



Australian Government

FNSINC413X Apply codes and standards of ethical practice to own role

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 7.0. Newly created to provide those working in financial services with knowledge of ethical codes of conduct and the skills required to apply relevant standards to their work.

Application

This unit describes the skills and knowledge required to apply current and relevant codes and standards of ethical practice. The unit addresses codes of ethics and conduct, and their application to practice in a particular industry. It covers the skills and knowledge required to consider a range of ethical issues and to reflect on and continuously develop ethical practice in own role.

The unit applies to individuals who work in a broad range of roles in diverse roles.

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

Unit Sector

Cross-sector

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. Develop knowledge of ethical practices	1.1 Identify current resources relating to ethical practice in own role 1.2 Analyse identified codes and standards of ethical practice for applicability to own role 1.3 Establish communication channels with professional networks to raise awareness of potential ethical issues according to organisational policies and procedures

ELEMENT	PERFORMANCE CRITERIA
2. Implement codes and standards in own role	2.1 Examine factors that impact ethical decision making in own role 2.2 Apply identified codes and standards of ethical practice to own role 2.3 Develop strategies for dealing with potential ethical dilemmas and conflicts according to organisational policies and procedures 2.4 Demonstrate ethical standards and practice with clients, colleagues and other parties involved
3. Evaluate own ethical practices and knowledge	3.1 Monitor and review own conduct and processes in relation to codes and standards of ethical practice 3.2 Seek feedback from organisational peers and supervisors on own ethical practice and identify areas for improvement 3.3 Participate in ethical practice development activities, associations and networks 3.4 Address identified needs in own ethical practice according to organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Oral communication	• Uses appropriate language and style to collect at times complex technical information • Uses techniques including active listening, open-ended questioning and paraphrasing to confirm understanding
Reading	• Gathers, analyses and interprets information from a range of sources to identify and consolidate information relevant to requirements
Teamwork	• Provides support to team members and contributes to work group goals
Self-management	• Follows legislative requirements; and protocols, policies and procedures
Technology	• Uses key features and functions of digital tools to complete work tasks

Unit Mapping Information

Newly created unit.

Links

Companion Volume Implementation Guide is found on VETNet - -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>

Assessment Requirements for FNSINC413X Apply codes and standards of ethical practice to own role

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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:

- identify, analyse and apply codes and standards of ethical practice applicable to at least three processes in own role within the organisation.

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 codes and standards of ethical behaviour relevant to own role
- associations and networks relevant to own role
- types and sources of professional resources and training
- ethical issues relating to own practice area and their implications for decisions
- roles and responsibilities of organisational peers and supervisors that relate to own role
- codes of ethics and conduct relating to own role
- types of:
 - conflicts of interest between client requirements and ethical standards
 - dilemmas relating to ethical considerations in own practice area
- conflict resolution strategies relating to ethical considerations
- measures of best practice for ethical conduct
- benefits of applying codes and standards of ethical practice and potential repercussions of not doing so for:
 - own role
 - clients
 - colleagues.

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:

- office equipment, technology, software and consumables
- interaction with others as required to demonstrate performance evidence
- organisational records, policies and procedures.

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

Links

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