Australian Government

Department of Education, Employment and Workplace Relations

# CPPCMN5001A Plan for a sustainable business

**Release: 1**

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

## CPPCMN5001A Plan for a sustainable business

## Modification History

Not Applicable

## Unit Descriptor

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| **Unit descriptor** | This unit of competency specifies the outcomes required to plan sustainable business operations. |
| | The unit covers the skills and knowledge required to develop plans and strategies to ensure a business is successful in addressing factors that lead to economic, social and environmental sustainability. |
| | Planning skills and the ability to review sustainable policies and practices are important. Understanding resourcing implications and the ability to put in place appropriate measures of sustainability outcomes are also essential for success. |
| | No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. |

## Application of the Unit

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| **Application of the unit** | This unit of competency supports individuals responsible for managing sustainability planning. |

## Licensing/Regulatory Information

Refer to Unit Descriptor

# 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.

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## Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
| --- | --- |
| 1. **Inform the development of a plan for sustainability**. | 1.1     *Research* into the aspects of *sustainability* is conducted and analysed.<br><br>1.2     Regulations applying to the sustainable operation of the business are identified.<br><br>1.3     Procedures for assessing *compliance* with sustainability regulations are evaluated.<br><br>1.4     Concepts of *triple bottom line* planning, budgeting and reporting are reviewed and used to inform the planning process. |
| 2.     **Review current sustainable business practices**. | 2.1     Current business planning is reviewed to identify aspects that reflect sustainable practices.<br><br>2.2     Sustainable practices and processes are reviewed and measured to assess current performance.<br><br>2.3     Alternative solutions for improved and sustainable operations are evaluated. |
| 3.     **Prepare a business sustainability plan**. | 3.1     Objectives and performance measures for the business sustainability plan are identified in consultation with organisation's key staff.<br><br>3.2     Market conditions and market potential are analysed to inform plan development.<br><br>3.3     Research and industry intelligence are collated and analysed to build understanding of customer and community needs and preferences.<br><br>3.4     Competitors' sustainable offerings and market position are identified and reviewed.<br><br>3.5     Costings of proposed strategies are determined and included using standard budgetary processes.<br><br>3.6     Impact of proposed strategies on the community and the reputation of the business is reviewed and considered in the planning process.<br><br>3.7     Environmental impact of the proposed strategies is identified and evaluated to ensure positive outcomes for the business, community and environment.<br><br>3.8     Business sustainability plan is prepared using standard organisational procedures and approved by appropriate senior staff. |

| ELEMENT | PERFORMANCE CRITERIA |
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| **4**.  **Plan for implementation**. | 4.1    *Performance indicators* relevant to the monitoring of plan performance are identified. |
|  | 4.2    Team members involved in implementation of plan are briefed and ongoing communication channels are established. |
|  | 4.3    Timelines and resources to support plan implementation are identified and sourced. |

# Required Skills and Knowledge

## REQUIRED SKILLS AND KNOWLEDGE

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

### Required skills

- organisational skills to undertake business and project planning
- change-management skills to respond to new opportunities and implement sustainable business solutions
- decision-making skills to:
  - determine costing and their impact
  - establish performance indicators
  - select suitable strategies
- language, literacy and numeracy skills to:
  - communicate clearly and concisely verbally and in writing
  - compare benchmarks
  - consult with work group
  - read and interpret documentation, including:
    - environment and energy efficiency requirements

resource use

  - request information
  - report against identified performance indicators
  - seek and receive feedback
  - source, organise and record information
  - use costing strategies
- lateral and creative thinking to:
  - identify new sustainable business opportunities
  - strategically analyse information

**REQUIRED SKILLS AND KNOWLEDGE**

- technology skills to use computer applications

**Required knowledge**

- concepts and models of sustainability, corporate citizenship, and strategic and business planning
- ethics regarding the impact of business activity on the community and environment
- techniques for financial planning and modelling
- governance and accountability models and processes
- legislation, regulations, codes of practice and industry advisory standards that apply to environmental sustainability
- overarching organisational strategy, policy and procedures
- strategies for:
    - continuous improvement
    - effecting outcomes
    - maximising opportunities
    - minimising impacts

# 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.

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| **Overview of assessment** | This unit of competency could be assessed by observing at least two instances of the implementation and monitoring of integrated economic, social and environmental sustainability policies and procedures in an organisation. |
| **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 required skills and knowledge specified in this unit. |
| | In particular the person should demonstrate the ability to: |
| | • research and identify opportunities for improved sustainability within the business |
| | • plan for economic, social and environmental business operations |
| | • establish and monitor performance indicators for sustainable business operations. |

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| **Context of and specific resources for assessment** | Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements. |
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| | Resource implications for assessment include access to: |

- 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** | Assessment methods must: |
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- 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
- confirm that competency is verified and able to be transferred to other circumstances and environments.

This unit could be assessed on its own or in combination with other units relevant to the job function.

| **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. |
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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.

# 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.

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| ***Research*** data may be sourced from: | <ul><li>'think tanks' and research houses</li><li>industry associations</li><li>primary research, such as surveys and focus groups</li><li>publicly available data, such as Australian Bureau of Statistics (ABS)</li><li>regional economic development plans</li><li>secondary research, such as national and international literature searches.</li></ul> |
| ***Sustainability*** is broadly defined as having three separate but inter-related components with characteristics including: | <ul><li>economic sustainability, demonstrated by:<ul><li>cost-effective use of resources</li><li>ensuring costs of 'green' solutions are properly accounted for and recovered</li><li>growing market share by appealing to socially aware customers</li><li>purchasing locally to reduce transport costs</li><li>seeking to participate in government schemes that reward or fund sustainable operations</li></ul></li><li>social sustainability, demonstrated by:<ul><li>building community involvement</li><li>communicating benefits of sustainable products and services to customers</li><li>purchasing locally and using local and community-based products and services</li><li>using 'fair trade' products</li></ul></li><li>environmental sustainability, demonstrated by:<ul><li>efficient use of resources</li><li>eliminating hazardous and toxic materials</li><li>identifying strategies to offset or mitigate environmental impacts, such as purchasing carbon credits</li><li>making more efficient use of energy</li><li>maximising opportunities to re-use and recycle materials</li><li>preventing and minimising risks and maximising opportunities, such as use of solar or other alternative forms of energy where appropriate</li><li>purchasing renewable energy</li><li>reducing emissions of greenhouse gases</li><li>reducing use of non-renewable resources</li><li>waste reduction.</li></ul></li></ul> |
| ***Compliance*** includes: | <ul><li>meeting relevant federal, state or territory, and local government laws, by-laws, regulations and codes of</li></ul> |

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|  | practice |
|---|---|
|  | • addressing voluntary industry benchmarking and certification processes. |
| *Triple bottom line* refers to: | • methods of planning, monitoring and reporting business operations that measure: |
|  | • financial performance |
|  | • social impact and performance |
|  | • ecological or environmental impact and performance. |
| *Performance indicators* may include: | • benchmarks achieved against external certification process requirements |
|  | • costs measured against performance targets |
|  | • level of: |
|  | • recycling achieved |
|  | • reduction of waste |
|  | • response to marketing and communication strategies |
|  | • sales achieved measured against performance targets. |

# Unit Sector(s)

**Unit sector**　　　　　　Common

# Competency field

**Competency field**