



Australian Government

PSPETH006 Uphold the values and principles of public service

Release: 1

PSPETH006 Uphold the values and principles of public service

Modification History

Supersedes and is not equivalent to PSPETH001 Uphold the values and principles of public service.

Application

This unit describes the performance outcomes, skills and knowledge required to demonstrate ethical conduct required of those in public service.

This unit applies to those working, either independently or as part of a team, in public sector roles or in similar organisational contexts. They perform routine tasks in a range of familiar contexts.

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

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

Pre-requisite Unit

Nil

Competency Field

Ethics

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Apply ethical standards.

2. Deal with ethical problems.

PERFORMANCE CRITERIA

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

- 1.1. Confirm interpretation of ethical values and principles with senior staff.
- 1.2. Apply ethical standards when preparing verbal and written advice and reports.
- 1.3. Use public resources ethically, ensuring conflicts of interest are declared, addressed, or referred, and documented.
- 1.4. Apply ethical standards in all work relationships.
- 2.1. Resolve or refer ethical problems in accordance with organisational protocols.
- 2.2. Document all decision-making processes used and record

outcomes.

2.3. Implement preventative strategies.

2.4. Identify and report unethical conduct in accordance with organisational protocols.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS

DESCRIPTION

Writing skills to:

- document information accurately in required formats.

Unit Mapping Information

Supersedes and is not equivalent to PSPETH001 Uphold the values and principles of public service.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for PSPETH006 Uphold the values and principles of public service

Modification History

Supersedes and is not equivalent to PSPETH001 Uphold the values and principles of public service.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:

- apply objective and impartial evaluation of conflicting requirements
- access legislation and codes of ethics relevant for own job role
- tailor communication to suit different audiences.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation related to ethics for own job role
- organisational guidelines, code of conduct and code of ethics for own job role
- organisational standards, procedures and protocols for ethical conduct and how to access these, including:
 - procedures for declaring conflicts of interest
 - procedures and protocols for reporting unethical conduct
- the nature of public sector ethics and values as opposed to personal beliefs and value systems
- fundamental ethical principles, including:
 - justice
 - respect for persons
 - procedural fairness
 - privacy and confidentiality
 - responsible care
 - service to the public
- ethical decision-making and problem-solving models.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- organisational standards, procedures and protocols for ethical conduct
- resources and equipment of the working environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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