



Australian Government

BSBSUS402 Implement an environmental management plan

Release: 1

BSBSUS402 Implement an environmental management plan

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to interpret requirements of an organisational environmental management plan and effectively implement it.

It applies to individuals who are responsible for sustainability, either as their primary duty or as a part of a work role.

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

Unit Sector

Sustainability

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to implement environmental management plan	1.1 Access and interpret plan and relevant compliance documentation to determine process for implementation 1.2 Prepare schedule for implementation process 1.3 Identify required resources for the implementation in accordance with the schedule 1.4 Identify roles, responsibilities and training needs of individuals and work teams
2. Implement and monitor the environmental management plan	2.1 Communicate implementation process to staff 2.2 Allocate roles and responsibilities, and arrange required training 2.3 Execute implementation process in accordance with schedule

ELEMENT	PERFORMANCE CRITERIA
	<p>2.4 Provide on-going support to those conducting the plan's activities</p> <p>2.5 Establish and apply procedures for monitoring activities against achievement targets and adjust resources as necessary</p>
3. Review implementation process	<p>3.1 Review implementation results in accordance with organisational requirements</p> <p>3.2 Amend process as a result of review or other organisational changes</p> <p>3.3 Document, maintain and store environmental management records according to organisational requirements</p>

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 1.4	<ul style="list-style-type: none"> Identifies and analyses complex texts to determine legislative, regulatory and business requirements Reviews texts to create a working plan and align resources
Writing	1.2, 2.1, 2.2, 2.5, 3.2, 3.3	<ul style="list-style-type: none"> Researches, plans and prepares documentation using format and language appropriate to context, organisational requirements and audience
Oral Communication	2.1, 2.2, 2.4	<ul style="list-style-type: none"> Presents information and seeks advice using language appropriate to audience Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Numeracy	1.3, 2.5	<ul style="list-style-type: none"> Applies calculations to identify required resources and timeframes Monitors results against defined goals and resources
Navigate the world of work	1.4, 2.2, 3.1, 3.3	<ul style="list-style-type: none"> Recognises and follows legislative requirements and organisational policies and procedures associated with own role Allocates roles and enables appropriate training for others

Interact with others	2.1, 2.2, 2.4	<ul style="list-style-type: none"> • Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information • Collaborates and consults with a range of stakeholders to achieve shared understanding of individual roles in meeting objectives
Get the work done	1.1-1.4, 2.2-2.5, 3.1-3.3	<ul style="list-style-type: none"> • Interprets and implements actions according to the organisational plan, taking responsibility for sequencing and timing of tasks • Schedules to manage tasks for self and others, with an awareness of how implementation contributes to the broader organisation • Analyses outcomes in accordance with organisational requirements to identify opportunities for improvement.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBSUS402 Implement an environmental management plan	Not applicable	New unit	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>