



Australian Government

**ICTICT425 Implement WHS,
environmental sustainability and
anti-discrimination practices in an ICT
workplace**

Release: 1

ICTICT425 Implement WHS, environmental sustainability and anti-discrimination practices in an ICT workplace

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to, through communication and teamwork, implement workplace health and safety (WHS), environmental sustainability (ES), equal employment opportunity (EEO) and anti-discrimination practices in an ICT workplace within own responsibilities.

This unit applies to individuals who are required to work and participate in an ICT workplace with some supervision.

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

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Gather and use information on ICT workplace compliance instruments and reputable resources	<p>1.1 Identify legislative instruments and review reputable resources, and organisational priorities relevant to workplace health and safety (WHS), environmental sustainability (ES), equal employment opportunity (EEO) and anti-discrimination practices in ICT workplaces to determine requirements for compliance within scope of own responsibilities</p> <p>1.2 Collect and analyse information on organisational processes and procedures relating to WHS, ES, EEO and anti-discrimination practice in an ICT workplace to develop and document an initial view of compliance gaps and opportunities</p>

2. Participate in consultation	<p>2.1 Consult with those involved in ICT workplace activities to collect information about the requirements and nature of WHS, ES, EEO and anti-discrimination practice in an ICT workplace, including risks and issues</p> <p>2.2 Work collaboratively to identify and document compliance gaps and opportunities</p> <p>2.3 Consult with those involved in ICT workplace activities to validate gaps and opportunities and finalise compliant practices for implementation</p>
3. Improve ICT WHS and environmental sustainability compliance	<p>3.1 Participate in the use of strategies and tools to embed compliant practices in ICT workplace activities</p> <p>3.2 Monitor ICT workplace activities to measure the success of practices implemented for WHS, ES, EEO and anti-discrimination compliance in an ICT workplace</p> <p>3.3 Consult with those involved in ICT workplace activities to respond to resistance and remaining risks and issues</p> <p>3.4 Agree and document amendments to practices to address remaining resistance, risks and issues</p>

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	<ul style="list-style-type: none"> Identifies, plans and implements strategies to manage gaps in personal knowledge Identifies reputable sources of information from which to gather resources and information
Reading	<ul style="list-style-type: none"> Analyses and consolidates information and data from a range of sources, against defined criteria and requirements, and checks for accuracy and completeness
Writing	<ul style="list-style-type: none"> Prepares a range of textual information appropriate for audience for informal and formal purposes
Oral Communication	<ul style="list-style-type: none"> Participates in verbal exchanges of information using language, tone and pace appropriate to audience and environment Uses listening and questioning techniques to elicit the views and opinions of others and to confirm understanding
Navigate the	<ul style="list-style-type: none"> Accepts responsibility and ownership for the task and makes decisions

world of work	<ul style="list-style-type: none"> on completion parameters and the need for coordination with others Takes personal responsibility for following explicit and implicit policies, procedures and legislative requirements
Interact with others	<ul style="list-style-type: none"> Selects and uses appropriate conventions and protocols when communicating with clients and colleagues in a range of work contexts Recognises and accommodates basic differences and priorities of others Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	<ul style="list-style-type: none"> Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making and problem-solving processes for more complex and non-routine situations Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT425 Implement WHS, environmental sustainability and anti-discrimination practices in an ICT workplace	N/A	New unit	No equivalent unit

Links

Companion Volume Implementation Guides are available from VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>