



Australian Government

PSPETH008 Promote the values and ethos of public service

Release: 1

PSPETH008 Promote the values and ethos of public service

Modification History

Supersedes and is not equivalent to PSPETH003 Promote the values and ethos of public service.

Application

This unit describes the performance outcomes, skills and knowledge required to promote ethical standards to assist staff avoid conflicts of interest and to model and foster integrity.

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

1. Promote ethical standards.

PERFORMANCE CRITERIA

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

- 1.1. Confirm understanding of ethical standards with senior staff.
- 1.2. Explain ethical obligations of public service and consequences of unethical conduct.
- 1.3. Assess conduct of self and others against ethical standards, legislation and guidelines, and provide feedback.
- 1.4. Use the resolution and referral of ethical problems identified in dealings with staff and public as learning opportunities.

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| 2. Assist staff to avoid conflicts of interest. | 2.1. Explain conflict of interest requirements to staff, using personal work practices, to provide a consistent example of desired ethical conduct. |
| | 2.2. Discuss with staff matters involving competing interests or conflicting views and resolve or refer according to the nature of the matter. |
| 3. Model and foster integrity or conduct. | 3.1. Give ethical, lawful and reasonable directions to staff, using personal work practices to provide a consistent example of desired ethical conduct. |
| | 3.2. Develop ethical team values through collaboration and leadership. |
| | 3.3. Protect staff from reprisals for refusing directions to act unethically in accordance with organisational procedures. |
| | 3.4. Model and explain principles of procedural fairness. |
| | 3.5. Explain, promote and use decision-making which upholds ethical standards. |
| | 3.6. Assess the risk of unethical conduct and recommend changes to policies or practices to improve outcomes. |
| | 3.7. Encourage reporting of suspected unethical conduct. |

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 PSPETH003 Promote the values and ethos 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 PSPETH008 Promote the values and ethos of public service

Modification History

Supersedes and is not equivalent to PSPETH003 Promote the values and ethos 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 ethical decision-making and problem-solving skills to address an example of unethical conduct in the workplace
- access appropriate legislation and ethical standards for work group and explain to a colleague.

Knowledge Evidence

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

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

- legislation and guidelines, standards, procedures and protocols related to the application of public sector ethics to the work group
- organisational code of ethics and code of conduct
- resources and equipment of the working environment.

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

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