



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PUADEFPO001B Apply the values and principles of Defence police**

**Revision Number: 1**

## PUADEFPO001B Apply the values and principles of Defence police

### Modification History

Not applicable.

### Unit Descriptor

#### Unit Descriptor

This unit covers the competency required to carry out policing operations within a ***Defence environment***. This is normally done while working with an associate, but also includes the ability to work individually and independently when carrying out the operations.

The individual therefore, must possess and be able to apply a sound understanding of Defence and individual service ***ethics, values and principles***. The ethical framework is particularly important under operational conditions where normal social values and norms can become clouded and obscured by operational priorities. In this situation the individual must be capable of displaying sound judgement in circumstances where professional and ethical ambiguities arise, or when there are conflicts of interest (eg interests of service police, unit, service and/or wider community).

The effectiveness of the individual will be determined, in large, by their application and adherence to the ethical framework, principles and values under which they operate.

## Application of the Unit

### Application of the Unit

The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

## Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

### Prerequisite Unit/s

PUADEFEQ001B Work with equity and diversity

## Employability Skills Information

### Employability Skills

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 required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

#### 1. Exhibit ethical standards

- 1.1 Compliance operations are applied in accordance with both individual service and wider Defence ***ethics, standards, policy and guidelines***
- 1.2 Verbal and written advice and reports provided contain information which is impartial, substantiated, accurate and complete
- 1.3 Resources are used in accordance with Defence ethics, standards, policy and guidelines
- 1.4 Conflicts are identified, addressed and documented in accordance with policy and procedures
- 1.5 Relationships with public and private organisations are established and maintained in accordance with ethics, standards, policy and guidelines
- 1.6 Information on Defence ethical standards and values is provided to suppliers/providers, where appropriate

#### 2. Deal with ethical problems

- 2.1 Situations which pose ***ethical problems are resolved or referred*** in accordance with Defence and individual service guidelines
- 2.2 Decision-making processes used to resolve ethical problems are recorded in accordance with Defence and individual service policy and procedures
- 2.3 Defence and individual service policies on the prevention and reporting of ***unethical conduct*** are accessed and applied

## **Required Skills and Knowledge**

### **REQUIRED SKILLS AND KNOWLEDGE**

This describes the essential skills and knowledge and their level, required for this unit.

#### **Required Skills**

- apply objectivity/impartiality of judgement when dealing with ethical issues
- conceptual and analytical
- evaluation and assessment of conflicting requirements
- decision making
- information technology for preparing written advice and reports requiring precision of expression
- use an internet web browser to access references, legislation and codes of ethics
- read complex and formal documents such as legislation and codes of ethics and applying them to work practices
- adjust communication to suit different audiences
- participate in team
- encourage team members
- follow instructions and directives
- reads and understands the organisations plans, policies and procedures

#### **Required Knowledge**

- nature of ethics and ethical values
- fundamental ethical principles such as justice, respect for persons and responsible care
- defence and individual service codes of ethics
- natural justice/procedural fairness
- equal employment opportunity, equity and diversity principles
- policies and procedures for reporting fraud, corruption, mal-administration, breeches of ethics and conflicts of interest
- models of ethical decision making
- verbal and non-verbal communication techniques
- cultural differences
- techniques for supporting team members
- composition of teams and roles and responsibilities of team members

# Evidence Guide

## EVIDENCE GUIDE

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## EVIDENCE GUIDE

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

Assessment must confirm the ability to apply the knowledge and skills required to conduct oneself ethically and to deal with ethical problems in a range of situations.

Assessment must also confirm the ability to:

- correctly apply the processes for resolving or referring ethical problems, including conflict of interest
- identify unethical conduct and conflicts of interest
- correctly deal with unethical conduct and conflicts of interest.

### **Consistency in performance**

Competency should be demonstrated in a range of contexts over time. Individuals should be observed and questioned when ethical issues arise during the conduct of routine tasks. At least two ethical problems should be posed requiring a response or action that can be assessed.

### **Context of and specific resources for assessment**

#### **Context of assessment**

Competency should be assessed while routine tasks are undertaken under limited supervision with regular checks, but may take the form of some autonomy when working as part of a team.

Evidence should be gathered in the workplace or a simulated work environment by observing the individual completing operational tasks related to the critical aspects of evidence. Assessment may be by intermittent checking at various stages of each task or at the completion of each task in accordance with the performance criteria. Targeted questioning to assess the underpinning knowledge should support practical assessments.

#### **Specific resources for assessment**

There are no special resource requirements for this unit.

### **Guidance information for assessment**

Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

## Range Statement

### 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 in the Performance Criteria is detailed below.

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Defence environment may include</b>           | Barrack areas and the local environment during peacetime, but also on deployments, on exercises and in designated areas of operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Ethics, values and principles may include</b> | Respect for the law<br>Natural justice<br>Integrity<br>Objectivity<br>Accountability<br>Honesty<br>Openness<br>Responsibility<br>Impartiality<br>Diligence<br>Trustworthiness<br>Confidentiality<br>Respect for persons<br>Responsible care<br>Probity<br>Economy and efficiency<br>Loyalty<br>Selflessness<br>Adherence to the law<br>Procedural fairness i.e. the right to: <ul style="list-style-type: none"> <li>• be heard/put your case</li> <li>• be informed of a complaint or case against you</li> <li>• privacy</li> <li>• representation</li> <li>• silence</li> <li>• fair trial</li> </ul> |

**RANGE STATEMENT**

|                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Individual service includes</b>                                                                   | Army<br>Navy<br>Air Force                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Ethics, standards, policy and guidelines may include</b>                                          | Legislation dealing with public sector management, freedom of information, equal employment opportunity, anti-discrimination law and diversity<br>Ministerial directives<br>Defence and individual service codes of ethics<br>Defence and individual service sets of values<br>Defence and individual service mission and values statements<br>Defence and individual service policies, procedures/guidelines |
| <b>Resolving ethical problems may include</b>                                                        | Accessing relevant standards and other information<br>Withdrawing from a situation<br>Using models of ethical decision-making<br>Reflection, discussion, seeking clarification from others<br>Reporting breaches of ethical conduct                                                                                                                                                                           |
| <b>Ethical problems may include</b>                                                                  | Both potential and actual conflicts between individuals and groups<br>Bribery<br>Improper use of official information<br>Gifts<br>Entertainment<br>Outside employment<br>Favours for friends, relatives<br>Membership of organisations<br>Political activity<br>Pecuniary and non-pecuniary conflicts                                                                                                         |
| <b>Ethical problems which may need to be referred rather than resolved at this level may include</b> | Conflict between Defence and individual standards and personal values<br>Conflict between Defence standards and directions of a superior                                                                                                                                                                                                                                                                      |

**RANGE STATEMENT****Unethical conduct may include**

Tension between two "rights" e.g. right to privacy versus right to freedom of information

Conflict between community expectations and the law

Fraud, corruption, mal-administration and waste

Unauthorised access to and use of information, money/finances, vehicles, equipment, resources

Improper public comment on matters relating to the government and/or Defence

Falsifying records, giving false testimonials, dishonesty

Improper use of telephones, credit cards, frequent flyer points, email and internet

Extravagant or wasteful practices

Personal favours, preferential treatment

Compromising behaviour including sexual harassment

Directing others to act unethically

Oppressive/coercive management decisions

Displaying violent behaviour

Displaying insubordination

Resorting to illegality to obtain evidence

**Unit Sector(s)**

Not applicable.

**Corequisite Unit/s****Co-requisite Unit/s**

Nil