



Australian Government

Department of Education, Employment and Workplace Relations

CPPCMN4002B Implement and monitor environmentally sustainable work practices

Release: 1

CPPCMN4002B Implement and monitor environmentally sustainable work practices

Modification History

Revised unit

Unit updated and equivalent to CPPCMN4002A Implement and monitor environmentally sustainable work practices

Unit Descriptor

This unit of competency specifies the outcomes required to analyse the workplace effectively in relation to environmentally sustainable work practices, and to then implement improvements and monitor their effectiveness.

Application of the Unit

This unit of competency supports individuals responsible for a specific area of work or who lead a work group or team in a range of property services sectors and organisations. They 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

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| 1 | Investigate current practices in relation to resource use. | 1.1 | Environmental regulations applying to organisation, work conducted on clients' sites, and to the community at large, are identified. |
| | | 1.2 | Procedures for assessing <i>compliance</i> with environmental regulations are evaluated. |
| | | 1.3 | Information on environmental and resource efficiency systems and procedures is collected and provided to work group according to organisational policies and procedures. |
| | | 1.4 | Current resource use is measured and documented according to organisational policies and procedures. |
| | | 1.5 | Current <i>purchasing strategies</i> are analysed and documented. |
| | | 1.6 | Current work processes are analysed to access information and data and assist in identifying areas for improvement. |
| 2 | Set targets for improvements. | 2.1 | Input is sought from <i>stakeholders, key personnel and specialists</i> . |
| | | 2.2 | External sources of information and data are accessed as required. |
| | | 2.3 | Alternative solutions to workplace environmental issues are evaluated. |
| | | 2.4 | Efficiency targets are set. |

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| 3 | Implement performance improvement strategies. | 3.1 | <i>Techniques and tools</i> are sourced to assist in achieving targets. |
| | | 3.2 | Continuous improvement strategies are applied to own area of responsibility, and ideas and possible solutions are communicated to work group and management. |
| | | 3.3 | <i>Environmental and resource efficiency improvement plans</i> for own work group are integrated into other operational activities and implemented. |
| | | 3.4 | <i>Suggestions</i> and ideas about environment and resource efficiency management are sought from stakeholders and acted upon according to organisational policies and procedures. |
| | | 3.5 | Costing strategies are implemented to fully value environmental assets. |
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| 4 | Monitor performance | 4.1 | Outcomes are documented and reports on targets are communicated to key personnel and stakeholders. |
| | | 4.2 | Strategies and benchmark indicators are evaluated. |
| | | 4.3 | New targets are set and new tools and strategies investigated and applied. |
| | | 4.4 | Compliance with relevant legislative standards or codes is monitored and reported in accordance with formal requirements. |
| | | 4.5 | Successful strategies are promoted and, where possible, participants rewarded. |

Required Skills and Knowledge

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

Required skills

- change management skills to implement improved environmental and resource efficiency plans
- interpersonal skills to relate to people from diverse backgrounds
- language, literacy and numeracy skills for:
 - communicating clearly and concisely verbally and in writing
 - comparing benchmarks
 - consulting with work group
 - reading and interpreting documentation, including:
 - environment and energy efficiency requirements
 - resource use
 - requesting information
 - seeking and receiving feedback
 - sourcing, organising and recording information
 - using costing strategies
- problem-solving skills to analyse problems, devise solutions and reflect on approaches
- self-management skills to recognise and implement environment and energy efficiency management policies and procedures
- technology skills, including the ability to operate and shut down equipment

Required knowledge

- environment and energy efficiency systems and procedures, including:
 - environment management systems
 - supply chains
- environment and resource efficiency issues specific to industry practices
- industry benchmarks, including:
 - best practice approaches
 - quality assurance systems
- legislation, regulations, codes of practice and industry advisory standards that apply to environmental sustainability
- strategies for:
 - continuous improvement
 - effecting outcomes
 - maximising opportunities
 - minimising impacts

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 observing at least two instances of implementation and monitoring of integrated environment and resource efficiency management policies and procedures in an organisation.
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. In particular the person should demonstrate the ability to:</p> <ul style="list-style-type: none">• analyse external benchmarks• apply improved approaches to resource use in own work area• effect outcomes from environmental and resource efficiency improvement plans• explain reasons for the choice of particular benchmarks.
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 access to:</p> <ul style="list-style-type: none">• relevant legislation, standards and guidelines• workplace documentation and personnel• reports from other parties involved in the process of identifying and implementing improvements.
Method of assessment	<p>Assessment methods must:</p> <ul style="list-style-type: none">• satisfy the endorsed Assessment Guidelines of the Property 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

	<ul style="list-style-type: none">confirm that competency is verified and able to be transferred to other circumstances and environments <p>This unit could be assessed on its own or in combination with other units relevant to the job function.</p>
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Guidance information for assessment	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. 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.
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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.

<i>Compliance</i> includes:	<ul style="list-style-type: none"> meeting relevant federal, state or territory, and local government laws, by-laws, regulations and codes of practice.
<i>Purchasing strategies</i> may include:	<ul style="list-style-type: none"> influencing suppliers to take up environmental sustainability.
<i>Stakeholders, key personnel and specialists</i> may include:	<ul style="list-style-type: none"> individuals and groups both inside and outside the organisation who have direct interest in organisation's conduct, actions, products and services, including: <ul style="list-style-type: none"> customers employees at all levels of organisation key personnel in organisation, and specialists outside it, who may have particular technical expertise suppliers.
<i>Techniques and tools</i> may include:	<ul style="list-style-type: none"> applying industry policies, standards and protocols, including the ecoCLEAN system examining relevant information and data, such as invoices from suppliers measurements made under varying conditions others appropriate to the specific industry context.
<i>Environmental and resource efficiency improvement plans</i> may include:	<ul style="list-style-type: none"> addressing environmental and resource sustainability initiatives, action plans, surveys and audits applying waste management hierarchy in the workplace determining organisation's most appropriate waste treatment, including waste to landfill, recycling, re-use and wastewater treatment

	<ul style="list-style-type: none"> • initiating and maintaining appropriate organisational procedures for operational energy consumption, including stationary and non-stationary (transport) energy • reference to standards, guidelines and approaches, such as: <ul style="list-style-type: none"> • ecological footprinting • global reporting initiative • Green Star environmental rating system • ISO 14001 Environment Management Systems • life cycle analyses • product stewardship • triple bottom line reporting.
Suggestions may include ideas that help to:	<ul style="list-style-type: none"> • eliminate use of hazardous and toxic materials • express purchasing power through selection of suppliers with improved environmental performance, such as purchase of renewable energy • identify strategies to offset or mitigate environmental impacts, such as purchasing carbon credits • make more efficient use of energy • maximise opportunities to re-use and recycle materials • prevent and minimise risks and maximise opportunities, such as use of solar or other alternative forms of energy where appropriate • reduce emissions of greenhouse gases • reduce use of non-renewable resources.

Unit Sector(s)

This unit of competency supports individuals responsible for a specific area of work or who lead a work group or team in a range of property services sectors and organisations. They 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.

Custom Content Section

Not applicable.