

UNIT CODE	PSPETH003
UNIT TITLE	Promote the values and ethos of public service
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to promote ethical standards to assist staff in avoiding conflicts of interest and to model and foster integrity.</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>
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. Promote ethical standards	1.1 Confirm understanding of ethical standards with senior staff. 1.2 Explain ethical obligations of public service and consequences of unethical conduct. 1.3 Assess conduct of self and others against ethics standards, legislation and guidelines, and provide feedback. 1.4 Review effectiveness of corrective actions employed to resolve or refer ethical problems with staff or external stakeholders.
2. Assist staff to avoid conflicts of interest	2.1 Explain conflict of interest requirements. 2.2 Resolve or refer matters involving competing interests or conflicting views.

3. Model and foster integrity or conduct	3.1 Demonstrate ethical work practices. 3.2 Develop ethical team values through collaboration and leadership. 3.3 Protect staff from reprisals for refusing directions to act unethically. 3.4 Model and explain principles of procedural fairness. 3.5 Explain, promote and use decision making which upholds ethical standards. 3.6 Assess the risk of unethical conduct and recommend changes to policies or practices to improve outcomes. 3.7 Encourage the reporting of suspected unethical conduct.
--	--

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"> document written reports using accurate grammar and spelling.
Oral communication skills to:	<ul style="list-style-type: none"> use a variety of words and language structures to explain complex ideas to different audiences.
Initiative and enterprise skills to:	<ul style="list-style-type: none"> ask open ended questions and seek clarification of understanding of factual information.
Teamwork skills to:	<ul style="list-style-type: none"> develop relationships with people to promote ethical work practices.
UNIT MAPPING INFORMATION	Release 1: This unit supersedes and is equivalent to PSPETH003 Promote the values and ethos of public service.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPETH003 Promote the values and ethos of public service
PERFORMANCE EVIDENCE	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"> apply ethical decision making/problem solving access appropriate legislation and codes of ethics for job role.

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■ legislation related to privacy, freedom of information, human rights, whistle-blower protection and procedural fairness■ procedures for declaring conflicts of interest■ procedures or protocols for reporting unethical conduct■ work health and safety procedures relating to ethical work practices■ ethical decision making and problem solving models.■ organisation standards, procedures and protocols.
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