



**Australian Government**

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

# **PSPTIS603A Apply codes and standards to professional judgement**

**Revision Number: 3**

## PSPTIS603A Apply codes and standards to professional judgement

### Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

### Unit Descriptor

This unit describes the outcomes, skills and knowledge required to ensure that translators and interpreters apply current and relevant standards of professional and ethical behaviour in complex settings. The unit requires knowledge of professional codes of ethics and the on-going development and maintenance of professional judgement. It requires the ability to consider a wide range of professional issues and to reflect on and continuously develop a highly informed approach to practice.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

### Application of the Unit

This unit applies to translators and interpreters, in particular those whose work requires them to promote and monitor codes of practice and ethical standards for translating and interpreting.

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

Not applicable.

## 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 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
<b>1. Research ethical and professional issues</b>	1.1. Maintain detailed knowledge of ethical and professional practice and issues using reliable sources of information. 1.2. Maintain productive professional relationships to facilitate awareness of current issues. 1.3. Monitor and analyse trends to anticipate developments and directions in the field. 1.4. Research industry discussion of professional ethical codes applied to the practitioner role.
<b>2. Develop professional practices and knowledge</b>	2.1. Analyse applicable codes of ethics and conduct and their relationship to work practices and the exercise of professional judgement. 2.2. Integrate <i>developments and trends</i> impacting on professional practice into work performance. 2.3. Identify <i>current approaches</i> for maintaining and improving professional judgement and development.
<b>3. Apply professional standards, knowledge and judgment to practice</b>	3.1. Reflect on and evaluate <i>professional practices</i> in work goals and plans. 3.2. Apply and <i>promote ethical standards</i> , codes and practices with clients, colleagues and others. 3.3. Identify and examine <i>factors</i> that impact on professional and ethical decision making and exercise <i>professional judgement</i> in choosing resolution strategies. 3.4. Collaborate constructively in professional relationships to enhance own practice and the provision of peer support. 3.5. Apply standards of ethical practice when contributing to professional debates, forums and providing feedback to colleagues. 3.6. Regularly evaluate quality and success of professional judgement in meeting planned, professional and career outcomes.

## Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

### Required skills

- communication skills to:
  - participate in professional networks
  - exchange professional opinions and advice
  - express professional issues, dilemmas, and judgments in a constructive manner
- initiative and enterprise skills to:
  - evaluate professional practice to maintain and improve performance
  - understand and adapt to performance contexts and needs
- interpersonal skills to:
  - demonstrate confidence and assertiveness when necessary
  - apply cultural and linguistic protocols in the exercise of professional judgment
  - develop and use contacts and networks to enhance professional knowledge
  - literacy skills to read and apply industry codes and standards
- problem-solving skills to:
  - address ethical dilemmas
  - analyse and anticipate professional trends and directions
- analytical skills to:
  - develop broad skills and knowledge required to make professional judgements
  - evaluate, adjust and develop awareness of the implications and impact of professional judgment and ethical decision making
  - research skills to identify and use a broad range of professional resources, associations and networks
- self-management skills to:
  - routinely reflect on judgments and decisions
  - model high standards of professional judgment
- technology skills to:
  - order and maintain professional resources
  - conduct research and maintain communication with e-networks
  - use relevant equipment
- self-evaluation skills to:
  - identify gaps in skills and knowledge and in professional experience and confidence
  - identify personal development needs to meet professional and business objectives

**Required knowledge**

- industry standards of professional behaviour and presentation relating to practice
- policy, cultural, technological and economic trends impacting on translating and interpreting
- networks relevant to own professional practice
- professional techniques, strategies and responsibilities of translators and interpreters
- types and sources of professional resources
- ethical issues and their implications for professional judgement and decision making
- relevant professional codes of ethics and conduct

## Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

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

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms the candidate's ability to critically evaluate professional judgment issues and apply them to work practices in a diverse range of environments. This includes:

- researching and analysing ethical and professional practice issues
- maintaining knowledge of ethical and professional issues
- applying critical professional judgement to achieve ethical and strategic work outcomes
- applying ethical codes and standards to practice, including in situations where there are:
  - potential conflicts of interest
  - conflict between client requirements and industry standards
  - tensions between personal and client or colleague values
  - differences in expectations caused by cultural influences
  - dilemmas caused by tensions between personal and professional standards of practice and values
- reflecting on practice and justifying judgements and decisions
- maintaining and developing effective professional relationships and networks

### **Context of and specific resources for assessment**

Assessment of this unit of competency will make use of scenarios, case studies, experiences and, where possible, examples of interactions with colleagues and clients that illustrate issues of professional judgements and ethical decision making.

Resources for assessment include:

- relevant professional codes, standards and professional and business procedures
- feedback from clients, agencies and employers
- professional networks and peer support activities
- performance reviews and practice reflection
- professional development activities

This competency is ideally assessed on the basis of evidence provided by professional assignments, but may also be assessed using a range of scenarios which simulate realistic assignments and experiences. This unit may be assessed in conjunction with other translating and interpreting assignments.



## 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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

***Developments and trends*** may include:

- legislative or regulatory changes
- new developments, directions or trends in translating and interpreting
- policy changes in relation to language services
- positions taken by professional associations

***Innovative approaches*** may include:

- assignment review and maintenance
- networking
- ongoing education and training
- self-evaluation
- strategic or business planning

***Professional practices*** may include:

- respecting the attitudes and beliefs of others
- separating professional and personal activities and interests
- maintaining ethical practice in the face of opposition, conflict, professional challenges and limited resources
- modelling high standards of behaviour and presentation
- offering and accepting advice such as feedback, guidance and recommendations
- acknowledging and working within scope of personal competence
- meeting performance requirements, including:
  - adequate preparation, personal presentation and time management
  - responsibility to communication
  - cooperating with colleagues
- making informed ethical decisions in accordance with relevant codes of ethics and conduct

***Promoting ethical standards*** may include:

- demonstrating probity in all areas of responsibility
- modelling professional codes of conduct
- communicating and modelling new and revised policy directions in translating and interpreting
- supporting colleagues in ethical conduct

**Factors** may include:

- potential conflict of interest
- obligations of duty of care
- responsibility to communication
- expectations of different parties

**Professional judgement** may include:

- interpreting professional standards and codes of ethics
- applying standards and codes in a range of professional and intercultural contexts

## **Unit Sector(s)**

Not applicable.

## **Competency field**

Translating and Interpreting.