



Australian Government

BSBLDR813 Lead and influence ethical practice

Release: 1

BSBLDR813 Lead and influence ethical practice

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to apply ethical leadership and take responsibility for influencing ethical practice. It addresses establishing ethical standards, applying ethical practice into the organisation's culture and processes and promoting ethical leadership and decision making at all levels of the organisation.

The unit applies to people who use cognitive and creative skills to review, critically analyse, consolidate and synthesise knowledge, in order to generate ideas and provide solutions to complex problems. They use communication skills to demonstrate their understanding of theoretical concepts and to transfer knowledge and ideas to others.

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

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Establish ethical standards	1.1 Identify importance of ethics and standards for organisation 1.2 Identify strengths, weaknesses and threats to ethical conduct in the organisation 1.3 Develop solutions to mitigate identified threats to ethical conduct according to organisational and industry practice 1.4 Communicate reporting procedures to staff for suspected unethical conduct according to organisational policy
2. Apply ethics in organisation	2.1 Analyse complex ethical matters according to relevant legislation, industry codes of practice and organisational

ELEMENT	PERFORMANCE CRITERIA
	standards 2.2 Resolve complex ethical matters within scope of responsibility 2.3 Develop and implement frameworks for ethical decision-making and policy setting
3. Promote ethics in organisation	3.1 Identify opportunities to promote ethical industry practices for organisation 3.2 Influence the development and review of policies and procedures to include and address ethical considerations 3.3 Create opportunity to promote dialogue on organisational values and ethics with and between staff 3.4 Establish a strategy for continuous improvement in ethical conduct for staff

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	Sources, evaluates and critiques ideas and information from a range of complex texts
Writing	Develops texts dealing with complex concepts using specialised and detailed language to convey context and intent
Self-management	- Takes a lead role in the development of organisational goals, roles and responsibilities - Leads planning and review processes in accordance with organisational policies and procedures, legal and ethical requirements
Teamwork	Plays a lead role in situations requiring effective collaborative skills, demonstrating high-level influencing skills, focusing and shaping awareness, and engaging and motivating others
Planning and organising	- Accepts responsibility for planning and sequencing complex tasks and workload - Monitors progress of plans in achieving agreed outcomes - Systematically gathers and analyses relevant information and evaluates options to inform decisions about complex organisational strategies

Unit Mapping Information

Supersedes and is equivalent to BSBLDR806 Lead and influence ethical practice.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBLDR813 Lead and influence ethical practice

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and implement at least two ethical decision making frameworks to establish, apply and promote ethics in an organisation.

In the course of the above, the candidate must:

- research, develop and implement policies and procedures for managing ethical practices in an organisation
- promote ethical leadership and decision making including providing leadership and creating an opportunity to promote dialogue on ethics with and between staff
- establish a strategy for continuous improvement in organisational ethics.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- industry, state, national and international trends in ethical conduct
- frameworks for ethical decision making/problem solving and policy setting
- organisational ethics, values and standards
- role of organisational codes of ethics/conduct
- key features of procedural fairness
- procedures, strategies or protocols that can be used to identify and address unethical conduct
- legislative and regulatory context of the organisation, as it relates to ethical work practices.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations and workplace standards relevant to ethical practice
- workplace documents, including organisational strategic plans and relevant organisational policies and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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