Australian Government

Department of Education, Employment and Workplace Relations

TLIU3011A Implement and monitor environmentally sustainable work practices

Release: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

TLIU3011A Implement and monitor environmentally sustainable work practices

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor	This unit involves the skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness. Licensing, legislative, regulatory or certification requirements may be applicable to this unit.

Application of the Unit

Application of the Unit	This unit applies to individuals who address the knowledge, processes and techniques necessary to implement and monitor environmentally sustainable work practices, including the development of processes and tools. It applies to those who have responsibility for a specific area of work or who lead a work group or team.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

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 required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Investigate current practices in relation to resource usage	1.1 Environmental regulations applying to the organisation are identified
	1.2 Procedures for assessing compliance with environmental regulations are assessed
	1.3 Information on environmental and resource efficiency systems and procedures is collected and, where appropriate, provided to the work group
	1.4 Current usage of resources is measured and documented by members of the work group
	1.5 Current purchasing strategies 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 target improvements	2.1 Input is sought from stakeholders, key personnel and specialists
	2.2 External sources of information and data are accessed as required
3 Implement performance improvement strategies	3.1 Techniques/tools are sourced to assist in achieving targets
	3.2 Continuous improvement strategies are applied to own work area of responsibility, and ideas and possible solutions are communicated to the work group and management
	3.3 Environmental and resource efficiency improvement plans for own work group are integrated with other operational activities and implemented
	3.4 Where appropriate, staff members are trained in new procedures to facilitate environmental and resource efficiency improvements
	3.5 Suggestions and ideas about environmental and resource efficiency management are sought from stakeholders and acted upon where appropriate
	3.6 Costing strategies are implemented to fully value environmental assets
4 Monitor performance	4.1 Outcomes are documented and feedback is provided to key personnel and stakeholders
	4.2 Strategies are evaluated
	4.3 New targets are set, and new tools and strategies are investigated and applied
	4.4 Successful strategies are promoted and, where possible, participants are rewarded

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Environmental issues relating to:
    - life cycle of products: re-new, re-use and recycle
    - relevant environmental regulations
    - renewable energy
    - workplace/site
- Features required for an environmental management strategy:
    - contract requirements
    - energy efficiency systems and procedures
    - training outline
    - waste minimisation
    - waste prevention
    - work procedures
    - environmental education
    - past and future reviews and audits relating to environmental management
    - recycling requirements
    - internal and external audit
    - monitoring personnel performance following training
    - quality control checks relating to environmental management
    - review of effectiveness of new procedures and processes
    - targets, such as:
        - carbon emissions reduction
        - cleaner production
        - lean management
- Occupational health and safety (OH&S) requirements relating to:
    - dangerous goods and hazardous substances
    - OH&S hierarchy of control
- Service requirements for transport and logistics, including:
    - company requirements and structure, including workplace communication channels and procedures
    - training of staff

REQUIRED KNOWLEDGE AND SKILLS

- legislation, regulations and codes of practice applicable to specific transport and logistics management functions

- quality assurance systems relevant to transport

- transport and logistics options and best practices

- supply chain procedures

- other relevant enterprise policies, procedures and protocols

- material recovery opportunities and market availability

- market principles

- stakeholder identification

- planning and related approval processes

- resource recovery infrastructure needs

- relevant competency

- duty of care

- Principles, practices and available tools and techniques of sustainability management relevant to the transport and logistics industry context, such as :

  - the correct use of equipment and vehicles according to environmental protection regulations and guidelines

  - minimising fuel consumption

  - maintenance and servicing

Required skills:

- Analytical skills to:

  - plan and evaluate

  - develop strategies for eco-driving, and efficiency

  - reflect on approaches taken

- Critical thinking skills to develop performance measurements in all aspects of transport and logistics including:

  - the correct use of equipment and vehicles according to environmental protection regulations and guidelines

  - fuel consumption

  - maintenance and servicing

  - specifications

  - technical plans

  - material safety data sheet (MSDSs)

Required skills:

- strategies
- Interpersonal skills to:
    - work in a team to consult on and validate policy
    - respond to diversity, including gender and disability
- Oral communication skills, including:
    - facilitate effective communication
    - persuasion - dealing with different points of view and dissenting stakeholders
    - listening
    - liaison - adjusting communication to suit different audiences
- Management skills to:
    - apply change management techniques
    - conduct complex problem solving
    - implement work practices
    - identify and minimise hazard and risks
    - organise work methodically
    - apply quality assurance practices
    - use information technology to complete tasks
- Use of emergency and personal protective equipment management skills to:
    - use emergency and personal protective equipment
    - organise work practices safely and efficiently
    - identify hazards and risks
    - use communications equipment (two-way radio and mobile phone)
- Reading skills to interpret:
    - organisational policy
    - environmental and energy efficiency requirements
- Technical skills, including ability to use:
    - computers
    - software used for :
        - documents
        - spreadsheets
- Written communication skills for:
    - policy writing
    - report writing requiring precision of expression and language and structures suited to the

Required skills:

> intended audience

- Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	• The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of:
	  • identifying and measuring current resource use
	  • setting targets for improvement
	  • implementing and monitoring company strategies to improve company environmental practices and resource efficiency improvements

Context of and specific resources for assessment	• Performance is demonstrated consistently over a period of time and in a suitable range of contexts
	• Resources for assessment include:
	  • a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
	  • access to an appropriate range of relevant operational situations in the workplace
	• In both real and simulated environments, access is required to:
	  • relevant and appropriate materials and equipment, and
	  • applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment	• As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests • Practical assessment must occur: • through activities in an appropriately simulated environment, and/or

EVIDENCE GUIDE

- in an appropriate range of situations in the workplace

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.

Compliance includes:	• meeting relevant federal, state and local government laws, by-laws and regulations
Purchasing strategies may include:	• influencing suppliers to take up environmental sustainability

Stakeholders, key personnel and specialists may include:	• individuals and groups both inside and outside the organisation that have some direct interest in the enterprise's conduct, actions, products and services, including:
	   • employees at all levels of the organisation
	   • customers
	   • suppliers
	   • other organisations
	• key personnel within the organisation, and specialists outside it who may have particular technical expertise

Environmental and resource efficiency plans may include:	• addressing sustainability initiatives with reference to standards, guidelines and approaches such as:
	   • ISO 14001 Environmental Management Systems
	   • Life Cycle Analyses
	   • Global Reporting Initiative
	   • Ecological Footprint Assessment
	   • Triple Bottom Line reporting
	   • Product Stewardship
	• initiating and/or maintaining appropriate enterprise procedures for operational energy consumption, including stationary energy and non stationary (transport)

Suggestions may include ideas that help to:	• prevent and minimise risks and maximise opportunities such as: • minimise usage of fuel or use alternative forms of energy where appropriate • reduce emissions of greenhouse gases • reduce use of non-renewable resources

      Transport & Logistics Industry Skills Council

RANGE STATEMENT

- make more efficient use of energy
- maximise opportunities to re-use and recycle materials
- identify strategies to offset or mitigate environmental impacts, e.g. purchasing of carbon credits
- express purchasing power through the selection of suppliers with improved environmental performance e.g. purchasing renewable energy
- eliminate the use of hazardous and toxic materials

Unit Sector(s)

Not Applicable

Competency Field

Competency Field	U - Environment

Transport & Logistics Industry Skills Council