



**Ethics Institute  
of South Africa**

**ONE DAY COURSE**



# PRE-EMPLOYMENT SCREENING WORKSHOP

**COURSE PRESENTER:**

**Ms Liezl Groenewald** - Manager, Organisational Ethics Development  
Ethics Institute of South Africa.

Research indicates that up to 80% of internal fraud, corruption and theft incidents in South Africa are being perpetrated by employees. Employers increasingly need to take measures to protect themselves from hiring people with poor integrity. Employers need to assess the integrity of potential employees before hiring them to determine, as far as possible, the integrity of the individual. Pre-employment screening is an effective risk management tool to address risks related to, for example, CV fraud, misrepresentation of job history and qualification fraud.

**WHO SHOULD ATTEND?**

- Ethics Officers;
- Human Resource Managers and Business Consultants;
- Risk Managers and Officers; and
- Anyone responsible for integrity and ethics management.

**WHEN?** Date: Wednesday, 4 November 2009  
Time: 08h30 – 16h00. Please join us for drinks afterwards.

**WHERE?** Irene Country Lodge, Pretoria

**HOW MUCH?** Non-members: R3 625 excl VAT (R4 132.50 incl VAT)  
ICSA, IRMSA, SAICA, IoD members:  
R3 335 excl VAT (R3 801.90 incl VAT)  
EthicsSA members: R2 900.00 excl VAT (R3 306.00 incl VAT)

**CONTACT US:**

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BUILDING AN ETHICAL SOUTH AFRICA

EthicsSA is an independent, not-for-profit, public benefit organisation.

Initiated and developed by South Africans with a view to local requirements and conditions, EthicsSA's operational and ethics activities are guided by the values of integrity, respect, responsibility, excellence and fairness.

To find out more:  
[www.ethicsa.org](http://www.ethicsa.org)



Endorsed by:



*Certificates of attendance  
will be issued to all delegates*

This workshop will provide a clear understanding of the intent of the pre-employment screening process, the processes involved in the screening of individuals, the legal aspects that should be taken into consideration as well as how the results of the screening process should be interpreted.

### WHAT YOU WILL LEARN:

- The difference between pre-employment screening and vetting (in terms of the relevant South African legislation and international concepts);
- The objectives of a pre-employment screening programme;
- Pre-employment screening as an integrity risk management and fraud prevention tool;
- Components of pre-employment screening/vetting;
- How to decide when risks are pertinent;
- Benefits and disadvantages of vetting/pre-employment screening for:
  - employers;
  - employees; and
- Seven steps for an effective pre-employment screening programme.

### BENEFITS:

- Developing a comprehensive understanding of who the employer is dealing with when recruiting new employees.

## REGISTRATION FORM

### Personal Details

First Name : \_\_\_\_\_

Surname : \_\_\_\_\_

Organisation : \_\_\_\_\_

Designation : \_\_\_\_\_

Tel:( \_\_\_\_\_) \_\_\_\_\_ Fax:( \_\_\_\_\_) \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Postal Address : \_\_\_\_\_

\_\_\_\_\_ Postal Code : \_\_\_\_\_

(Please complete the entire registration form)

Are you a:

ICSA Member  IRMSA Member  EthicSA Member   
SAICA Member  IoD Member

### Registration Methods

The following options are available to facilitate registration:

1. Direct mail: Complete this registration form, attach either a cheque or proof of payment, and mail to:  
PO Box 2427, Brooklyn Square, 0075
2. Website: visit [www.ethicsa.org](http://www.ethicsa.org), and register online
3. E-mail us at [mandy@ethicsa.org](mailto:mandy@ethicsa.org)
4. Phone us on +27 (0)12 342 2799
5. Fax us on +27 (0)12 342 2790

### Banking Details

Please Note:

Bookings will only be confirmed once payment is received.

BANK DETAILS : Ethics Institute of South Africa

Bank : Nedbank

Branch : Business Pretoria

Account No : 149 701 3887

Branch Code : 149 745

Acc Type : Current

Swift : NEDSZAJJ

Reference No : Please insert your surname or your company name for record-keeping purposes.

### General Information

**Refreshments:** Each delegate will receive:

- Coffee or tea on arrival;
- Mid-morning coffee, tea and scones;
- Lunch; and
- Afternoon coffee, tea and biscuits.

**Early Bookings:** Due to the intensive “hands on” nature of this course, we are only able to accommodate a limited number of delegates. We therefore urge you to book ASAP!

**Quantity Discounts:** The following discounts are available:

1. 5% discount if more than five delegates from one organisation register.
2. 10% discount of more than ten delegates from one organisation register.

**Cancellations:** Should you cancel between 14 and 20 October 2009, a cancellation fee of 10% will be charged. Should you cancel between 21 and 25 October 2009, a cancellation fee of 50% will be charged. Thereafter, the full fee is payable. Please notify EthicSA of any cancellations in writing.

**Substitutions:** Registered delegates who have made payment, may be substituted at any time prior to the event without incurring an additional fee. Please notify EthicSA of the change in writing.

**Payment:** Payment must be made prior to the commencement dates. Bookings are only confirmed once payment is received.