



Australian Government

DEFPO001B Apply the values and principles of Defence police

Release: 2

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Modification History

Release	TP version	Comments
2	DEF12 V2	Layout adjusted.
1	DEF12 V1	First release.

Unit Descriptor

This unit covers the competency required to carry out policing operations within a *Defence environment*. This is normally done while working with an associate, but also includes the ability to work individually and independently when carrying out the operations.

The individual therefore, must possess and be able to apply a sound understanding of Defence and individual service *ethics, values and principles*. The ethical framework is particularly important under operational conditions where normal social values and norms can become clouded and obscured by operational priorities. In this situation the individual must be capable of displaying sound judgement in circumstances where professional and ethical ambiguities arise, or when there are conflicts of interest (eg interests of service police, unit, service and/or wider community).

The effectiveness of the individual will be determined, in large, by their application and adherence to the ethical framework, principles and values under which they operate.

Application of the Unit

As agreed in the creation of this Training Package, applications for units transferred from the PUA00 Public Safety Training Package will be developed as part of continuous improvement plans, and taking into account the change in Unit of Competency format as detailed in templates for Streamlined Training Packages.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

DEFEQ001C Work with equity and diversity

Employability Skills Information

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 Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Exhibit ethical standards	<p>1.1 Compliance operations are applied in accordance with both <i>individual service ethics, standards, policy and guidelines</i></p> <p>1.2 Verbal and written advice and reports provided contain information which is impartial, substantiated, accurate and complete</p> <p>1.3 Resources are used in accordance with Defence ethics, standards, policy and guidelines</p> <p>1.4 Conflicts are identified, addressed and documented in accordance with policy and procedures</p> <p>1.5 Relationships with public and private organisations are established and maintained in accordance with ethics, standards, policy and guidelines</p> <p>1.6 Information on Defence ethical standards and values is provided to suppliers/providers, where appropriate</p>
2. Deal with ethical problems	<p>2.1 Situations which pose <i>ethical problems are resolved or referred</i> in accordance with Defence and individual service guidelines</p> <p>2.2 Decision-making processes used to resolve ethical problems are recorded in accordance with Defence and individual service policy and procedures</p> <p>2.3 Defence and individual service policies on the prevention and reporting of <i>unethical conduct</i> are accessed and applied</p>

Required Skills and Knowledge

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

Required Skills

- apply objectivity/impartiality of judgement when dealing with ethical issues
- conceptual and analytical
- evaluation and assessment of conflicting requirements
- decision making
- information technology for preparing written advice and reports requiring precision of expression
- use an internet web browser to access references, legislation and codes of ethics
- read complex and formal documents such as legislation and codes of ethics and applying them to work practices
- adjust communication to suit different audiences
- participate in team
- encourage team members
- follow instructions and directives
- reads and understands the organisations plans, policies and procedures

Required Knowledge

- nature of ethics and ethical values
- fundamental ethical principles such as justice, respect for persons and responsible care
- defence and individual service codes of ethics
- natural justice/procedural fairness
- equal employment opportunity, equity and diversity principles
- policies and procedures for reporting fraud, corruption, mal-administration, breeches of ethics and conflicts of interest
- models of ethical decision making
- verbal and non-verbal communication techniques
- cultural differences
- techniques for supporting team members
- composition of teams and roles and responsibilities of team members

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to apply the knowledge and skills required to conduct oneself ethically and to deal with ethical problems in a range of situations.

Assessment must also confirm the ability to:

- correctly apply the processes for resolving or referring ethical problems, including conflict of interest
- identify unethical conduct and conflicts of interest
- correctly deal with unethical conduct and conflicts of interest

Consistency in performance

Competency should be demonstrated in a range of contexts over time. Individuals should be observed and questioned when ethical issues arise during the conduct of routine tasks. At least two ethical problems should be posed requiring a response or action that can be assessed.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed while routine tasks are undertaken under limited supervision with regular checks, but may take the form of some autonomy when working as part of a team.

Evidence should be gathered in the workplace or a simulated work environment by observing the individual completing operational tasks related to the critical aspects of evidence. Assessment may be by intermittent checking at various stages of each task or at the completion of each task in accordance with the performance criteria. Targeted questioning to assess the underpinning knowledge should support practical assessments.

Specific resources for assessment

There are no special resource requirements for this unit

Range Statement

<p>The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. <i>Bold italicised</i> wording in the Performance Criteria is detailed below.</p>	
<p><i>Defence environment</i> may include:</p>	<ul style="list-style-type: none"> • Barrack areas and the local environment during peacetime, but also on deployments, on exercises and in designated areas of operations
<p><i>Ethics, values and principles</i> may include:</p>	<ul style="list-style-type: none"> • Respect for the law • Natural justice • Integrity • Objectivity • Accountability • Honesty • Openness • Responsibility • Impartiality • Diligence • Trustworthiness • Confidentiality • Respect for persons • Responsible care • Probity • Economy and efficiency • Loyalty • Selflessness • Adherence to the law • Procedural fairness i.e. the right to: <ul style="list-style-type: none"> • be heard/put your case • be informed of a complaint or case against you • privacy • representation • silence • fair trial
<p><i>Individual service</i> includes:</p>	<ul style="list-style-type: none"> • Army • Navy • Air Force
<p><i>Ethics, standards, policy and guidelines</i> may include:</p>	<ul style="list-style-type: none"> • Legislation dealing with public sector management, freedom of information, equal employment opportunity, anti-discrimination law and diversity • Ministerial directives • Defence and individual service codes of ethics

	<ul style="list-style-type: none"> • Defence and individual service sets of values • Defence and individual service mission and values statements • Defence and individual service policies, procedures/guidelines
<i>Resolving ethical problems</i> may include:	<ul style="list-style-type: none"> • Accessing relevant standards and other information • Withdrawing from a situation • Using models of ethical decision-making • Reflection, discussion, seeking clarification from others • Reporting breaches of ethical conduct
<i>Ethical problems</i> may include:	<ul style="list-style-type: none"> • Both potential and actual conflicts between individuals and groups • Bribery • Improper use of official information • Gifts • Entertainment • Outside employment • Favours for friends, relatives • Membership of organisations • Political activity • Pecuniary and non-pecuniary conflicts
<i>Ethical problems which may need to be referred rather than resolved at this level</i> may include:	<ul style="list-style-type: none"> • Conflict between Defence and individual standards and personal values • Conflict between Defence standards and directions of a superior • Tension between two "rights" e.g. right to privacy versus right to freedom of information • Conflict between community expectations and the law
<i>Unethical conduct</i> may include:	<ul style="list-style-type: none"> • Fraud, corruption, mal-administration and waste • Unauthorised access to and use of information, money/finances, vehicles, equipment, resources • Improper public comment on matters relating to the government and/or Defence • Falsifying records, giving false testimonials, dishonesty • Improper use of telephones, credit cards, frequent flyer points, email and internet • Extravagant or wasteful practices • Personal favours, preferential treatment • Compromising behaviour including sexual harassment

	<ul style="list-style-type: none">• Directing others to act unethically• Oppressive/coercive management decisions• Displaying violent behaviour• Displaying insubordination• Resorting to illegality to obtain evidence
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Unit Sector(s)

Not applicable.