



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CPPCMN4001B Develop workplace policies and procedures for sustainability**

**Release: 1**

## **CPPCMN4001B Develop workplace policies and procedures for sustainability**

### **Modification History**

Revised unit.

Unit updated and equivalent to CPPCMN4001A Develop workplace policy and procedures for sustainability.

### **Unit Descriptor**

This unit of competency specifies the outcomes required to develop and implement a workplace sustainability policy, including modifying the policy to suit changed circumstances. The unit requires the ability to review legislation to inform the development of workplace policies and procedures related to environmental sustainability. The ability to communicate the intent and content of the policies and procedures is also required, together with the organisational competency to implement and review the policies and procedures.

### **Application of the Unit**

This unit of competency supports individuals working in a range of property services sectors and organisations who operate within the scope of their defined roles and responsibilities. The unit must be applied strictly according to relevant state or territory legislative and industry requirements.

### **Licensing/Regulatory Information**

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

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

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

- |   |  |  |
|---|--|--|
| 1 | Develop workplace sustainability policy. | <p>1.1 <i>Scope of sustainability policy</i> is defined.</p> <p>1.2 Impact of <i>relevant environmental and sustainability legislation, standards and codes of practice</i> is reviewed to inform practices and policy development.</p> <p>1.3 <i>Stakeholders</i> are identified and consulted as a key component of policy development process.</p> <p>1.4 <i>Strategies</i> for minimising resource use, reducing toxic material and hazardous chemical use, and employing life cycle management approaches at all stages of work are included in policy.</p> <p>1.5 Recommendations are made for policy options and benchmark indicators based on likely effectiveness, timeframes and cost.</p> <p>1.6 Policy that reflects organisational commitment to sustainability as an integral part of business planning and as a business opportunity is developed.</p> <p>1.7 Methods of implementation are agreed.</p> |
| 2 | Communicate policy.                      | <p>2.1 Policy and its expected outcomes are promoted to key stakeholders.</p> <p>2.2 Those involved in implementing policy are informed of expected outcomes, activities to be undertaken and assigned responsibilities.</p>   |

- 3      Implement policy.
  - 3.1      Procedures to help implement policy are developed and communicated.
  - 3.2      Strategies for continuous improvement in resource efficiency are implemented.
  - 3.3      Recording systems for tracking continuous improvements in sustainability approaches are established and responsibilities assigned.
  
- 4      Review policy implementation.
  - 4.1      Policy outcomes are documented and feedback provided to key personnel and stakeholders.
  - 4.2      Success or otherwise of policy is investigated.
  - 4.3      Records are monitored to identify trends that may require remedial action, and used to promote continuous improvement of performance.
  - 4.4      Policy and procedures are modified as required to ensure improvements are made.

## Required Skills and Knowledge

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

### Required skills

- analytical skills to develop workplace policies and procedures informed by legislation
- language, literacy and numeracy skills for:
  - communicating clearly and concisely verbally and in writing
  - preparing reports
  - monitoring records that track continuous improvements to identify trends in usage
  - reading, interpreting and evaluating complex and formal documents, such as policy and legislation
  - researching, analysing and presenting information
- interpersonal skills to relate to people from diverse backgrounds
- organisational and planning skills to implement and review organisational policies and procedures
- working as a member of a team for:
  - consulting
  - validating
  - reviewing

### Required knowledge

- best practice approaches relevant to own work area
- implications of policies for:
  - equal employment opportunity
  - equity and diversity principles
  - occupational health and safety (OHS) legislation
- legislation, regulations, codes of practice and industry advisory standards that apply to environmental sustainability
- organisational policies, procedures and protocols
- policy development processes and practices, including:
  - methodologies for involving stakeholders
  - implementing
  - reviewing
- quality assurance systems relevant to own organisation
- relevant industry competencies
- sustainability management, including:
  - principles and practices
  - tools and techniques
- systems and procedures to aid achievement of sustainability in the workplace

