



Australian Government

PSPETH004 Maintain and enhance confidence in public service

Release: 1

PSPETH004 Maintain and enhance confidence in public service

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPETHC601B Maintain and enhance confidence in public service. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to promote the highest standards of ethical conduct in the workplace. It includes providing ethical leadership, balancing competing public interests, and establishing processes and practices that encourage integrity.

This unit applies to those working in public sector roles but may be applied to anyone working in a similar organisational context.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously, as part of a team and with management responsibilities. They would perform sophisticated tasks in a range of familiar contexts.

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

Competency Field

Ethics

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe	Performance criteria describe the performance needed to demonstrate

the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Provide ethical leadership	1.1 Model and reinforce ethical conduct in others. 1.2 Encourage professionalism. 1.3 Encourage staff to raise ethical dilemmas, provide frameworks for ethical decision-making and policy setting and coach staff in their application. 1.4 Provide staff with opportunities to develop skills in identifying and resolving situations requiring ethical judgment. 1.5 Clarify the ethical aspects of decisions and provide and document advice and guidance on more complex ethical problems. 1.6 Encourage the reporting of suspected unethical conduct, and address as needed. 1.7 Monitor and evaluate policies, for consistency with public sector standards, and recommend changes, where necessary.
2. Balance competing public interests	2.1 Consider all relevant facts and ensure weightings given to competing interests are unbiased, transparent and defensible. 2.2 Use decision-making processes and document reasoning/grounds for decisions. 2.3 Provide advice to government regarding policy decisions relating to the public interest. 2.4 Take immediate action where staff indicate conflicts of interest, to resolve the situation.
3. Establish and monitor processes and practices that encourage integrity	3.1 Develop and review organisational processes and practices to ensure they meet the requirements of procedural fairness and accountability. 3.2 Develop processes containing mechanisms to ensure that public resources are used in accordance with public sector ethics standards, legislation, policy and guidelines. 3.3 Develop processes that include risk management strategies which meet client, staff and organisational needs for transparency and accountability. 3.4 Monitor processes and practices to ensure they encourage and support those reporting unethical conduct and protect them from reprisals. 3.5 Take action to ensure that the ethical standard of conduct of contractors is consistent with the requirements of the contracting organisation.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit. ACSF mapping was not completed due to VET reform timelines, it has been noted for continuous improvement.

Unit Mapping Information

This unit supersedes and is equivalent to PSPETHC601B Maintain and enhance confidence in public service.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPETH004 Maintain and enhance confidence in public service

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- using frameworks for ethical decision-making
- analysing policies and organisational procedures for consistency with public sector standards
- using a variety of language structures to explain complex ideas to different audiences
- interpreting and explaining complex formal documents and assisting others to apply them in the workplace
- preparing written advice and reports requiring precise expression
- interpreting legislation and codes of ethics

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector ethics
- organisational code of ethics/conduct
- legislation related to privacy, freedom of information, human rights, whistleblower protection
- procedural fairness
- equal employment opportunity, equity and diversity principles
- procedures for declaring conflicts of interest
- procedures or protocols for reporting unethical conduct
- WHS

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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

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