

<b>Title</b>	<b>Demonstrate and apply knowledge of the obligations and duties of public sector employees</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	<p>People credited with this unit standard are able to: describe the principles, conventions, and practice that relate to the duty of public sector employees to the general public and to serving the public interest; identify constraints to the duty of public sector employees to the Crown and Ministers; and analyse a work programme, project, or new initiative in terms of the impact of the application of duties, considerations and constraints of public sector employees.</p>
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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 This unit standard is intended for people who are, or who intend to be, employed in the public sector.
- 2 Definitions
 

*Public sector* refers to the State sector (central Government), including the Public Service, crown entities, non-uniformed staffs of the services and forces, offices of Parliament; and all local authorities (local Government), including local authority trading enterprises (LATEs).

*Public Service* refers to the departments of State which carry out core government business and which are listed in the First Schedule to the State Sector Act 1988.

*State sector* refers to all organisations that are included in the 'Crown reporting entity' and are referred to in s27(3) of the Public Finance Act 1989, namely: Public Service departments; other organisations defined as departments for the purposes of the Public Finance Act 1989; Offices of Parliament (e.g. the Parliamentary Commissioner for the Environment); State owned enterprises; Crown entities; and the Reserve Bank of New Zealand.

*Principles*, in the context of this unit standard, refer to socially recognised core ethical values, rules, and/or standards which are expected of public servants in carrying out their duties; for example, the principles of justice and equity.

*Conventions*, in the context of this unit standard, refer to widely accepted understandings that guide conduct and relationships in the New Zealand public sector – either explicit or implicit; for example, the neutrality of the Public Service.

*Practice*, in the context of this unit standard, refers to the usual way the work of the New Zealand Public Sector is conducted, which is born out of experience, for example, public servants should not become involved in party political affairs.

*Values*, in the context of this unit standard, are beliefs shared in common by public servants and/or society. The values of the New Zealand 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, fairness).

*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.

- 3 Legislation relevant to this unit standard includes: Treaty of Waitangi Act 1975; State Sector Act 1988; and New Zealand Bill of Rights Act 1990.
- 4 Resources relevant to this unit standard can be found on the State Services Commission website <http://www.ssc.govt.nz>.

## Outcomes and performance criteria

### Outcome 1

Describe the principles, conventions, and practice that relate to the duty of public sector employees to the general public and to serving the public interest.

#### Performance criteria

- 1.1 The description identifies and explains sources that contain constitutional and statutory responsibilities for public sector employees.  
  
Range Treaty of Waitangi Act 1975, State Sector Act 1988, The New Zealand Bill of Rights Act 1990.
- 1.2 The description identifies and explains understandings of obligations to the public interest.  
  
Range may include but are not limited to – clear information on policies and their application, services and entitlements (in Māori and English), reasonable access, fairness, respect for the individual, consultation, protection of civil and political rights; evidence of three examples is required.

### Outcome 2

Identify constraints to the duty of public sector employees to the Crown and Ministers.

#### Performance criteria

- 2.1 The explanation identifies and discusses the legal and constitutional constraints that override the duty of public sector employees in providing service to ministers and the crown.
- 2.2 The description provides examples of conventional forms of duty that public sector employees provide to ministers and the crown.

**Outcome 3**

Analyse a work programme, project, or new initiative in terms of the impact of the application of duties, considerations and constraints of public sector employees.

**Performance criteria**

- 3.1 A case study is analysed in terms of the impact of the principles, conventions, and practice relation to the duty of public sector employees to the general public and to serving the public interest.
- 3.2 The impact of any legal, constitutional and/or conventional constraints is described in terms of duty to serving the public interest.

<b>Replacement information</b>	This unit standard and unit standard 19898 replaced unit standard 14938, unit standard 14939, unit standard 14940, and unit standard 14944.
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**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	27 May 2003	31 December 2023
Review	2	20 May 2011	31 December 2023
Review	3	25 February 2021	31 December 2023

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