**Australian Government**

**Department of Education, Employment and Workplace Relations**

# DEFCH002C Provide ethical and pastoral advice

**Release: 1**

**INDUSTRY SKILLS COUNCILS**
Creating Australia's Future

# DEFCH002C Provide ethical and pastoral advice

## Modification History

Not applicable.

## Unit Descriptor

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| **Unit Descriptor** | This unit covers the competency required to provide ethical and pastoral advice to members of an organisation. It includes the requirement to identify the issues surrounding the provision of ethical and pastoral advice and the review of that advice in order to improve the advice being provided.

This competency is required by all Defence chaplains. |

## Application of the Unit

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| **Application of the Unit** | The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible. |

## Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

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| **Prerequisite Unit/s** | Nil |

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# Employability Skills Information

**Employability Skills**          This unit contains employability skills.

# Elements and Performance Criteria Pre-Content

| Elements describe the essential outcomes of a Unit of Competency. | Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide. |

# Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
|---|---|
| 1. **Identify the issue**(s) | 1.1 Circumstances that require the provision of *ethical and pastoral advice* are observed, received and clarified |
| | 1.2 Issues are identified and confirmed if necessary through consultation with appropriate personnel |
| 2. **Analyse and *research* the issue**(s) | 2.1 Circumstances are analysed and the issue(s) are interpreted and clearly defined |
| | 2.2 *Research* related to the issue(s) is conducted and the findings are analysed and recorded |
| | 2.3 Manner of pastoral advice to be provided is determined |
| 3. **Provide ethical and pastoral advice** | 3.1 An affiliation is established with the *organisation* member(s) |
| | 3.2 Ethical and pastoral advice is provided within specified time, confidentiality constraints and in accordance with *organisational requirements* or *ethical and moral guidelines* |
| | 3.3 Decisions are made in consultation with appropriate personnel, based on the advice provided |
| 4. **Review ethical and pastoral advice** | 4.1 Ethical and pastoral advice is analysed in accordance with standard review procedures |
| | 4.2 Conclusions on the ethical and pastoral advice are determined following the analysis |
| | 4.3 Identified deficiencies in ethical and pastoral advice are addressed and corrected |

# Required Skills and Knowledge

## REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

### Required Skills

- meet denominational or multi-faith requirements
- communication skills include the capacity to:
- gather information from a variety of sources and using range of media
- analyse complex personal and organisational issues
- take part in and facilitate interpersonal exchanges with groups and individuals, selecting language style suitable to audience and context for the purpose of establishing, maintaining and developing relationships, exploring issues and/or problem solving
- actively listen, summarise and clarify ideas
- provide positive and empathetic feedback
- liaison
- facilitation
- retain professionalism under duress
- empathy

### Required Knowledge

- world religions together with associated religious beliefs and practices
- denominational doctrines, worship and practices
- specialised information sources
- research techniques
- analysis and interpretation processes
- relevant organisational requirements
- code of behaviour
- organisation guidelines and standards for privacy, confidentiality, defamation, duty of care
- professional codes of practice
- ethical standards
- verbal and non-verbal communication techniques including body language, language style, active listening, questioning

# Evidence Guide

**EVIDENCE GUIDE**

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| **Critical aspects for assessment and evidence required to demonstrate competency in this unit** | Assessment must confirm the ability to identify the issues, conduct research, analyse and interpret information and to meet denominational or multi-faith requirements in the framing and presenting of ethical and pastoral advice. |
| | The chaplain must at all times comply with professional code of practice ethical standards and demonstrate an awareness of access, equity and diversity principles and practices. |
| | **Consistency in performance** |
| | Competency should be demonstrated in a range of actual or simulated ethical and pastoral advisory contexts. |
| **Context of and specific resources for assessment** | **Context of assessment** |
| | Competency should be assessed by observing a chaplain in an advisory role within the workplace or simulated environment. |
| | When assessment is conducted in a simulated environment, the simulation should re-create realistic workplace scenarios which may include role plays based on a full range of ethical and pastoral advice, covering all of the critical aspects of evidence. |
| | **Specific resources for assessment** |
| | There are no special resource requirements for this unit. |

# Range Statement

## RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

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| **Ethical and pastoral advice may be** | Provided by a chaplain dealing with ethical, personal, professional, vocational, religious, spiritual, morale, or moral problems or circumstances |
| | Provided to members of an organisation as individuals or in their capacity as supervisors/managers |
| | Formal or informal, written or verbal |
| **Organisation may include** | Australian Defence Force |
| | Police forces |
| | Fire services |
| | Emergency services |
| **Research may include** | The chaplain seeking assistance from the organisation staff or chaplains of other faiths to analyse and interpret information |
| | Research may be limited by time or confidentiality constraints |
| **Organisational requirements may include** | Legislation |
| | Policies |
| | Procedures |
| | Practices |
| | Standards |
| | Conventions |
| | Goals, objectives, plans, systems and processes |
| | Access, equity and diversity principles and practices |
| | Quality and continuous improvement processes and standards |
| | Performance plans |
| | Defined resource parameters |
| **Ethical and moral guidelines should** | Comply with professional codes of practice, ethical standards and may include denominational or multi-faith requirements |

# Unit Sector(s)

Not applicable.

# Corequisite Unit/s

**Co-requisite Unit/s**            Nil