

TEMPLATE B – DEMONSTRATION OF THE PROFESSIONAL VALUES, ATTITUDES AND ACUMENS LEARNING OUTCOMES

PROFESSIONAL VALUES AND ATTITUDES
Instructions: Please provide two pieces of evidence of how you demonstrated each learning outcome in a professional context. The evidence should reflect how you demonstrated the learning outcome in a complex context. A. Please indicate the role in which you demonstrated this learning outcome. Please use the same description as used in column A of Template A – Technical CV. B. Please describe the specific situation/ context within which the learning outcome was demonstrated. C. How did you demonstrate this learning outcome in this situation/ context? D. What factors contributed to the complexity of this situation/ context? For each piece of evidence presented, please provide the name of the corroborator and ask them to initial the evidence corroborated. In relation to each learning outcome, please reflect on your current level of proficiency and any actions you are taking for ongoing learning.

No.	Learning Outcome	Evidence 1	Corroborator name	Evidence 2	Corroborator name	Proficiency and ongoing learning
I Ethics, values and attitudes						
I 2 Business ethics						
I 2 b	Demonstrate how you contributed to the ethical culture of your business environment	A. Role: Financial Manager XYZ equipment - Global logistics centre B. Context: I volunteered to be an Ethics Champion for the Global logistics centre. I presented ethics training for the finance team in September 2023. I was responsible for preparing all material and drawing on relevant examples. C. How: I contributed to the ethical culture of the business environment by presenting real-life examples of ethical dilemmas which were relevant to our specific industry. Each example was used as a conversation starter and I facilitated the discussion – making room for different perspectives on ethical behaviour and highlighting the need for a common understanding of the company's requirements. This created a safe space for the team to discuss their concerns and enabled me to guide the team towards the expected behaviours. The result was a much higher level of ethical awareness in the team and a better early warning system in that the team felt comfortable to discuss ethical concerns as they arose rather than being concerned that it could impact their job security. D. Complexity: I took full responsibility for the session. There was some technical challenge in that I had to design the session myself and source relevant examples to spark the discussion. I also had to have a firm grasp on company policy, what ethics means in our context and	Finn Director	A. Role: Financial Manager XYZ equipment - Global logistics centre B. Context: I had to confront dishonest behaviour from one of my team members in 2022. C. How: One of the members of my direct team took sick leave in April 2022. She shared a status update on WhatsApp while she was on leave that showed her at the beach with her friends. I noticed the status update on the Tuesday evening and I called her on Wednesday morning. As she was still booked off until the Friday I chose to confront her telephonically. She started to protest and justify why she had put in sick leave claiming that it was owed to her. I told her that I expected her to come into the office on Thursday and she told me that she was going to be in Durban until Sunday. I issued a verbal warning and let her know that that I would be taking it up with HR. Ultimately, she went through a disciplinary process and was dismissed. D. Complexity: I found this situation very challenging. I was stunned that it had happened and it required a significant level of emotional maturity to deal with it professionally. I was involved in the whole process with HR and the external labour consultants. I was also the one who was ultimately responsible to letting her know that she would be dismissed. I also had to tell the team, which I used as a teachable moment in relation to ethics.	Finn Director	I believe I have a good grounding in ethics and understand what it takes to create a strong ethical culture. I believe I am at an Advanced level of proficiency having demonstrated this learning outcome in a variety of complex contexts. In my current role, I work closely with the compliance team. I am part of the team that is reviewing all company policies including those relating to ethics and discipline. I am learning about what is and is not helpful in the form of documented policy versus principles of ethics.

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		an understanding of the audience. The session had a significant impact on ethical awareness and behaviour in the team. It provided mitigation for the risk of potential ethical issues going unnoticed and not being addressed. It also improved engagement and morale in the team as everyone felt they could talk openly.				

