



Australian Government

PSPETH007 Uphold and support the values and principles of public service

Release: 1

PSPETH007 Uphold and support the values and principles of public service

Modification History

Supersedes and is not equivalent to PSPETH002 Uphold and support the values and principles of public service.

Application

This unit describes the performance outcomes, skills and knowledge required to contribute to an ethical workplace and participate in ethical decision-making.

This unit applies to those working, either independently or as part of a team where they may have some supervisory responsibilities, in public sector roles or in similar organisational contexts. They perform complex tasks in 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

PERFORMANCE CRITERIA

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

1. Contribute to an ethical workplace.
 - 1.1. Access, interpret and apply information on ethical values.
 - 1.2. Discuss and confirm application of ethical values and principles with senior management and colleagues to ensure common understanding and application.
 - 1.3. Assist others to access and use public sector ethics, legislation and guidelines to ensure compliance with requirements.
 - 1.4. Explain the differences between ethics and personal beliefs to others to encourage understanding and compliance with the principles of procedural fairness.
 - 1.5. Identify and discuss with work colleagues hypothetical work practices that would constitute unethical conduct including strategies to avoid or deal with them.
2. Participate in ethical decision-making.
 - 2.1. Identify real and potential ethical problems and the decision-making processes used to resolve or refer them.
 - 2.2. Monitor and access information to ensure currency in ethical knowledge.
 - 2.3. Develop judgement through involvement in workplace discussions or ongoing professional development related to ethical standards and practices.
 - 2.4. Use processes for preventing and reporting unethical conduct and assist others in their application.

Foundation Skills

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

Unit Mapping Information

Supersedes and is not equivalent to PSPETH002 Uphold and support 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 PSPETH007 Uphold and support the values and principles of public service

Modification History

Supersedes and is not equivalent to PSPETH002 Uphold and support 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:

- access and explain legislation and codes of ethics to a co-worker
- apply objective and impartial evaluation of an ethical problem
- prepare a written report that contains impartial, substantiated, accurate and complete information regarding unethical conduct.

Knowledge Evidence

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

- legislation and guidelines related to ethics for own work group
- organisational code of conduct and code of ethics
- organisational standards, procedures and protocols for ethical conduct and how to access these, including:
 - procedures and protocols for reporting unethical conduct
- the nature of public sector ethics and ethical 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
- equal employment opportunity
- equity and diversity principles
- 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.

Links

Companion Volume implementation guides are found in VETNet -

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