



Australian Government

MSFGN4001 Research and meet ethical and compliance requirements

Release: 1

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Modification History

Release 1. Supersedes and is not equivalent to MSFFDT2015 Investigate legal requirements for design, and, MSFID4011 Determine work health and safety (WHS) implications of interior effects.

Application

This unit describes the skills and knowledge required to research and use information that supports ethical and compliant work practice or product specification in the relevant industry. It includes the requirement to be able to maintain currency of knowledge.

This unit applies to any individual whose work involves taking responsibility for determining and following the compliance regimes and ethical frameworks that apply to an area of work. This may include work in design, manufacture and service and/or product provision.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

N/A

Unit Sector

General

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Research information	1.1 Identify credible sources of compliance and ethical practice information 1.2 Evaluate areas of work and determine scope of requirements 1.3 Access and interpret information relevant to the specific area of work 1.4 Identify risks, penalties and consequences of non-compliance and unethical approaches 1.5 Organise and store gathered information in a format that allows for

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	ongoing use
2. Use information in work practice	2.1 Recognise work situations where ethical and compliance requirements must be considered 2.2 Apply and adapt specific and relevant information to the work situation and maintain accurate work records 2.3 Communicate and promote ethical and compliance considerations to clients and colleagues based on the work situation 2.4 Recognise actual or potential non-compliance or unethical practice and use effective problem-solving to develop response 2.5 Recognise situations requiring specialist expert advice and assess and obtain credible sources of assistance
3. Maintain currency of knowledge	3.1 Identify and use opportunities to maintain knowledge of current compliance requirements and ethical frameworks 3.2 Share updated knowledge with colleagues and clients and support improved practice through discussion 3.3 Identify situations where work practices could be improved to meet compliance and ethical responsibilities 3.4 Support improved practice through proactive engagement in review and adjustment of processes and protocols

Foundation Skills

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

- technology skills to research information using digital media.

Other 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=0601ab95-583a-4e93-b2d4-cfb27b03ed73>

Assessment Requirements for MSFGN4001 Research and meet ethical and compliance requirements

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- researched, interpreted and used ethical and compliance information to address 3 different work situations or product specifications:
 - used digital research methodologies
 - navigated 3 different information sources, 1 of which must be a government website
- developed compliant and cost-effective responses to 2 different issues of non-compliance and 1 ethical issue.
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Knowledge Evidence

There must be evidence the candidate has knowledge of:

- sources of information and advice on compliance and ethical practice:
 - local, state, territory or commonwealth government departments or regulatory agencies
 - industry associations
 - Internet
 - legal professionals
 - media
 - unions
- online research methodologies and how to assess the credibility of online sources
- objectives and primary components of laws, codes, standards and licensing requirements that impact on businesses in the furnishing industry, relevant to the individual sector:
 - Australian Consumer Law
 - Australian Standards
 - duty of care imposed by the Law of Torts
 - fundamentals of contract law
 - import / export regulations
 - intellectual property and copyright
 - National Construction Code
 - sustainability – sourcing and use of materials

- work health and safety
- the following aspects of the above laws, regulations, codes and standards:
 - auditing and inspection regimes
 - key business insurances
 - key practices that are prohibited
 - main consequences of non-compliance
 - need to apply for and maintain business or occupational licensing
 - requirements for record keeping and acceptable record keeping mechanisms
 - requirements to develop and implement plans, policies and procedures
 - rights and responsibilities of employees and employers
 - statutory reporting requirements
- ethical issues of specific relevance to the furnishing sector, and strategies that support ethical practice, including in the area of sustainability
- the relationship between compliance and ethics
- workplace policies, procedures and protocols:
 - how they are/should be developed
 - processes for review, including consultation and mechanisms for input.
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Assessment Conditions

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

- use of suitable facilities, equipment and resources, including:
 - information technology for research.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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