ACUMENS
Instructions: Please provide two pieces of evidence of how you demonstrated each learning outcome while completing a task in a professional context. As far as possible, please provide evidence which reflects your own ability, i.e. where you did not require any guidance to demonstrate the learning outcome. A. Please indicate the role in which you demonstrated the learning outcome. Please use the same description as used in column A of Template A – Technical CV B. Please describe the task you were completing when you demonstrated the learning outcome. C. How did you demonstrate the learning outcome while completing the task? D. If you required guidance to demonstrate the learning outcome, please explain what guidance you required. E. What knowledge sources and skills did you <i>integrate</i> to complete the task? F. What <i>analysis</i> and <i>evaluation</i> did the task require? G. How did you take <i>responsibility</i> for the task including the <i>quality</i>? For each piece of evidence presented, please provide the name of the corroborator and ask them to initial the evidence corroborated. In relation to each learning outcome, please reflect on your current level of proficiency and any actions you are taking for ongoing learning.

No.	Learning Outcome	Evidence 1	Corroborator name	Evidence 2	Corroborator name	Proficiency and ongoing learning
X Relational acumen						
X 2 Management & Leadership skills						
X 2 b	Oversee team members' progress AND / OR performance in the context of tasks, plans, projects or operational activities	A. Role: : Financial Manager XYZ equipment - Global logistics centre B. Task: Completion of annual reporting June 2023 C. How: I was responsible for overseeing the completion of the annual reporting process in June 2023. The whole finance team was involved in the process. We had a briefing session mid-May to prepare. I made sure that everyone understood what they were required to do and how their part fitted into the whole process. At the beginning of June, we met again and I set clear deadlines and held the team accountable to these deliverables using a shared tracking document which I created in Excel, together with weekly one-to-one and group	Finn Director	A. Role: : Financial Manager XYZ equipment - Global logistics centre B. Task: Procurement of a financial reporting system 2022 C. How: I was responsible for procuring a new reporting system to replace the legacy system that had been in place for over 15 years. This commenced with setting up the brief for the tender and a budget. I obtained input from the Financial Director and other members of the finance team to make sure that the scope was appropriate and the costing was reasonable. I also did research to ensure that we considered future requirements and incorporated technology that would not be obsolete in a few years. I then took the tender through the procurement process internally, ensuring that an appropriate panel was	Finn Director	Using the proficiency matrix provided, I believe I have met the requirements for Advanced proficiency (Advanced level in all four dimensions). I am in a senior management position in my current role. I am learning how to oversee processes at a higher level. This is different from my previous role where I was involved in oversight more directly as I in a position where I could be more hands on.

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		check-ins. This enabled the team to successfully complete the financials before the deadline for the audit. D. No guidance required E. Integration: I had run a financial reporting process previously and was also responsible for the monthly and half-yearly reporting. I drew on my university accounting knowledge, knowledge of the audit process, discussions with the auditors and manager training where I learned delegation techniques. I also integrated strong communication skills and digital acumen as part of the tracking process. F. Analysis and evaluation: I had to keep analysing our progress to course correct where necessary. I also ran financial analysis on the results to make sure that they made sense and that the financials were correct and to make sure I caught any problem areas early on. This helped me to identify a discrepancy in one of the provisions. G. Responsibility and quality: I took overall ownership of the whole process – both what we did and the quality of what we produced.		appointed, ensuring all of the appropriate approvals were in place, tracking progress at each stage of the tender process and ultimately appointing the supplier. D. No guidance required E. Integration: I did research to ensure the scope included up-to-date technology, I drew on my own understanding of accounting and the process within the organisation as well as using my communication and management skills to obtain input from the team and my superior. I also used budgeting and Excel skills for the costing. F. Analysis and evaluation: I kept revisiting the scope and analysing our progress against the ultimate objectives. I kept evaluating whether we were on track and making sure the process was thorough so that there would be no push-back at the end. G. Responsibility and quality: I was responsible for the whole process.		