



Australian Government

Department of Education, Employment and Workplace Relations

PSPTIS503A Apply codes and standards to ethical practice

Revision Number: 3

PSPTIS503A Apply codes and standards to ethical practice

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit describes the outcomes, skills and knowledge 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 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.

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

Application of the Unit

This unit applies to translators and interpreters.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

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 statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop knowledge of ethical and professional issues.	1.1. Use reliable sources of information to ensure that knowledge of ethical practice and professional issues is current, comprehensive and relevant. 1.2. Maintain productive 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. Reflect on and evaluate <i>ethical practices</i> in work assignments. 2.2. Identify and examine <i>factors</i> that impact on professional and ethical decision making. 2.3. Apply <i>codes of ethics and conduct and standards of professional practice</i> to develop 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. Monitor and <i>review practice in relation to standards of ethics and conduct</i>. 3.2. Seek advice and feedback on performance to improve ethical practice. 3.3. Participate in professional development activities and networks to address identified needs in current ethical practice.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - participate in professional networks and exchange professional opinions
 - express and seek advice on professional issues and dilemmas
- interpersonal skills to:
 - apply cultural and linguistic protocols to a range of work situations
 - develop and use contacts and networks to enhance professional knowledge
 - maintain appropriate standards of behaviour and presentation in all work situations
 - demonstrate confidence and assertiveness when necessary
- language skills to understand and apply protocols in work performance
- literacy skills to read and apply industry codes and standards
- analytical skills to:
 - develop broad knowledge and skills required to make professional judgments
 - evaluate and adjust work plans to exercise informed professional judgment
- research skills to identify and use professional resources, associations and networks
- technology skills to:
 - order and maintain professional resources
 - conduct research and maintain communication with e-networks
 - use relevant equipment
- self-evaluation skills to:
 - identify gaps in skills and knowledge and in professional experience and confidence
 - identify personal development needs to meet professional and business objectives

Required knowledge

- industry standards of professional behaviour and presentation 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 professional judgment and decisions
- relevant professional codes of ethics and conduct

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms the candidate's ability to evaluate ethical and professional issues and apply them to work practices in a diverse range of general environments. This includes:

- applying codes of ethics and professional standards to practice, including situations involving:
 - potential conflict of interest
 - conflict between client requirements and industry standards
 - differences in expectations caused by cultural requirements
 - dilemmas caused by tensions between personal and professional standards of practice and values
- reflecting on practice and participating in professional development activities and networks to address identified needs.
- maintaining knowledge of ethical and professional issues and requirements

Context of and specific resources for assessment

Assessment of this unit of competency will make use of scenarios, case studies, experiences and, where possible, examples of interactions with colleagues and clients that illustrate issues of professional judgments and ethical decision making.

Resources for assessment include:

- relevant codes of ethics, professional standards and professional and business procedures
- professional associations, networks and peer support activities
- performance reviews and practice reflection
- professional development and networking activities
- feedback from clients, agencies and employers

Evidence for assessment should be gathered to demonstrate a range of experiences with applying codes and standards to maintain ethical practice in different requirements and conditions and with examples of both accepting and declining assignments based on ethical action. Evidence may include examples of negotiations with client

expectations, using the resources of professional associations or employers, and should also include evidence of decision making where there are ethical, business and professional issues influencing decisions.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Ethical practices may include:

- acknowledging and respecting the attitudes and beliefs of others
- separating professional and personal activities and interests
- demonstrating effective interpersonal communication skills
- maintaining informed ethical practice in the face of opposition, conflict, professional challenges and limited resources
- modelling high standards of behaviour and presentation
- offering and accepting advice as feedback on performance and for guidance and recommendations
- acknowledging and working within scope of personal competence
- keeping to commitments
- meeting performance requirements, including:
 - adequate preparation, personal presentation and time management
 - cooperating with colleagues in team and relay interpreting
 - responsibility to communication

Factors may include:

- potential conflict of interest
- obligations of duty of care
- responsibility to communication
- expectations of different parties

Review practice may include:

- ongoing education and training
- self-evaluation
- participating in networking opportunities

Unit Sector(s)

Not applicable.

Competency field

Translating and Interpreting.