



Australian Government

Department of Education, Employment and Workplace Relations

**CPCCB6007A Develop, plan and
implement appropriate building or
construction environmental management
practices and processes**

Release: 1

CPCBC6007A Develop, plan and implement appropriate building or construction environmental management practices and processes

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit of competency specifies the outcomes required to develop, plan and implement systems designed to manage environmental practices and processes in either residential or commercial projects.
It supports the establishment of a soundly based environmental management system necessary to produce project outcomes that meet legislative requirements of statutory authorities.

Application of the Unit

Application of the unit This unit of competency supports builders, project managers and related construction industry professionals responsible for coordinating and managing building or construction projects.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Quantify and qualify the factors to be included in the organisational environmental management system.	<p>1.1. Strategic factors impacting on organisational compliance with environmental obligations are identified and quantified.</p> <p>1.2. Range and scope of activities being undertaken by the organisation within environmental guidelines and obligations are quantified.</p> <p>1.3. Government, including local government, publications and information are monitored to identify and maintain knowledge of environmental issues.</p> <p>1.4. Strategic and operational factors impinging on organisational environmental management process are qualified and measured.</p>
2. Establish and implement the organisational environmental management plan and system.	<p>2.1. Design and development of the organisational environmental planning system is directed and managed.</p> <p>2.2. Criteria for implementing and maintaining systems concerned with managing the environmental requirements of construction sites are developed.</p> <p>2.3. Methods are developed to gather and monitor environmental management information essential to the construction process.</p> <p>2.4. Environmental management process is regularly evaluated to ensure accuracy and compliance with policy.</p>
3. Establish and implement an environment management control system.	<p>3.1. Environment control system quality is managed in accordance with sound management principles and practices.</p> <p>3.2. Methods for determining effectiveness of the major elements of the environmental management system are introduced.</p> <p>3.3. Staff are trained and managed to ensure that quality assurance practices are applied to the environmental management process on a daily basis.</p> <p>3.4. Routine monitoring of environmental benchmarks is conducted.</p>
4. Facilitate the introduction of systems to manage organisational environmental policies and practices.	<p>4.1. Organisational policies and procedures for environmental management are developed and introduced.</p> <p>4.2. Policies and routines are documented for future reference.</p> <p>4.3. Policy guidelines and obligations are circulated within the organisation and sign-off by staff,</p>

ELEMENT

PERFORMANCE CRITERIA

employees and contractors is obtained.
4.4. Compliance of all staff with environmental policy is
monitored.

ELEMENT

PERFORMANCE CRITERIA

5. Implement an environmental conformance feedback system.	5.1. Processes to monitor and report on environmental issues and procedures are developed and introduced. 5.2. Feedback systems are developed, circulated and maintained to ensure all stakeholders can support the environmental management process.
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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Required skills for this unit are:

- ability to facilitate the implementation of new and modified environmental management and review systems
- communication skills to:
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - obtain agreement on guidelines and obligations
 - seek feedback
 - train staff
 - read and interpret:
 - information
 - publications
 - other relevant documentation
 - use and interpret non-verbal communication
 - use language and concepts appropriate to cultural differences
 - written skills to develop and document policies and procedures
- interpretation of strategic and often ambiguous information to ensure logical and practical decisions
- conceptualisation of unique solutions to complex problems and situations
- management skills, including the ability to delegate tasks within specific functional guidelines and direct the activities of personnel involved in the environmental management and review process
- supervisory skills to monitor and oversee the performance of the management and review systems and individuals involved in the process
- technological skills to facilitate use of the organisation's software and office equipment.

REQUIRED SKILLS AND KNOWLEDGE

Required knowledge

Required knowledge for this unit is:

- environmental issues that impact on the organisation and its practices
- financial and business administration principles commensurate with organisational needs
- factors to be considered in assessing the environmental risk inherent in different types of building and site utilisation projects
- key factors that influence decisions on environmental issues and decision making
- legislative, regulatory and administrative obligations incumbent on the building and construction industry for environmental practices.

Evidence Guide

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.

Overview of assessment

This unit of competency could be assessed by the development, implementation and maintenance of an environmental management system within an organisation.

This unit of competency can be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

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

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- develop an effective environmental conformance strategy
- develop identifiable roles and responsibilities for organisation personnel involved in that strategy
- implement management practices that result in a high level of conformance by the organisation to environmental obligations
- strategically plan to meet environmental obligations and effectively interact with personnel both within and external to the organisation
- develop conceptual and strategic problem solving and systems
- communicate effectively both verbally and in writing with senior management, employees, clients, regulatory authorities and legal representatives.

Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

Assessment is to comply with relevant regulatory or Australian standards' requirements.

EVIDENCE GUIDE

Resource implications for assessment include:

- documentation that should normally be available in either a building or construction office
- relevant codes, standards and regulations
- office equipment, including calculators, photocopiers and telephone systems
- computers with appropriate software to view 2-D CAD drawings, run costing programs and print copies
- a technical reference library with current publications on measurement, design, building construction and manufacturers' product literature
- copies of appropriate environmental legislation and regulations
- strategic building and construction market information
- a technical reference library with current publications on design, building construction and manufactures product literature
- suitable work area appropriate to the construction process.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and

EVIDENCE GUIDE

environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

Range Statement

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

Strategic factors impinging on organisational environmental

- federal, state or territory environmental legislation

RANGE STATEMENT

obligations include:

- local authority by-laws, Acts or regulations concerning environmental issues
- location and nature of the construction activity
- scope of operations and activities of the organisation
- types of licences and permits held or needing to be held by the organisation.

RANGE STATEMENT

Strategic and operational factors impinging on the organisational environmental management process include:

- management commitment to the environmental management process
- organisation policy and operating guidelines
- public liabilities and exposure to risk
- risk management strategies and policies
- structure of the management team and apportionment of responsibilities.

Environment control system quality principles and practices include:

- ensuring availability of appropriately qualified personnel to deal with environmental issues
- maintenance of agreed expenditure for environmental management compliance
- obtaining timely and relevant expert advice as required by the project
- organisational compliance with appropriate legislation and regulations
- periodic review of environmental management practices and processes
- preventative maintenance of environmental management practices and processes.

Feedback systems include:

- emergency or process breakdown advisory channels
- formal meetings between staff, employees and contractors on a regular basis
- programmed appraisals of compliance with environmental policy involving organisation staff, employees and contractors
- programmed reporting and environmental conformance statements and timetables
- verbal, electronic and hard copy information communications systems.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area