



Australian Government

Department of Education, Employment and Workplace Relations

SIRXMGT508 Plan and prepare for business sustainability

Release: 1

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Modification History

The version details of this endorsed unit are in the table below. The latest information is at the top.

Release	Comments
First Release	New unit

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to identify suitable sustainability integration strategies for a retail business and to analyse and consult on strategies for their implementation. It also covers the preparation of an implementation plan for introducing or improving business sustainability.

Application of the Unit

This unit applies to those with managerial responsibility who research and consult on appropriate sustainability strategies for a retail business, and who analyse, cost and plan implementation of selected strategies. This unit requires some supervision of other staff.

Licensing/Regulatory Information

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

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

Element	Performance Criteria
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.
1. Gather and analyse information.	<p>1.1. Evaluate business processes to determine the scope and potential for integration of <i>sustainability strategies</i>.</p> <p>1.2. Research appropriate sources of information relevant to integration of sustainability strategies into business processes.</p> <p>1.3. Identify and consult with <i>relevant staff and stakeholders</i> to explore and identify sustainability options.</p> <p>1.4. Identify and document constraints that may affect implementation of identified sustainability strategies.</p>
2. Plan sustainability integration.	<p>2.1. Develop achievable and cost-effective goals for integration of sustainability strategies in relation to organisational goals.</p> <p>2.2. Establish critical success factors for successful implementation of identified sustainability strategies.</p> <p>2.3. Prepare a cost-benefit analysis for introducing or improving business sustainability.</p> <p>2.4. Consult with stakeholders to determine and validate sustainability strategies to be implemented.</p>
3. Prepare implementation documentation.	<p>3.1. Analyse and document implementation processes for validated sustainability strategies.</p> <p>3.2. Consult and negotiate with relevant stakeholders to finalise processes and timeframes for implementation.</p> <p>3.3. Prepare detailed report on implementation of sustainability strategies.</p>

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- analytical skills to evaluate complex and formal documents, such as government policy and legislation
- communication and interpersonal skills to:
 - consult with staff and stakeholders
 - use language suited to the intended audience
- literacy and numeracy skills to:
 - calculate budget requirements
 - interpret technical specifications and related sustainability documentation
 - prepare implementation report
 - report research findings
- planning and organising skills to develop implementation strategies
- problem-solving skills to manage different points of view and dissenting stakeholders
- research skills to compare and evaluate strategies for introducing or improving sustainability

Required knowledge

- best practice approaches to sustainability
- energy consumption and energy audit methodology
- environmental and sustainability legislation, regulations and codes of practice applicable to industry and organisation
- environmental impacts of products, processes, systems and services
- equal employment opportunity, equity and diversity principles and work health and safety implications of policy being developed
- policy development processes and practices
- principles, practices and available tools and techniques of sustainability management relevant to the retail industry
- quality assurance systems relevant to own organisation
- relevant organisational policies, procedures and protocols relating to the retail industry
- relevant systems and procedures to aid in the achievement of workplace sustainability

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.

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

Evidence of the following is essential:

- analyses and consults on the scope and potential for integration of sustainability strategies
- prepares implementation plan for sustainability integration, including negotiating timeframes
- prepares relevant documentation and reports.

Context of and specific resources for assessment

Assessment must ensure access to:

- a retail work environment
- relevant legislation, standards or guidelines
- workplace documentation and personnel, information and resources, including:
 - compliance obligations
 - organisational plans
 - organisational finance data
 - organisational values and objectives
 - work responsibilities
- reports from other parties involved in the development and implementation of business sustainability.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of performance in the workplace
- a role play
- customer feedback
- answers to questions about specific skills and knowledge
- review of portfolios of evidence and third-party workplace reports of on-the-job performance.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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 individual, accessibility of the item, and local industry and regional contexts) may also be included.

Sustainability

strategies may include:

- economic sustainability, such as cost-effective use of resources
- environmental sustainability, such as:
 - carbon dioxide reduction
 - efficient use of resources
 - waste reduction
- social sustainability, such as building community involvement.

Relevant staff and

stakeholders may include:

- contractors
- customers
- finance department
- line managers
- local community
- sales teams.

Unit Sector(s)

Cross-Sector

Competency Field

Management and Leadership