

UNIT CODE	PSPETH005
UNIT TITLE	Lead and influence ethical practice in the public sector
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to provide ethical leadership and take responsibility for influencing ethical practice in the public sector.</p> <p>This unit applies to those working in public sector roles but may be applied to anyone working in a similar organisational context.</p> <p>Those undertaking this unit would work autonomously, with management responsibilities. They would perform sophisticated tasks in a variety of 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 requirements apply to this unit at the time of publication.</p>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Ethics
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Model public service values	1.1 Develop and maintain a high level of expertise in ethics and standards. 1.2 Interpret complex ethical matters and provide advice to resolve them. 1.3 Encourage the reporting of suspected unethical conduct and address as needed.

2. Embed ethical practice	<p>2.1 Develop strategies to act on identified strengths, weaknesses and threats to ethical conduct in the organisation.</p> <p>2.2 Implement continuous improvement strategies for management and accountability structures.</p> <p>2.3 Influence the development or review of policy and processes to include and address ethical considerations.</p> <p>2.4 Develop and promote frameworks for ethical decision-making and policy setting.</p> <p>2.5 Design policies and procedures to allow individuals to report and address breaches of ethical conduct.</p>
3. Promote ethical leadership and decision making	<p>3.1 Foster dialogue on organisational values and ethics.</p> <p>3.2 Provide leadership to address ethical issues.</p> <p>3.3 Identify organisational patterns, trends and issues that require ethical consideration and refer for action.</p>

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"> interpret and explain complex formal documents and assist others to apply them in the workplace.
Writing skills to:	<ul style="list-style-type: none"> communicate complex ideas relating to ethical practices matching style of writing to purpose and audience.
Oral communication skills to:	<ul style="list-style-type: none"> interpret and explain complex, formal documents and influence others to apply them in the workplace.
Initiative and enterprise skills to:	<ul style="list-style-type: none"> foster dialogue on organisational values and ethics with and between staff.
UNIT MAPPING INFORMATION	Release 1: Supersedes and is equivalent to PSPETH005 Lead and influence ethical practice in the public sector.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPETH005 Lead and influence ethical practice in the public sector
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PERFORMANCE EVIDENCE	<p>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:</p> <ul style="list-style-type: none"> ■ develop a framework for ethical decision-making ■ analyse policies and organisational procedures for consistency with public sector ethical standards ■ use a variety of language structures to explain complex ideas to different audiences ■ undertake strategic analysis leading to risk identification, mitigation and planning related to unethical practice.
KNOWLEDGE EVIDENCE	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ legislation and guidelines related to ethics ■ organisational code of ethics and conduct ■ state, national and international trends in the development of ethical organisations ■ frameworks for ethical decision-making and policy setting ■ public sector ethics, values and standards ■ the role of organisational codes of ethics/conduct ■ legislation related to privacy, freedom of information, human rights, whistle-blower protection ■ procedural fairness ■ procedures or protocols for dealing with unethical conduct ■ equal employment opportunity, equity and diversity principles.
ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in either:</p> <ul style="list-style-type: none"> ■ a workplace environment or ■ a simulated environment. <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>
LINKS	Companion Volume Implementation Guide