

<b>Title</b>	<b>Demonstrate knowledge of a public sector code of conduct and the Protected Disclosures Act</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	<p>This unit standard is intended for people employed in support roles in the public sector.</p> <p>People credited with this unit standard are able to demonstrate knowledge of:</p> <ul style="list-style-type: none"> <li>– a code of conduct for a public sector organisation; and</li> <li>– the Protected Disclosures Act 2000 and its relation to matters covered in a public sector organisation's code of conduct.</li> </ul>
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<b>Classification</b>	Public Sector Services > Public Sector Core Skills
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<b>Available grade</b>	Achieved
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## Guidance Information

### 1 References

Crown Entities Act 2004;  
 Employment Relations Act 2000;  
 Health and Safety at Work Act 2015;  
 Human Rights Act 1993;  
 Income Tax Act 2007;  
 Local Government Act 2002;  
 Local Government Official Information and Meetings Act 1987;  
 New Zealand Bill of Rights Act 1990;  
 Official Information Act 1982;  
 Privacy Act 2020;  
 Protected Disclosures Act 2000;  
 Public Finance Act 1989;  
 Public Records Act 2005;  
 State Sector Act 1988;  
 Statistics Act 1975;  
 Te Tiriti o Waitangi 1840/Treaty of Waitangi 1840;  
 Te Ture mō Te Reo Māori 2016/Māori Language Act 2016;  
 and all subsequent amendments and replacements.

It is important to note that there is in most cases specific legislation relevant to the organisation in which the candidate is employed. This must be included.

- 2 Assessment against this unit standard must be based on evidence from a real or simulated public sector workplace situation, provided the simulation reflects public sector requirements and requires performance that replicates a real working environment.
- 3 Demonstration of knowledge and skills must be consistent with any applicable code or codes of conduct such as the New Zealand State Services Code of Conduct, *Standards of Integrity and Conduct* (available from <http://www.publicservice.govt.nz>) and/or any other public sector specific code or codes of conduct and/or ethics, and must reflect operating professionally and ethically in New Zealand's diverse, bi-, and multicultural environment.
- 4 The following sources provide excellent guidance material for this unit standard:  
The Public Service Commission <http://www.publicservice.govt.nz>;  
The Office of the Auditor General <http://www.oag.govt.nz>;  
The Office of the Ombudsman <http://www.ombudsman.parliament.nz>.
- 5 Definitions  
*Code of conduct* refers to the predominant or 'central' code of conduct which is simply referred to in an organisation as 'the code of conduct'. This will be the SSC code or the local government variation which must not be inconsistent with the SSC code.  
*Ethics*, in the context of this unit standard, refers to values about what is right, fair, just, and good in terms of conduct which guides behaviour in the public sector. They provide a basis for assessing the morality of a situation, decision, or outcome.  
*Public sector* refers to organisations of the state sector (listed in Schedule 1 and 1A to the State Sector Act 1988, (available from <https://www.legislation.govt.nz/>), plus organisations of local government.  
*Standards*, in the context of this unit standard, arise out of the shared values, and refer to the bases for assessing and measuring expected behaviours.  
*Values*, in the context of this unit standard, are beliefs shared in common by public servants and/or society. The values of the public sector are likely to be a mix of institutional arrangements (such as accountability), instrumental values (such as efficiency), and fundamental values (such as integrity and fairness).

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of a code of conduct for a public sector organisation.

### Performance criteria

- 1.1 Identify and explain the purpose of the code of conduct.
- 1.2 Identify and explain the standards of integrity and conduct established by the code of conduct.  

Range	may include but is not limited to – fair, impartial, responsible, trustworthy.
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- 1.3 Identify and explain how the code of conduct sets the behaviour and responsibilities expected of a public sector employee.
- 1.4 Identify and describe policies and procedures of an organisation that are consistent with the standards of the code of conduct.

Range own organisation.

- 1.5 Describe processes in the event of a breach of the code of conduct.

Range misconduct, serious misconduct.

## Outcome 2

Demonstrate knowledge of the Protected Disclosures Act 2000 and its relation to matters covered in a public sector organisation's code of conduct.

### Performance criteria

- 2.1 Identify and outline the main purposes of the Act.
- 2.2 Identify and describe the kind of disclosures covered by the Act and the implications of these in relation to a code of conduct.
- 2.3 Identify and describe the internal procedures for making a disclosure under the Act.

Range own organisation.

<b>Planned review date</b>	31 December 2025
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	22 December 1999	31 December 2020
Review	2	27 May 2003	31 December 2020
Review	3	25 January 2008	31 December 2020
Revision	4	20 November 2009	31 December 2020
Review	5	24 January 2019	N/A
Rollover and Revision	6	25 May 2023	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0121
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This CMR can be accessed <http://www.nzqa.govt.nz/framework/search/index.do>.

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**Comments on this unit standard**

Please contact Ringa Hora Services Workforce Development Council  
[qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) if you wish to suggest changes to the content of this unit standard.