



Australian Government

Department of Education, Employment and Workplace Relations

SFIEMS501B Develop workplace policy for sustainability

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit of competency involves developing and implementing a workplace sustainability policy, including the modification of the policy to suit changed circumstances.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
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Application of the Unit

Application of the unit	<p>This unit addresses the knowledge, processes and techniques necessary to develop approaches to sustainability within seafood industry workplaces, including the development and implementation of policy.</p> <p>All enterprise or workplace procedures and activities are carried out according to <i>relevant government regulations, licensing and other compliance requirements</i>.</p>
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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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. Develop workplace <i>sustainability policy</i>	<p>1.1.Scope of sustainability policy is defined.</p> <p>1.2.Information from a range of <i>sources</i> is gathered to plan and develop policy.</p> <p>1.3.<i>Stakeholders</i> are identified and consulted as a key component of the policy development process.</p> <p>1.4.<i>Strategies</i> for minimising the use of non-sustainable resources, reducing the use of toxic material and hazardous chemicals, 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 based on likely effectiveness, timeframes and cost.</p> <p>1.6.Policy is developed that reflects the organisation's commitment to sustainability as an integral part of the business planning and as a business opportunity.</p> <p>1.7.Appropriate methods of implementation are agreed upon.</p>
2. Communicate the policy	<p>2.1.The policy, including its expected outcomes, is promoted to key stakeholders.</p> <p>2.2.Those involved in implementing the policy are informed as to outcomes expected, activities to be undertaken and responsibilities assigned.</p>
3. Implement the policy	<p>3.1.Procedures to help implement the policy are developed and communicated.</p> <p>3.2.Strategies for continuous improvement in resource efficiency are implemented.</p> <p>3.3.Record systems for tracking continuous improvements in sustainability approaches are established and responsibilities assigned.</p>
4. Review policy implementation	<p>4.1.Outcomes are documented and feedback is provided to key personnel and stakeholders.</p> <p>4.2.Success or otherwise of policy is investigated.</p> <p>4.3.Records are monitored to identify trends that may require remedial action and are used to promote continuous improvement of performance.</p> <p>4.4.Policy and/or procedures are modified, as required, to ensure performance improvements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- adjusting communication to suit different audiences
- consulting and validating policy with work group
- facilitating teams
- influencing others with accurate, researched argument
- responding to diversity, including gender and disability.

Literacy and numeracy skills are used for:

- preparing written reports requiring precision of expression, and language and structures suited to the intended audience
- reading and evaluating complex and formal documents, such as policies and legislation
- researching, analysing and presenting information.

Required knowledge

- best practice approaches relevant to own workplace and seafood industry sector
- equal employment opportunity, equity and diversity principles and occupational health and safety (OHS) implications of policy being developed
- other relevant enterprise policies, procedures and protocols
- policy development relating to environmental sustainability
- principles, practices and available tools and techniques of sustainability management relevant to own seafood industry sector, including:
 - ecological foot printing
 - ecologically sustainable development (ESD) frameworks
 - global reporting initiatives
 - ISO 14001:2007 Environmental management systems
 - life cycle analyses
 - product stewardship
 - regulated and voluntary strategies developed to manage fishery sustainability, including aquacultural production
 - triple bottom line reporting
- quality assurance systems relevant to own enterprise
- relevant systems and procedures to aid in the achievement of sustainability in the workplace and seafood industry sector.

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

Critical aspects for assessment evidence required to demonstrate competence in this unit

Assessment must confirm:

- the candidate's involvement as a key person in planning, developing and implementing organisational policy
- that the developed policy complies with legislative requirements
- that the implementation strategy, as part of the policy, has been devised, implemented and reviewed showing a measurable improvement utilising the chosen benchmark indicators
- communication with stakeholders to discuss possible approaches to policy development and implementation, and contributing to the resolution of disputes among stakeholders
- developing and monitoring policies for analysing data on enterprise resource consumption
- using software systems for recording and filing documentation for measurement of current usage and using word processing and other basic software for interpreting charts, flowcharts, graphs and other visual data and information
- reviewing and improving policies by identifying improvements and benchmarking against industry best practice and attempting new approaches continuously over time.

Context of and specific resources for assessment

Assessment is to be conducted in a work environment, or simulated environment. Assessment must relate to the individual's work area or area of responsibility.

Resources must reflect a work context and may include:

- access to an actual workplace or simulated environment
- access to reports from other parties involved in the development and implementation of policy
- access to workplace documentation, personnel and

EVIDENCE GUIDE	
	resources, such as compliance obligations, organisational plans and work responsibilities <ul style="list-style-type: none"> • relevant legislation, standards and guidelines.
Method of assessment	The following assessment methods are suggested: <ul style="list-style-type: none"> • actual participation in sustainability work practices and processes • simulated project-based activity, scenarios, case studies and role-plays.
Guidance information for assessment	This unit may be assessed holistically with other units within a qualification.

Range Statement

RANGE STATEMENT	
<p>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>	
<i>Relevant government regulations, licensing and other compliance requirements</i> may include:	<ul style="list-style-type: none"> • biodiversity and genetically modified organisms • biosecurity, translocation and quarantine • Australian Quarantine Inspection Service (AQIS) and other import requirements • business or workplace operations, policies and practices • correct marketing names and labelling • ESD principles, environmental hazard identification, risk assessment and control • Fisheries or Aquaculture regulations, permits and licences • food safety, Hazard Analysis Critical Control Point (HACCP), hygiene and temperature control along chain of custody • health and welfare of aquatic animals • Indigenous land rights and cultural activities, including fishing by traditional methods

RANGE STATEMENT	
	<ul style="list-style-type: none"> • maritime and occupational diving operations, safety at sea and pollution control • OHS hazard identification, risk assessment and control.
Scope of <i>sustainability policy</i> may include:	<ul style="list-style-type: none"> • addressing sustainability initiatives through reference to standards, guidelines and approaches, such as: <ul style="list-style-type: none"> • ISO 14001:2007 Environmental management systems • life cycle analyses • global reporting initiative • ecological foot printing • triple bottom line reporting • product stewardship • an integrated approach to sustainability that includes environmental, economic and social aspects, or a narrower one to focus on each aspect individually • an investigation of the particular business and market context of the industry/enterprise • the parts of the enterprise to which the policy is to apply, including whether it is for the whole enterprise, one site, one work area or a combination of these.
<i>Sources</i> may include:	<ul style="list-style-type: none"> • organisational specifications • regulatory sources • relevant personnel.
<i>Stakeholders</i> may include:	<ul style="list-style-type: none"> • individuals and groups both inside and outside the organisation that have some direct interest in the enterprise's conduct, actions, products and services, including: <ul style="list-style-type: none"> • community • customers • employees at all levels of the organisation • industry associations • industry development boards • politicians • regulators • suppliers.
<i>Strategies</i> may include:	<ul style="list-style-type: none"> • awareness raising among stakeholders

RANGE STATEMENT

	<ul style="list-style-type: none">• promotional activities• training staff in the principles and techniques of sustainability.
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Unit Sector(s)

Unit sector	Environment and sustainability
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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