



**Australian Government**

# **BSBSUS413 Evaluate and report on workplace sustainability**

**Release: 1**

# 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.

## Application

This unit describes the skills and knowledge required to identify sustainable work practices, assess operation of sustainable practices against indicators and improvements and create reports detailing the assessment of workplace sustainability practices.

The unit applies to individuals with responsibility for a specific area of work or who lead a work group or team. These individuals examine processes to identify sustainable work practices and assess them against international sustainability frameworks.

‘Sustainability’ in this unit refers to a broad approach that focuses on the minimisation of an organisation’s social, economic and environmental impact, as well as proactive value creation in these areas.

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

## Unit Sector

Business Competence – 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 for workplace sustainability review	1.1 Identify environmental legislation, regulations and policies for evaluation and reporting requirements 1.2 Assess advantages and opportunities for companies that report sustainability practices 1.3 Establish scope, objectives and method of assessment for workplace sustainability evaluation 1.4 Select reporting format according to organisational policy and procedures

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
2. Conduct workplace sustainability assessment	2.1 Engage relevant stakeholders for information regarding workplace areas to be assessed 2.2 Collate information on workplace areas to be assessed 2.3 Verify accuracy of information on the sustainability of the workplace areas 2.4 Measure workplace sustainability against method of assessment
3. Develop workplace sustainability reports	3.1 Identify compliance issues and areas for improvement in sustainability practices 3.2 Document workplace sustainability results according to organisational policy and procedure 3.3 Report information according to the requirements of the selected reporting format 3.4 Present report to management for review and feedback

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

<b>Skill</b>	<b>Description</b>
Numeracy	<ul style="list-style-type: none"> <li>Interprets, analyses and presents numeric and financial information</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Uses specialised vocabulary and features appropriate to context to discuss and confirm requirements</li> </ul>
Reading	<ul style="list-style-type: none"> <li>Interprets and analyses text from a range of sources to identify key information</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Prepares strategic business documentation incorporating complex vocabulary, grammatical structure and conventions appropriate to purpose and audience</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>Monitors and modifies organisational policies and procedures according to legislative requirements and organisation goals</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>Plans, organises and implements work activities of self and others that ensure compliance with organisational policies and procedures, and legislative requirements</li> <li>Sequences and schedules complex activities, monitors</li> </ul>

Skill	Description
	implementation, and manages relevant communication

## Unit Mapping Information

No equivalent unit. New unit.

## Links

Companion Volume Implementation Guide is found on VETNet -

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