

<b>UNIT CODE</b>	<b>PSPETH002</b>
<b>UNIT TITLE</b>	<b>Uphold and support the values and principles of public service</b>
<b>APPLICATION</b>	<p>This unit describes the performance outcomes, skills required and knowledge to contribute to an ethical workplace and participate in ethical decision making.</p> <p>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 performing complex tasks in familiar contexts. It also applies to those working in similar private sector organisational contexts.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.</p>
<b>PREREQUISITE UNIT</b>	Nil
<b>COMPETENCY FIELD</b>	Ethics
<b>UNIT SECTOR</b>	

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Contribute to an ethical workplace	1.1 Access, interpret and apply information on ethical values. 1.2 Confirm application of ethical values and principle with colleagues. 1.3 Assist others to access and use public sector ethics legislation and guidelines. 1.4 Encourage compliance with the principles of procedural fairness. 1.5 Discuss strategies to avoid or deal with hypothetical unethical work practices.

2. Participate in ethical decision-making	2.1 Resolve or refer potential and actual ethical problems within the workplace. 2.2 Participate in ongoing ethical standards and practices professional development. 2.3 Support staff to contribute to ethical discussions and problem-solving. 2.4 Use processes for preventing and reporting unethical conduct and assist others in their application.
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FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
SKILLS	DESCRIPTION
Reading skills to:	<ul style="list-style-type: none"> <li>interpret information related to job responsibilities and organisational policies and procedures.</li> </ul>
Writing skills to:	<ul style="list-style-type: none"> <li>document written reports using accurate grammar and spelling.</li> </ul>
Oral communication skills to:	<ul style="list-style-type: none"> <li>use communication styles to suit audience and the purpose.</li> </ul>
Initiative and enterprise skills to:	<ul style="list-style-type: none"> <li>identifies and adheres to organisational policies and procedures.</li> </ul>
Teamwork skills to:	<ul style="list-style-type: none"> <li>develop relationships with people to support co-workers in ethical work practices.</li> </ul>
<b>UNIT MAPPING INFORMATION</b>	Release 1: This unit supersedes and is equivalent to PSPETH002 Uphold and support the values and principles of public service.
<b>LINKS</b>	Companion Volume Implementation Guide

<b>TITLE</b>	<b>Assessment Requirements for PSPETH002 Uphold and support the values and principles of public service</b>
<b>PERFORMANCE EVIDENCE</b>	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: <ul style="list-style-type: none"> <li>access legislation and codes of ethics</li> <li>apply objective and impartial evaluation of an ethical problem</li> <li>prepare written report that contains impartial, substantiated, accurate and complete information regarding a breach in ethical practice.</li> </ul>

<b>KNOWLEDGE EVIDENCE</b>	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"><li>■ legislation and guidelines related to ethics</li><li>■ organisation code of conduct and code of ethics</li><li>■ organisation standards, procedures and protocols and how to access these</li><li>■ the nature of public sector ethics and ethical values as opposed to personal beliefs and value systems</li><li>■ fundamental ethical principles including:<ul style="list-style-type: none"><li>○ justice</li><li>○ procedural fairness</li><li>○ respect for persons</li><li>○ privacy and confidentiality</li><li>○ responsible care</li></ul></li><li>■ equal employment opportunity</li><li>■ equity and diversity principles</li><li>■ procedures and protocols for reporting unethical conduct.</li></ul>
<b>ASSESSMENT CONDITIONS</b>	<p>Skills must be demonstrated in either:</p> <ul style="list-style-type: none"><li>■ a workplace environment or</li><li>■ a simulated environment.</li></ul> <p>Simulated assessment environments must simulate the real-life working environment where the skills and knowledge within this unit would be utilised, with all the relevant equipment and resources of that working environment.</p> <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
<b>LINKS</b>	Companion Volume Implementation Guide