



**Australian Government**

# **CPCSUS5001 Develop workplace policies and procedures for sustainability**

**Release: 2**

# CPCSUS5001 Develop workplace policies and procedures for sustainability

## Modification History

Release 2 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.

Knowledge Evidence updated for clarity.

Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.

Supersedes and equivalent to CPCSUS5001A Develop workplace policies and procedures for sustainability. Updated to meet the Standards for Training Packages 2012.

## Application

This unit of competency specifies the skills and knowledge required to develop and implement organisational policies and procedures to continuously support resource efficiency and environmentally sustainable work practices. It includes sourcing and gathering information, including from regulatory sources and relevant stakeholders, to plan, develop and implement policies.

This unit of competency applies to those with managerial responsibilities for identifying approaches to create strategies and develop, implement and review workplace policies and procedures for sustainability.

The context of this unit applies to all industry sectors and sections within an organisation, including a worksite, designated work area, in transit and/or an office.

Completion of the general construction induction training program specified by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of *CPCCWHS1001 Prepare to work safely in the construction industry* meets this requirement.

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

## Pre-requisite Unit

Nil.

## Unit Sector

Sustainability

## Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1 Develop a workplace sustainability policy.	1.1 Define the scope of sustainability policy.
	1.2 Identify and consult with key stakeholders to gather input and feedback as part of the policy development process.
	1.3 Compile information and strategies relating to essential sustainability objectives to structure policies and procedures.
	1.4 Make recommendations for policy options based on likely effectiveness, timeframes and cost.
	1.5 Develop policy that reflects an organisation's commitment to sustainability as an integral part of business planning and business opportunity.
	1.6 Agree on appropriate methods of implementation.
2 Communicate the policy.	2.1 Promote the policy, including its expected outcome, to key stakeholders.
	2.2 Inform those involved in implementing the policy of responsibilities, activities to be undertaken and expected outcomes.
3 Implement and monitor the policy.	3.1 Develop and communicate procedures to assist in the implementation of the policy.
	3.2 Implement continuous improvement strategies for resource efficiency.
	3.3 Establish record systems for tracking approaches to sustainability continuous improvements.
4 Review policy implementation.	4.1 Document outcomes and provide feedback to key personnel and stakeholders.
	4.2 Investigate the success or otherwise of the policy.

- 4.3 Monitor records to identify trends requiring remedial action and use information to promote continuous improvement of performance.
- 4.4 Modify policies and procedures as required to ensure improvements are made and compliance is maintained.

## Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- writing skills to:
  - prepare written reports, policies and procedures requiring precision of expression and language and structure suited to intended audience
- communication skills to:
  - manage different points of view and dissenting stakeholders
  - present information
- technology skills to:
  - use communication tools and devices to communicate and collaborate effectively with others
  - use equipment and programs to access and extract information and develop relevant documentation.

## Unit Mapping Information

Supersedes and is equivalent to CPCSUS5001A Develop workplace policies and procedures for sustainability.

## Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>