



Australian Government

AHCWRK520 Develop workplace policy and procedures for environment and sustainability

Release: 1

AHCWRK520 Develop workplace policy and procedures for environment and sustainability

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Application

This unit of competency describes the skills and knowledge required to develop workplace policy and procedures for environment and sustainability.

The unit applies to individuals who apply specialised skills and knowledge to develop workplace policy and procedures for environment and sustainability, take personal responsibility and exercise autonomy in undertaking complex work. They analyse and synthesise information and analyse, design and communicate solutions to sometimes complex problems.

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

Pre-requisite Unit

Nil

Unit Sector

Work (WRK)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Develop workplace environment and sustainability policy	1.1 Identify legislative, regulatory and industry requirements relating to environmental sustainability 1.2 Define scope of environment and sustainability policy 1.3 Gather information from a range of sources to plan and develop

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	policy 1.4 Identify and consult with stakeholders as a key component of the policy development process 1.5 Include appropriate strategies in policy at all stages of work for minimising resource use and employing life cycle management approaches 1.6 Identify and incorporate strategies to reduce hazardous material use where applicable 1.7 Make recommendations for policy options based on likely effectiveness, timeframes and cost 1.8 Develop policy that reflects the organisation's commitment to environment and sustainability work practices 1.9 Select appropriate methods of implementation
2. Communicate workplace environment and sustainability policy	2.1 Promote workplace environment and sustainability policy to key personnel and stakeholders 2.2 Inform work team of policy changes and impact on their responsibilities
3. Implement workplace environment and sustainability procedures	3.1 Develop and communicate workplace environment and sustainability procedures 3.2 Establish recordkeeping systems for tracking environment and sustainability work practices 3.3 Assign responsibility for maintaining recordkeeping system
4. Review workplace environment and sustainability policy implementation	4.1 Investigate outcomes of policy 4.2 Monitor records to identify trends that may require remedial action, and use to promote continuous improvement of performance 4.3 Modify policy and procedures to incorporate improvements 4.4 Document outcomes and provide feedback to key personnel and stakeholders

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Analyse and evaluate complex textual information to determine legislative, regulatory and industry requirements
Writing	Prepare workplace environment and sustainability policies and procedures using clear language, accurate industry terminology and logical structure
Oral communication	Initiate discussions with stakeholders, using clear language and questioning techniques to discuss, develop and implement workplace environment and sustainability policy and procedures
Numeracy	- Estimate and calculate time durations and costs of policy options - Use basic mathematical processes of addition, subtraction, division, multiplication, percentages, decimal points, time and ratios

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK520 Develop workplace policy and procedures for environment and sustainability	AHCWRK511 Develop workplace policy and procedures for sustainability	Minor changes to unit title and application Major changes to performance criteria Foundation skills added Major and minor edits to performance and knowledge evidence and assessment conditions	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCWRK520 Develop workplace policy and procedures for environment and sustainability

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has developed workplace policy and procedures for environment and sustainability on at least one occasion and has:

- researched, interpreted and applied legislative, regulatory and industry requirements relevant to the development of workplace policy and procedures for environment and sustainability
- planned, developed and implemented organisational policy that complies with legislative requirements
- communicated with stakeholders to discuss approaches to policy development and implementation
- developed and monitored procedures for analysing data on workplace resource consumption
- reviewed policies and procedures, and identified improvements while benchmarking against industry best practice
- incorporated continuous improvement and modified policy and procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace environment and sustainability legislation, regulations and workplace procedures relevant to the development of workplace policy and procedures for environment and sustainability
- legislative, regulatory and industry requirements relevant to the development of workplace policy and procedures for environment and sustainability
- policy development processes and practices
- relevant organisational policies, procedures to improve workplace environment and sustainability work practices

- principles of environmental hazard analysis and risk assessment
- principles, practices and available tools and techniques of environment and sustainability management relevant to the particular industry context
- quality assurance systems relevant to own organisation
- best practice approaches relevant to own work area.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - organisational quality assurance systems
 - organisational policies, procedures and protocols applicable to the development of workplace policy and procedures for environment and sustainability
 - computer hardware and software
- specifications:
 - workplace environment and sustainability legislation, regulations and workplace procedures relevant to the development of workplace policy and procedures for environment and sustainability
 - legislative, regulatory and industry requirements relevant to the development of workplace policy and procedures for environment and sustainability
- relationships:
 - work team, key personnel and stakeholders.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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