

PROFESSIONALISM: CONDUCT & ETHICS

Edition 1.1: Distance

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.

ASSESSMENT TASKS

There are two types of assessments in this module. To successfully complete the module, you will need to demonstrate competence in the following:

- lesson assessments
- skills assessment.

Task	Submission date	Submission method
Lesson 1 assessment	End of Week 1	AFMA Moodle
Lesson 2 assessment	End of Week 2	AFMA Moodle
Lesson 3 lesson	End of Week 3	AFMA Moodle
Skills assessment	End of Week 6	AFMA Moodle via Turnitin

Lesson activities

To complete the module, you must work through the online lessons on AFMA Moodle. As you progress through each lesson you will be able to assess whether you have understood the content by completing short activities.

Lesson assessments

As you work through each of the three lessons lesson you will need to complete a lesson assessment, which consists of a small number of assessment tasks. Each assessment task is linked to a case study or reading in the lesson. You will be prompted to complete each assessment task at a specific point in the lesson.

Skills assessment

The skills assessment for this module consists of three 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 that you have gained from studying this module and the knowledge you have gained through your experience of working in financial markets. Note that you must record and submit a short video as part of your skills assessment.

STUDY SCHEDULE

Week	Task
1	Work through Lesson 1, completing all of the activities including the Lesson 1 Assessment and submit on AFMA Moodle
2	Work through Lesson 2, completing all of the activities including the Lesson 2 Assessment and submit on AFMA Moodle
3	Work through Lesson 3, completing all of the activities including the Lesson 3 Assessment and submit on AFMA Moodle
4	Work on skills assessment
5	Work on skills assessment
6	Complete skills assessment and submit on AFMA Moodle

WHAT WILL YOU ACHIEVE FROM COMPLETING THIS MODULE?

If you successfully complete the stream you have enrolled in for this module, 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 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 assessments

You must submit your completed assessments for marking through AFMA Moodle.

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 plagiarism 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.

STUDENT SUPPORT

If you have any concerns or questions as you work through the module, or need additional guidance as to what you should be doing, email education@afma.com.au.

If your question relates to the learning material then you should post to the Support Forum on the module page in the AFMA Moodle. A subject expert will respond within 48 hours. If you know the answer to another student's question, please feel free to respond.

