



Australian Government

**Assessment Requirements for BSBSUS413
Evaluate and report on workplace
sustainability**

Release: 1

Assessment Requirements for BSBSUS413 Evaluate and report on workplace sustainability

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- identify and conduct a sustainability audit for at least two workplace sustainability issues.

In the course of the above, the learner must:

- develop objectives and corresponding indicators to assess workplace sustainability
- engage relevant stakeholders to obtain data
- collate and analyse data to identify applicable issues in compliance and areas for improvement
- convey findings of the sustainability assessment in a sustainability report, according to report content and formatting requirements, to present to management for review.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislation, regulations, standards and industry or organisational policies governing sustainability
- workplace processes relevant to sustainability including resource usage, waste, water usage and supply chain
- methods of undertaking an environmental audit including desktop audit and practical audit
- possible sustainability reporting formats including:
 - annual report sustainability section
 - standalone sustainability report
 - triple bottom line report
 - environmental and social impact report
- reporting guidelines to assist sustainability reporting processes including the Global Reporting Guidelines
- Australian and international standards for corporate social sustainability.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- corporate social sustainability legislation, regulations, standards and codes
- workplace reference materials on sustainability practices.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

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