

Title	Describe professional and ethical principles and practices, and comply with legal and organisational IT requirements		
Level	4	Credits	5

Purpose	<p>People credited with this unit standard are able to: describe professional and ethical principles and practices to comply with legal and organisational IT requirements.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the New Zealand Certificate in Information Technology Essentials (Level 4) [Ref: 2594].</p>
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Classification	Computing > Generic Computing
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Available grade	Achieved
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Guidance Information

- 1 Recommended skills and knowledge:
Unit 29795, *Apply ethical behaviour when using digital tools*, or equivalent knowledge, skills and experience.
- 2 Assessment, where applicable, will be conducted in and for the context of real or realistic situations and/or settings, and be relevant to current and/or emerging practice. The assessor may gather evidence over time from a range of scenarios rather than using one assessment where the learner has to demonstrate all of the required skills. Where naturally occurring evidence is used for assessment against this unit standard, a verifier's checklist is acceptable if accompanied by evidence that includes examples from the learner's performance. The assessment context for this unit standard must be suitable to meet the criteria for level 4 in the NZQF Level Descriptors, which are available by searching for "level descriptors" at www.nzqa.govt.nz.
- 3 Definitions
Code of practice for the purposes of this unit standard is a document that outlines the ethical principles of a professional organisation or group. This may also be referred to by organisations or groups as a code of ethics, or organisational values.
Ethics refers to moral principles that guide user behaviour in the use of computers or digital devices. An *ethical dilemma* refers to a personal conflict between two or more core values such as – personal values, beliefs, attitudes, professional values.

Information Technology (IT) is the common term for the entire spectrum of technologies for information processing and related to computing technology, such as networking, hardware, software, the internet or the people that work these technologies. In this standard the *information technology sector* refers to IT related roles whether that is in an ICT sector business, other business organisations, or the community.

- 4 Legislation relevant to this unit standard may include but is not limited to:
Consumer Guarantees Act 1993
Copyright Act 1994
Copyright (New Technologies) Amendment Act 2008
Electronic Transactions Act 2002
Films, Videos, and Publications Classification Act 1993
Harmful Digital Communications Act 2015
Health and Safety at Work Act 2015
Official Information Act 1982
Privacy Act 1993
Unsolicited Electronic Messages Act 2007
and any subsequent amendments.
Current legislation and regulations can be accessed at <http://legislation.govt.nz>.
- 5 References
He Tirohanga o Kawa ki te Tiriti o Waitangi - A guide to the *principles of the Treaty of Waitangi* as interpreted by the Waitangi Tribunal and the Courts, has been produced by Te Puni Kōkiri, Ministry of Māori Development and is available at <http://www.tpk.govt.nz/mi/a-matou-mohiotanga/crownmaori-relations/he-tirohanga-o-kawa-ki-te-tiriti-o-waitangi/>.
IT Professionals New Zealand (ITP) *Code of Ethics* is available at <https://itp.nz/Members/Code-of-Ethics>.
IT Professionals New Zealand (ITP) *Code of Practice* is available at <https://itp.nz/Members/Practice-Guidelines>.
Ministry of Justice, Waitangi Tribunal Te Rōpū Whakamana I te Tiriti o Waitangi <http://www.justice.govt.nz/tribunals/waitangi-tribunal/treaty-of-waitangi>.

Outcomes and performance criteria

Outcome 1

Describe professional and ethical principles and practices, and comply with legal and organisational IT requirements.

Performance criteria

- 1.1 The criteria for professionalism in the information technology sector in New Zealand are identified and described according to the documented criteria of an IT membership organisation or workplace.

Range may include ITP Code of Practice.

- 1.2 Ethics governing professional behaviour in the information technology sector are identified and described according to documented criteria of an IT membership organisation or workplace.
- Range may include ITP Code of Ethics.
- 1.3 Professional relationships for a range of IT professional roles in New Zealand are described, distinguishing between ethical and unethical behaviour.
- Range roles may include but are not limited to three of – consultant, employee, manager, supplier, client, IT user, sales consultant; may include – ethical dilemma.
- 1.4 The Treaty of Waitangi/Te Tiriti o Waitangi is described in terms of relevance and implications for information technology professionals in New Zealand.
- Range principles of the Treaty of Waitangi/Te Tiriti o Waitangi – partnership, protection, participation.
- 1.5 Relevant Government legislation is identified and described in terms of its purpose and the implications for information technology professionals.
- Range privacy, intellectual property, copyright, consumer rights, official information, unsolicited messages, harmful digital communications, health and safety.
- 1.6 Professional and ethical principles and practices to comply with legal and organisational requirements for information technology professionals in New Zealand are applied to an outcome produced for an organisation.
- Range includes but not limited to – work practices; compliance with regulations, legislation and internal policies.

Replacement information	This unit standard replaced unit standard 6748.
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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	19 January 2017	31 December 2024
Review	2	28 April 2022	31 December 2024

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.