



Australian Government

Department of Education, Employment and Workplace Relations

ACMSUS301A Implement and monitor environmentally sustainable work practices

Revision Number: 1

ACMSUS301A Implement and monitor environmentally sustainable work practices

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the process required to analyse the workplace in an effective manner in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	The unit addresses the knowledge, processes and techniques necessary to implement and monitor environmentally sustainable work practices in animal care and management industry sectors, including the development of processes and tools. In addition to legal and ethical responsibilities, all units of competency in the ACM10 Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to exhibit appropriate care for animals so that stress and discomfort is minimised.
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Licensing/Regulatory Information

Not applicable.

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. Investigate current practices in relation to resource usage	1.1. Environmental regulations applying to the enterprise are identified. 1.2. Procedures for assessing compliance with environmental regulations are evaluated for their effectiveness. 1.3. Information on environmental and resource efficiency systems and procedures is collected, and where appropriate, provided to the work group. 1.4. Current resource usage 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 identify areas for improvement.
2. Set targets for improvements	2.1. Input is sought from stakeholders, key personnel and specialists. 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.
3. Implement performance improvement strategies	3.1. Techniques and tools are sourced to assist in achieving efficiency targets. 3.2. Continuous improvement strategies are applied to own work area and ideas and possible solutions are communicated to work group and management. 3.3. Environmental and resource efficiency improvement plans for own work group are integrated with other operational activities and are implemented. 3.4. Suggestions and ideas to improve the management of environmental and resource efficiency are sought from stakeholders and acted upon where appropriate. 3.5. Costing strategies are implemented to fully value environmental assets.
4. Monitor performance	4.1. Outcomes are documented and reports on targets are communicated 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 SKILLS AND KNOWLEDGE

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

Required skills

- communicate information about environmental sustainability to the work group
- consult with the work group on implementation and improvements in environmental and energy efficiency
- implement management policies and procedures relating to environmental and energy efficiency relevant to own work area
- manage organisation change associated with the implementation of environmentally sustainable work practices
- participate in workplace meetings and discussions related to environmentally sustainable work practices
- literacy skills to comprehend documentation, interpret environmental and energy efficiency requirements, create tools to measure and monitor improvements and report outcomes
- oral communication skills/language to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking input and advice from stakeholders or management
- numeracy skills to analyse data on organisational resource consumption and waste product volumes
- interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities
- problem-solving skills to analyse problems, devise solutions and reflect on approaches taken.

Required knowledge

- basic environmental sustainability principles
- best practice approaches relevant to the animal care industry
- compliance requirements within work area for all relevant environment/sustainability legislation, regulations and codes of practice ,including resource hazards/risks associated with work area, job specifications and procedures
- environmental and resource hazards and risks associated with the animal care sector in which the individual works
- environmental laws, regulations and standards and why they are relevant to the work context and animal care and management industries
- occupational health and safety (OHS) issues and requirements
- procedures and processes relevant to the individual's work area that support environment and resource efficiencies
- procedures for reporting environmental and resource hazards and risks, and environment and resource efficiencies and inefficiencies

REQUIRED SKILLS AND KNOWLEDGE

- quality assurance systems relevant to the animal care industry
- standards, guidelines and approaches to environmental sustainability relevant to the animal care industry
- strategies to maximise opportunities and minimise impacts relevant to the animal care industry
- strategic and emergency response to reduce environmental risks to livelihoods and natural resources, including terrestrial and marine environments
- supply chain procedures.

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 and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competence in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit. Assessors should ensure that candidates can:

- determine compliance requirements within work area
- plan and organise work group activities in relation to measuring current use and devising strategies to improve usage
- seek input from other relevant stakeholders to set improvement targets
- develop plans to make improvements
- implement new approaches to work area in an effort to resolve and improve environmental and resource efficiency issues and report, as required
- ensure appropriate action is taken within work area in relation to environmental/sustainability compliance and potential hazards.

The skills and knowledge required to implement and monitor environmentally sustainable work practices must be transferable to a range of work environments and contexts and include the ability to deal with unplanned events.

