



Australian Government

CHCLEG001 Work legally and ethically

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency.

Application

This unit describes the skills and knowledge required to identify and work within the legal and ethical frameworks that apply to an individual job role.

This unit applies to community services and health workers who play a proactive role in identifying and meeting their legal and ethical responsibilities.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

1. Identify and respond to legal requirements

- 1.1 Identify, access and interpret sources of information about the legal requirements that apply to the work role
- 1.2 Identify the scope and nature of own legal rights and responsibilities
- 1.3 Adhere to legal requirements in work practice according to workplace policies and procedures and scope of role
- 1.4 Recognise potential or actual breaches and report according to organisation procedures

2. Identify and meet ethical

2.1 Identify, access and interpret sources of information

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

responsibilities

Performance criteria describe the performance needed to demonstrate achievement of the element

about the ethical responsibilities that apply to the work role

2.2 Identify the scope and nature of own ethical responsibilities

2.3 Meet ethical responsibilities according to workplace policies and protocols, and scope of role

2.4 Recognise potential ethical issues and dilemmas, and discuss with an appropriate person

2.5 Recognise own personal values and attitudes and take into account to ensure non-judgemental practice

2.6 Use effective problem solving techniques when exposed to competing value systems

2.7 Recognise unethical conduct and report to an appropriate person

2.8 Recognise potential and actual conflicts of interest and take appropriate action

3. Contribute to workplace improvements

3.1 Identify situations where work practices could be improved to meet legal and ethical responsibilities

3.2 Pro-actively share feedback with colleagues and supervisors

3.3 Identify and take opportunities to contribute to the review and development of policies and protocols

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>

Assessment Requirements for CHCLEG001 Work legally and ethically

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- completed workplace activities in accordance with legal and ethical requirements in at least 3 different situations
- developed appropriate responses to at least 3 different legal or ethical issues relevant to the work role
- identified and communicated at least 2 potential work practice improvements designed to enhance workplace responsiveness to legal and ethical requirements

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the work role. This includes knowledge of:

- legal and ethical considerations (international, national, state/territory, local) for people working in the community services and health context, how they are applied in organisations, how these impact individual workers, and the consequences of breaches:
 - children in the workplace
 - codes of conduct
 - codes of practice
 - complaints management
 - continuing professional education
 - discrimination
 - dignity of risk

- duty of care
- human rights
 - *Universal declaration of human rights*
 - relationship between human needs and human rights
 - frameworks, approaches and instruments used in the workplace
- informed consent
- mandatory reporting
- practice standards
- practitioner/client boundaries
- privacy, confidentiality and disclosure
- policy frameworks
- records management
- rights and responsibilities of workers, employers and clients
- industrial relations legislation relevant to employment conditions of role
- specific legislation in the area of work – objectives and key components
- work role boundaries – responsibilities and limitations
- work health and safety
- interrelationships, similarities and differences that may exist between legal and ethical frameworks
- legal issues in the context of the work role:
 - type of legal issues that arise
 - ways to respond
- ethical practice in the context of the work role:
 - type of ethical issues that arise
 - ways to respond
- workplace policies, procedures and protocols:
 - how they are/should be developed
 - processes for review, including consultation and mechanisms for input

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - current legislation, regulations and codes of practice
 - organisation policies, procedures and protocols
- modelling of industry operating conditions, including presence of problem solving activities

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

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