



Australian Government

Department of Education, Employment and Workplace Relations

FPICOR6201A Manage sustainability in the workplace

Release: 1

FPICOR6201A Manage sustainability in the workplace

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit describes the outcomes required to manage sustainability in the workplace, including the design, implementation and review of policies and procedures</p> <p>General workplace legislative and regulatory requirements apply to this unit; however there are no specific licensing or certification requirements at the time of publication</p>
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Application of the Unit

Application of the unit	<p>The unit involves the knowledge, processes and techniques necessary to design and manage approaches to sustainability within workplaces, including the development and implementation of policy in operations of all sizes in a variety of work settings, including:</p> <ul style="list-style-type: none"> • forest environment • saw mill • wood chip mill • veneer mill • board/plywood mill • timber treatment plants • downstream processing of timber • forest products factory • forest products sales and service • horticultural • domestic • local council • emergency services environment <p>The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority</p>
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills	This unit contains employability skills
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Evaluate workplace sustainability requirements	<p>1.1. Applicable <i>occupational health and safety (OHS)</i>, <i>environmental</i>, <i>legislative</i> and <i>organisational requirements</i> relevant to managing <i>sustainability</i> in the workplace are identified and followed</p> <p>1.2. Existing policies and procedures for the workplace are assessed in relation to sustainability requirements</p> <p>1.3. Research is conducted to define <i>scope of sustainability requirements</i> for the workplace</p> <p>1.4. <i>Stakeholders</i> are consulted as a key component of the research process</p> <p>1.5. Recommendations based on research outcomes are documented and feedback is provided to <i>appropriate personnel</i> and stakeholders</p>
2. Design policy	<p>2.1. Draft policy is developed and circulated to stakeholders and appropriate personnel for feedback</p> <p>2.2. Policy is reviewed and revised, based on feedback</p> <p>2.3. Policy is designed that reflects the organisation's commitment to sustainability as an integral part of the business planning</p> <p>2.4. Appropriate <i>strategies</i> for implementation are agreed, documented and communicated to stakeholders</p>
3. Manage policy implementation	<p>3.1. Timelines and budget for implementation are established with appropriate personnel</p> <p>3.2. <i>Resources</i> are allocated to the implementation process in line with timelines and budget</p> <p>3.3. Those involved in implementing the policy are informed as to expected outcomes and responsibility is assigned</p> <p>3.4. Targets and indicators are established to maximise policy outcomes</p> <p>3.5. <i>Processes</i> are established to facilitate policy implementation</p>
4. Review policy	<p>4.1. Changing trends and opportunities for improved workplace sustainability are evaluated and considered for ongoing improvements</p> <p>4.2. Reports are monitored for feedback that supports continuous improvement of procedures to enhance sustainability</p> <p>4.3. Policy is regularly evaluated and modified to reflect</p>

ELEMENT	PERFORMANCE CRITERIA
	ongoing improvement

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Required skills

- Technical skills sufficient to use software and communication systems to research, analyse, create and present documents and reports; develop and implement systems and procedures to aid in the achievement of sustainability in the workplace
- Communication skills and interpersonal techniques sufficient to interact appropriately with stakeholders, colleagues and others in the workplace
- Literacy skills sufficient to read and evaluate complex and formal documents, such as policy and legislation
- Numeracy skills sufficient to analyse data on enterprise resource consumption
- Problem solving skills sufficient to review and identify work requirements; identify problems; develop and implement appropriate response procedures
- Planning and organisational skills sufficient to plan the policy design process, including organising meetings with stakeholders

Required knowledge

- Applicable commonwealth, state or territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for managing sustainability in the workplace
- Environmental protection requirements, including the safe disposal of waste material, the safe use and storage of chemicals, the minimisation of carbon emissions and noise, the cleaning of plant, tools and equipment, and returning the environment to its original or near to original condition on completion of activity
- Organisational and site standards, requirements, policies and procedures for managing sustainability in the workplace
- Policy development and implementation processes and practices
- Principles, practices and available tools and techniques of sustainability management
- Quality assurance systems
- Environmental risks and hazards
- Using energy effectively and efficiently
- Using material effectively and efficiently
- Established communication channels and protocols

REQUIRED SKILLS AND KNOWLEDGE

- Problem identification and resolution strategies
- Types of tools and equipment and procedures for their safe use and maintenance
- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting workplace information

Evidence Guide**EVIDENCE GUIDE**

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

A person who demonstrates competency in this unit must be able to provide evidence that they can manage sustainability in the workplace

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to, and satisfy, all of the requirements of the elements of this unit and include demonstration of:

