

UNIT CODE	PSPETH001
UNIT TITLE	Uphold the values and principles of public service
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to demonstrate ethical conduct required of those in public service.</p> <p>This unit applies to those working, either independently or as part of a team, in public sector roles performing routine tasks in a range of 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. Apply ethical standards	1.1 Confirm interpretation of ethical values and principles with senior staff. 1.2 Apply ethical standards when preparing verbal and written advice and reports. 1.3 Use public resources ethically. 1.4 Declare conflicts of interest. 1.5 Apply ethical standards in all relationships.
2. Deal with ethical problems	2.1 Resolve ethical problems according to organisation protocols when required. 2.2 Document all decision-making processes used and record outcomes. 2.3 Implement preventative strategies. 2.4 Report 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 information related to job responsibilities and organisational policies and procedures.
Writing skills to:	<ul style="list-style-type: none"> ■ document written reports using accurate grammar and spelling.
UNIT MAPPING INFORMATION	Release 1: Supersedes and is equivalent to PSPETH001 Uphold the values and principles of public service.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPETH001 Uphold the values and principles of public service
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"> ■ apply objective and impartial evaluation of conflicting requirements ■ access legislation and codes of ethics ■ tailor communication to suit different audiences.

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 ■ organisation code of conduct and code of ethics ■ organisation standards, procedures and protocols and how to access these ■ fundamental ethical principles, including: <ul style="list-style-type: none"> ○ justice ○ respect for persons ○ procedural fairness ○ confidentiality ○ responsible care ■ values of public sector office ■ natural justice and procedural fairness ■ ethical decision making and problem solving models, ■ procedures for declaring conflicts of interest ■ protocols for reporting fraud, corruption and maladministration.
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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