## 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	<p>This unit of competency could be assessed by observing at least two instances of development and implementation of integrated sustainability policies and procedures in an organisation.</p> <p>The review of the policy after implementation will also need to be evidenced.</p>
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>A person who demonstrates competency in this unit must be able to provide evidence of the required skills and knowledge specified in this unit.</p> <p>In particular the person should demonstrate the ability to:</p> <ul style="list-style-type: none"> <li>• play a key role in the development of organisational policies and show that the developed policies comply with legislative requirements</li> <li>• use methodology to involve stakeholders in policy development, implementation and review</li> <li>• implement plans and work plans</li> <li>• present policies and procedural documentation that outline approach taken</li> <li>• implement a strategy that has been devised, implemented and reviewed showing a measurable improvement and using the chosen benchmark indicators.</li> </ul>
Context of and specific resources for assessment	<p>Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements.</p> <p>Resource implications for assessment include:</p> <ul style="list-style-type: none"> <li>• access to:             <ul style="list-style-type: none"> <li>• relevant legislation, standards and guidelines</li> <li>• reports from other parties involved in developing and implementing policy</li> <li>• workplace documentation and personnel</li> </ul> </li> <li>• some access to an actual workplace, however part of the assessment may be through:             <ul style="list-style-type: none"> <li>• simulated project-based activity</li> <li>• scenarios, case studies and role plays</li> <li>• actual participation in sustainability work practices and processes.</li> </ul> </li> </ul>
Method of assessment	<p>Assessment methods must:</p> <ul style="list-style-type: none"> <li>• satisfy the endorsed Assessment Guidelines of the Property</li> </ul>

	<p>Services Training Package</p> <ul style="list-style-type: none"><li>• 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</li><li>• reinforce the integration of employability skills with workplace tasks and job roles</li><li>• confirm that competency is verified and able to be transferred to other circumstances and environments.</li></ul> <p>This unit could be assessed on its own or in combination with other units relevant to the job function.</p>
--	---

Guidance information for assessment	<p>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.</p> <p>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.</p>
-------------------------------------	---

## 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.

<p><b><i>Scope of sustainability policy</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• addressing sustainability initiatives through reference to standards, guidelines and approaches, such as: <ul style="list-style-type: none"> <li>• ISO 14001 Environment Management Systems</li> <li>• ecological footprint assessment</li> <li>• global reporting initiatives</li> <li>• life cycle analyses</li> <li>• product stewardship</li> <li>• triple bottom line reporting</li> </ul> </li> <li>• integrated approach to sustainability, which includes: <ul style="list-style-type: none"> <li>• environmental, economic and social aspects, or focus on each individual aspect</li> <li>• investigation of particular business and market context of industry or organisation</li> <li>• parts of organisation to which policy is to apply, including: <ul style="list-style-type: none"> <li>• whole enterprise</li> <li>• one site</li> <li>• one work area</li> <li>• combination of these.</li> </ul> </li> </ul> </li> </ul>
--	--



<p><b><i>Relevant environmental and sustainability legislation, standards and codes of practice</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• 5 or 6 star energy rating standards</li> <li>• Green Star environmental rating system</li> <li>• environmental health legislation</li> <li>• environmental protection legislation</li> <li>• industry codes of practice</li> <li>• ISO 14001 Environment Management Systems</li> <li>• OHS legislation</li> <li>• relevant Australian standards.</li> </ul>
<p><b><i>Stakeholders</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• customers</li> <li>• employees at all levels of organisation</li> <li>• individuals and groups inside and outside organisation who have direct interest in organisation's conduct, actions, products and services, including:             <ul style="list-style-type: none"> <li>• regulators</li> <li>• suppliers.</li> </ul> </li> </ul>
<p><b><i>Strategies</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• application of industry codes, standards and protocols, including ecoCLEAN</li> <li>• awareness raising among stakeholders</li> <li>• promotional activities</li> <li>• training of staff in principles and techniques of sustainability.</li> </ul>

## Unit Sector(s)

Common

## Custom Content Section

Not applicable.