Context of and specific resources for assessment

Assessment of this unit is to be largely practical in nature and will most appropriately be assessed against the types of processes required in the industry sector in which candidates are working or in a situation that reproduces normal work conditions. Industry sectors can include pet shops, breeding or boarding kennels and catteries, aviaries, companion animal training, grooming establishments, zoos, wildlife parks, mobile animal facilities, animal technology facilities, veterinary practices or similar workplaces or similar workplaces.

There must be access in either situation to the relevant

EVIDENCE GUIDE	
	information, equipment and/or resources to enable one to demonstrate competence.
Method of assessment	To ensure consistency in one's performance, competency should be demonstrated, to industry defined standards, on more than one occasion over a period of time in order to cover a variety of circumstances and where possible, over a number of assessment activities. The assessment strategy must include practical skills assessment. Suggested strategies for this unit are: • written and/or oral assessment of candidate's required knowledge • observed, documented and first-hand testimonial evidence of candidate's application of practical tasks • simulation exercises that reproduce normal work conditions • third-party evidence • workplace documentation • portfolio. This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role.
Guidance information for assessment	Assessment methods should reflect workplace demands (e.g. literacy and numeracy demands) and the needs of particular target groups (e.g. people with disabilities, Aboriginal and Torres Strait Islander people, women, people with a language background other than English, youth and people from low socioeconomic backgrounds).

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.

<i>Compliance</i> may include:	• federal, state and territory environmental legislation such as: • Environmental Protection and Biodiversity Conservation Act 1999 • Environment Protection and Biodiversity Conservation Regulations 2000 • state and territory environmental protection authorities and agencies • local government by-laws and regulations, including regional land and water management plans.
<i>Purchasing strategies</i> may include:	• influencing suppliers to take up environmental sustainability approaches • researching and participating in programs such as a supply chain program to purchase sustainable products based on ratings for environmental performance.
<i>Stakeholders, key personnel and specialists</i> may include:	• individuals and groups both inside and outside the organisation, that have some interest in the enterprise's conduct, actions, products and services: • employees at all levels of the organisation • customers • suppliers • community • regulators • industry associations • key personnel within the organisation, and specialists outside the organisation who may have particular technical expertise.
<i>Analysis</i> of work practices may include:	• assessment of quality of product/services • comparison with benchmark data • measurement of output, throughput and/or resource usage

RANGE STATEMENT	
	• observation.
<i>Environmental and resource efficiency improvement plans</i> may include:	• addressing environmental and resource sustainability initiatives such as: environmental management systems, action plans, green office programs, surveys and audits • applying the waste management hierarchy in the workplace • determining organisation's most appropriate waste treatment, including waste to landfill, recycling, re-use, recoverable resources and wastewater treatment • initiating and/or maintaining appropriate organisational procedures for operational energy consumption, including stationary energy and non-stationary (transport) • preventing and minimising risks, and maximising opportunities: • improving resource/energy efficiency • reducing emissions of greenhouse gases: • reducing use of non-renewable resources • referencing standards, guidelines and approaches: • ecological footprinting • Energy Efficiency Opportunities Bill 2005 • Global Reporting Initiative • green office program (a cultural change program) • green purchasing • Greenhouse Challenge Plus (Australian government initiative) • ISO 14001:1996 Environmental management systems life cycle analyses • product stewardship • supply chain management • sustainability covenants/compacts • triple bottom line reporting.
<i>Suggestions</i> may include ideas that help to:	• eliminate the use of hazardous and toxic materials • express purchasing power through the selection of suppliers with improved environmental performance (e.g. purchasing renewable

RANGE STATEMENT

	energy) • identify strategies to offset or mitigate environmental impacts, such as: • purchase carbon credits • energy conservation • reduce chemical use • reduce material consumption • maximise opportunities to re-use, recycle and reclaim materials • prevent and minimise risks and maximise opportunities, such as: • usage of solar or renewable energies, where appropriate • reducing emissions of greenhouse gases • reducing use of non-renewable resources • making more efficient use of resources, energy and water.
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Unit Sector(s)

Unit sector	Environmental sustainability
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		