MSS014007 Implement social sustainability in work practices

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSS014007A Implement social sustainability in work practices.

Application

This unit of competency covers analysing the workplace to identify work practices that support social sustainability, identifying and implementing/ updating improvements within own area of responsibility, and monitoring their effectiveness. It involves promoting engagement with social sustainability with a range of stakeholders.

This unit applies to team leaders/supervisors and those in similar roles who want to support social sustainability by making changes in their own area of responsibility and encouraging awareness in other parts of the organisation.

This unit applies to organisations in all sectors of the manufacturing industry and the associated value chains. It may also be applied to all sections of an organisation including, for example, the office, warehouse and factory.

This unit requires the use of metrics to monitor social sustainability; other people may develop these.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Sustainable operations

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

1	**Investigate social sustainability issues and practices**	1.1	Review information about current industry practice in relation to social sustainability issues that may affect the work area.
		1.2	Identify legislative/regulatory requirements that relate to social sustainability issues and how they apply to the work area.
		1.3	Identify voluntary codes and standards that relate to social sustainability issues.
		1.4	Collect information on systems, procedures and work practices that have social sustainability implications.
		1.5	Identify how the organisation's stated values, strategies and goals relate to social sustainability.
		1.6	Determine the relevance of the social sustainability issues and practices to the work area or work group.
2	**Engage stakeholders to identify social sustainability improvements**	2.1	Identify stakeholders and their interest in social sustainability in the work area or work group.
		2.2	Facilitate activities to review current systems, procedures and work practices, and identify areas for improvement.
		2.3	Determine changes that are likely to achieve desired improvements.
		2.4	Evaluate the feasibility, benefits and costs of making the changes.
		2.5	Prioritise changes for action.
		2.6	Report suggestions for improvements that are beyond own area of responsibility to appropriate people.

3	**Implement/updat e changes**	3.1	Source techniques/tools to assist in implementing the priority changes.
		3.2	Plan for budget, personnel, other resources and approvals that will be required.
		3.3	Seek approval to make changes, as needed.
		3.4	Allocate tasks and responsibilities to team or work group members.
		3.5	Implement/update the approved changes.
		3.6	Monitor progress and implement strategies to address barriers and/or resistance to changes.
4	**Analyse and interpret social sustainability data**	4.1	Use social sustainability metrics to identify current performance and track changes.
		4.2	Analyse and interpret data to identify the implications for social sustainability activities.
		4.3	Document outcomes and communicate them to stakeholders.
5	**Promote engagement with social sustainability**	5.1	Encourage equitable participation from all stakeholders.
		5.2	Use behaviours and work practices that support social sustainability in own work and communications.
		5.3	Encourage proper application of procedures that support engagement.
		5.4	Use change management strategies to promote change.
		5.5	Present accurate information targeted to stakeholder interests/needs.
		5.6	Identify achievements and promote them throughout the organisation.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Techniques and tools include one or more of	• visual workplace concepts • measurement, display and/or recording devices • changed work practices/procedures • competence development and awareness training • group activities • external advice/services.
Equitable participation can be encouraged by using activities and strategies including one or more of	• protocols for communication and providing feedback • rewarding innovation and initiative • encouraging suggestions and implementing them, as feasible • recognition and reward programs • activities that recognise different ways of communicating and/or thinking, e.g. verbal, written and visual • encouraging respect for cultural diversity, diverse interests and differing opinions • using interpreters or translated information • addressing barriers to communication.
Procedures that support engagement include one or more of	• training and development • progression and promotion • hours of work and work-life balance • work conditions and leave entitlements • access to facilities and amenities • performance reviews and performance management • recognition and reward • anti bullying, discrimination and harassment.
Change management strategies include one or more of	• case studies from similar businesses • finding champions within the organisation • promoting internal success stories/runs on the board • identifying the benefits of social sustainability targeted to stakeholder interests/needs.
Stakeholders	• employees

include one or more of	• management
	• shareholders
	• customers
	• suppliers
	• regulatory bodies
	• other organisations
	• specialists who may have particular technical expertise.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS014007A Implement social sustainability in work practices.

Links

MSA Training Package Implementation Guides - http://mskills.org.au/training-packages/info/