- following applicable commonwealth, state or territory legislative and regulatory requirements and codes of practice relevant to managing sustainability in the workplace
- following organisational policies and procedures relevant to managing sustainability in the workplace
- planning, designing and implementing organisational policy to manage sustainability in the workplace that follows legislative requirements
- documenting an implementation strategy as part of the policy establishment
- communicating with stakeholders to discuss possible approaches to policy development and implementation
- reviewing and improving policies by identifying improvements and benchmarking against industry best practice

Context of and specific resources for assessment

- Competency is to be assessed in the workplace or realistically simulated workplace

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints • Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context • Assessment is to follow relevant regulatory or Australian Standards requirements • The following resources should be made available: <ul style="list-style-type: none"> • workplace location or simulated workplace • materials and equipment relevant to undertaking work applicable to this unit • specifications and work instructions
Method of assessment	<ul style="list-style-type: none"> • Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package • Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of required knowledge • Assessment must be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of employability skills • Assessment methods must confirm the ability to access and correctly interpret and apply the required knowledge • Assessment may be applied under project-related conditions (real or simulated) and require evidence of process • Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances • Assessment may be in conjunction with assessment of other units of competency • The assessment environment should not disadvantage the candidate • Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English • Where the participant has a disability, reasonable adjustment may be applied during assessment • Language and literacy demands of the assessment

EVIDENCE GUIDE

task should not be higher than those of the work role

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

OHS requirements:

are to be in line with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and may include:

- personal protective equipment and clothing
- safety equipment
- first aid equipment
- fire fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- safe forest practices, including required actions relating to forest fire
- manual handling including shifting, lifting and carrying

Environmental requirements
may include:

- legislation
- organisational policies and procedures
- workplace practices

Legislative requirements:

are to be in line with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice and may include:

- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy

RANGE STATEMENT

- OHS
 - the environment
 - equal opportunity
 - anti-discrimination
 - relevant industry codes of practice
 - duty of care
- Organisational requirements may include:**
- legal
 - organisational and site guidelines
 - policies and procedures relating to own role and responsibility
 - quality assurance
 - procedural manuals
 - quality and continuous improvement processes and standards
 - OHS, emergency and evacuation procedures
 - ethical standards
 - recording and reporting requirements
 - access and equity principles and practices
 - equipment use, maintenance and storage requirements
 - environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
- Sustainability may include:**
- reduction, recycling or elimination of waste and ecologically incompatible by-products
 - elimination of chemical substances or physical agents and conditions that present hazards to human health or the environment
 - conservation of energy and materials
 - use of forms of energy and materials that are most appropriate to the desired ends
 - design of work spaces to minimise or eliminate chemical, ergonomic and physical hazards
- Scope of sustainability requirements may include:**
- an integrated approach to sustainability which includes environmental, economic and social aspects or a narrower approach which focuses on each aspect individually
 - parts of the enterprise to which sustainability is to apply, including whether the focus is on the whole enterprise, one work site, one work area or a number of work sites or work areas
 - investigation of the particular business and

RANGE STATEMENT

market context of the industry/enterprise

- addressing sustainability initiatives through reference to standards, guidelines and approaches such as:
 - federal government standards, including five-star rating for all new homes
 - ecological footprinting
 - Energy Efficiency Opportunities Bill
 - Global Report Initiative
 - Green Office Program
 - green purchasing
 - greenhouse challenge
 - environmental management systems
 - life cycle analyses
 - product stewardship
 - supply chain management
 - sustainability covenants and compacts
 - triple bottom line reporting
 - Australian Forest Certification Scheme (AFCS)
 - Forest Stewardship Council (FSC)
- individuals and groups both inside and outside the organisation who have some direct interest in the organisation's conduct, actions, products and services, including:
 - customers
 - employees at all levels of the organisation
 - government
 - investors
 - key personnel within the organisation and specialists outside it who may have particular technical expertise
 - local community
 - other organisations
 - regulators
 - suppliers
- supervisors
- suppliers
- clients
- colleagues

Stakeholders may include:

Appropriate personnel may include:

RANGE STATEMENT

Strategies may include:

- managers
- promotional activities
- raising awareness among stakeholders
- training staff in sustainability principles and techniques
- reducing toxic material and hazardous chemical use
- minimising resource use through changes in processes, facility design and management
- supply chain and life cycle management approaches
- sourcing renewable energy and low carbon footprint materials
- reducing, re-using and recycling waste
- product and process improvements
- carbon offsets
- reducing greenhouse gas and other emissions
- use of solar or renewable energies and water
- monitoring disposal processes

Resources may include:

- people
- materials
- equipment

Processes may include:

- communication
- monitoring
- reporting
- feedback
- evaluation
- ongoing review

Unit Sector(s)

Not Applicable

Competency field

Competency field	Core
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