



Australian Government

PSPTIS001 Apply codes and standards to ethical practice

Release: 1

PSPTIS001 Apply codes and standards to ethical practice

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 PSPTIS503A Apply codes and standards to ethical practice. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice • PC 2.3 split into two PC • 2.1 moved to Element 3

Application

This unit describes the skills required to ensure that translators and interpreters apply current and relevant standards of professional and ethical behaviour in general settings. The unit requires knowledge of the industry's professional codes of ethics and their application to practice. It requires the ability to consider a range of ethical issues and to reflect on and continuously develop professional practice.

This unit applies to those working as translators and interpreters in a range of general settings.

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 should be consulted and industry codes and standards for ethical translating and interpreting adhered to.

Those undertaking this unit would work independently using support resources as required, while performing specific tasks in a range of familiar contexts.

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

Competency Field

Translating and interpreting

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Develop knowledge of ethical and professional issues	1.1 Use reliable sources of information to ensure that knowledge of ethical issues and professional practice is current, comprehensive and relevant. 1.2 Maintain professional relationships and networks to facilitate awareness of current issues. 1.3 Analyse applicable codes of ethics and conduct and their relationship to work practices.
2. Apply ethical standards to professional practices	2.1 Identify and examine factors that impact on professional and ethical decision making. 2.2 Apply codes and standards of ethical conduct to assignments. 2.3 Develop and promote strategies for dealing with possible dilemmas. 2.4 Promote ethical standards and practice with clients, colleagues and others.
3. Evaluate professional practices and knowledge related to ethical practice	3.1 Reflect on and evaluate ethical practices in work assignments. 3.2 Monitor and review practice in relation to standards of ethics and conduct. 3.3 Seek advice and feedback on performance to improve ethical practice. 3.4 Participate in professional development activities and networks to address identified needs in current ethical practice.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PSPTIS503A Apply codes and standards to ethical practice.

Links

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for PSPTIS001 Apply codes and standards to ethical practice

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 two occasions.

- expressing and seeking advice on professional issues and dilemmas
- demonstrating confidence and assertiveness to apply protocols in work performance
- undertaking research to identify and use professional resources, associations and networks
- applying codes of ethics and conduct to situations involving:
 - potential conflicts of interest
 - conflict between client requirements and ethical standards
 - differences in expectations caused by cultural practices or customs
 - dilemmas caused by tensions between personal and professional standards of practice and values
- maintaining knowledge of ethical and professional issues and requirements

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.

- industry standards of ethical behaviour relating to practice
- networks relevant to own professional practice
- professional techniques, strategies and responsibilities of translators and interpreters
- types and sources of professional resources
- situations posing dilemmas and their implications for decisions
- relevant professional codes of ethics and conduct

Assessment Conditions

Assessment of this unit of competency must include use of scenarios, case studies, experiences or relevant examples of interactions with colleagues and clients that demonstrate addressing problems related to ethical decision making.

Consideration must be given to holistic assessment for this unit. Refer to advice in the Companion Volumes.

Assessors must satisfy the NVR/AQTF mandatory competency 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>

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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