in the workplace

- determine a course of action, including steps to take, people to talk to, and what the reaction may be and how to respond

- apply communication and interpersonal skills when acting on a decision based on ethical principles

- identify individuals and/or resources that may provide advice and guidance on ethical dilemmas if required

- describe the role of critical ethical reflection to enhance personal ethics and capacity for good professional judgment.

SKILLS ASSESSMENT

The skills assessment has five parts, four of which are case studies accompanied by a series of questions designed to test your ability to apply the ethical tools and skills to workplace situations. To complete the questions, you must draw on both the knowledge you have gained through your experience of working in financial markets and the theoretical knowledge in the Study Guide.

STUDY GUIDE

The Study Guide has been developed to support you through the process of completing your skills assessment.

Although, as an experienced financial markets practitioner you already have an implicit grasp of the skills and knowledge taught in the module, you are likely to lack an explicit conceptual framework. For example, you may unconsciously adopt a process for thinking through ethical issues, but not use a formal ethical decision-making framework. As the course requires use of frameworks to complete assessment, in order to pass you will need to be familiar with the AFMA Ethical Decision-Making Framework. Hence the study guide is designed to provide you with the formal concepts you need to successfully complete the module.

SUGGESTED ASSESSMENT SCHEDULE

Students completing the course via 'assessment only' can complete the skills assessment in their own time and at their own pace, however they have a maximum of 6 months to complete. We recommend that students follow a schedule as per suggested below to assist students in completing the skills assessment in a 6 week time frame.

Week	Task
1	Complete Part 1 of the skills assessment
2	Complete Part 2 of the skills assessment
3	Complete Part 3 of the skills assessment
4	Complete Part 4 of the skills assessment
5	Complete Part 5 of the skills assessment
6	Check skills assessment and submit on AFMA Moodle

WHAT WILL YOU ACHIEVE FROM COMPLETING THE ASSESSMENT ONLY PATHWAY?

If you successfully complete the assessment only pathway, you will receive a Statement of Attainment for the two competencies in FNSSS00013 Business Ethics and Conduct Skill Set:

- FNSINC503 Identify situations requiring complex ethical decision making

- FNSINC504 Apply ethical frameworks and principles to make and act upon decisions.

OTHER INFORMATION

Grading of assessments

AFMA grades student work as either 'competent' or 'not yet competent'. Grades that indicate level of achievement, e.g. high distinction or distinction, are not awarded.

Extensions for skills assessments

If you require an extension, you must submit your request before the submission date to education@afma.com.au.

Extensions are granted only on the basis of sickness, major family crisis, or unexpected emergency travel connected with employment (employer's confirmation is required).

Any extensions granted are for a fixed period of two weeks and your results may be delayed.

Submitting your skills assessment

You must submit your completed skills assessment for marking through AFMA Moodle. When you upload the skills assessment, it will be checked by Turnitin, a plagiarism detection software.

Academic honesty

Personal integrity is a core ethical principle in AFMA's Code of Ethics. Consequently academic integrity is an important principle to which all students enrolled in the *Professionalism: Conduct & Ethics* module are expected to adhere. For example, any academic work that you submit for assessment must be your own work and when you do include ideas and work from other people, this must be acknowledged

Your assessment submissions for the Program are screened using Turnitin detection software that checks for passages found elsewhere on the internet, in books and journals or in work previously submitted. You must ensure that all your work is properly referenced and, where possible, in your own words. We encourage you to consult the guidelines for referencing and plagiarism, located on AFMA Moodle.

STUDENT SUPPORT

For module content support please post your query to the Support Forum on the module page. A subject expert will respond within 48 hours. If you know the answer to a colleague's post, please feel free to respond.

For all other support please contact AFMA on 02 9776 7929 or 02 9776 7914. Alternatively, you can email us at education@afma.com.au.