



Australian Government

AURAEA004 Manage environmental and sustainability best practice in an automotive workplace

Release: 1

AURAEA004 Manage environmental and sustainability best practice in an automotive workplace

Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the performance outcomes required to plan and implement a management system to ensure the protection of the environment, and implement and manage sustainability best practice activities in an automotive workplace.

It applies to those working in the automotive service and repair industry.

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

Competency Field

Common

Unit Sector

Environment

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.
1. Plan compliance with environmental regulations and sustainability best practice	1.1 Environmental laws, regulations and standards, and sustainability best practices relevant to own automotive workplace are sourced and interpreted 1.2 Penalties for workplace and individual breaches of legislation are identified 1.3 Workplace activities and equipment that are required to comply

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.
	with environmental laws, regulations and standards are identified 1.4 Workplace activities relevant to <i>sustainability best practices</i> are identified 1.5 <i>Environmental action plan</i> is developed that incorporates workplace activities, environmental laws, regulations and standards, and sustainability best practices
2. Implement environmental action plan	2.1 Workplace procedures, equipment and materials are established to meet workplace environmental and sustainability best practice requirements, or existing procedures, equipment and materials are evaluated and updated as required to determine ability to meet requirements 2.2 Checklists are developed to ensure procedures are followed 2.3 Safety data sheets (SDS) are sourced and stored, and staff notified of their location 2.4 <i>Emergency response procedures</i> for major environmental accidents are developed and documented, and staff are notified of location and documentation developed for recording accidents and spills 2.5 Staff are advised of workplace procedures, and use of equipment, materials and checklists 2.6 Workplace procedures are put in place to address complaints regarding environmental issues
3. Review environmental action plan	3.1 Environmental laws, regulations and standards, and sustainability best practices relevant to work in the automotive industry are regularly sourced and interpreted 3.2 <i>Environmental audit</i> of workplace is carried out regularly and results are compared with environmental laws, regulations and standards, and sustainability best practices 3.3 Environmental action plan is updated as required to ensure compliance with environmental laws, regulations and standards, and sustainability best practices relevant to work in the automotive industry 3.4 Workplace procedures, equipment and materials are put in place, or existing ones modified, to meet changed workplace environmental and sustainability best practice requirements

Foundation Skills

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

Skills	Description
Learning skills to:	• apply learning and processes to different situations.
Reading skills to:	• research, organise and interpret information relating to environmental laws, regulations and standards, and sustainability best practices.
Writing skills to:	• develop workplace documentation, such as workplace procedures and checklists • legibly and accurately complete environmental incident reports.
Oral communication skills to:	• communicate ideas and information to ensure all work is undertaken according to environmental best practice.
Numeracy skills to:	• use mathematical ideas and techniques to complete measurements, estimate material requirements required for the work, and calculate wastage rates of various methods.
Planning and organising skills to:	• plan and organise activities, including: • preparing equipment • material recycling and waste management systems • use planning, checking and inspection techniques to avoid environmental contamination and wastage.
Self-management skills to:	• work autonomously.
Teamwork skills to:	• supervise others in ensuring compliance with workplace procedures.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Sustainability best practice</i> must include:	• recycling or reusing waste • conserving energy • conserving natural resources, such as water.
<i>Environmental action plan</i> must include:	• workplace environmental and sustainability best practice requirements • actions to meet requirements

	• person or people responsible for carrying out actions • timeframe for carrying out actions • quantified reduction targets in volume, weight or costs.
<i>Emergency response procedures</i> must include:	• dealing with large spills • dealing with toxic chemical leaks.
<i>Environmental audit</i> must include:	• determining staff adherence to workplace procedures • determining types and occurrences of accidents • identifying workplace activities and equipment that are required to comply with environmental laws, regulations and standards • identifying workplace activities relevant to sustainability best practices • analysing suitability of safety data sheets • analysing suitability of workplace procedures and equipment to comply with environmental laws, regulations and standards, including analysing new technologies.

Unit Mapping Information

Equivalent to AURAEA4004 Manage environmental compliance in an automotive workplace

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>

Assessment Requirements for AURAEA004 Manage environmental and sustainability best practice in an automotive workplace

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Performance Evidence

Before competency can be determined, individuals must demonstrate they can perform the following according to the standard defined in the unit's elements and performance criteria, range of conditions and foundation skills:

- develop, implement and review an environmental action plan for one automotive workplace.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- environmental regulations and standards relevant to own automotive workplace, including commonwealth, state and territory legislation and local government by-laws and regulations
- procedures and processes that support environmental sustainability practices, including:
 - reducing waste
 - reusing materials
 - recycling waste
- types of waste produced by automotive workplaces and their impact on the environment, including:
 - vehicle wastes, including:
 - coolants
 - oils
 - exhaust emissions
 - evaporative fuel emissions
 - waste components, including tyres
 - noise

- workplace wastes, including:
 - cleaning materials
 - paper waste
 - general rubbish
- procedures for minimising waste
- procedures for sorting and storing items for recycling or disposal
- procedures for reducing resource consumption, including water, electricity, fossil fuels and chemicals
- procedures for controlling hazards to stormwater and wastewater drainage systems, including:
 - capturing, storing and disposing of fluids released from vehicles
 - trapping spills, including the use of spill kits
 - preventing hazards entering stormwater and wastewater drainage systems, including bunding, grease traps and triple interceptors
- procedures for protecting air quality and controlling noise hazards, including:
 - minimising the emission of airborne particles, gases and fumes
 - containing and redirecting airborne particles, gases and fumes
 - insulating noise from automotive workshops
- procedures for developing an environmental action plan, including:
 - identifying environmental and sustainability best practice requirements for an automotive workplace
 - identifying workplace measures, including equipment and processes, to meet environmental and sustainability best practice requirements
 - identifying persons responsible for carrying out measures within and outside the workplace
 - identifying timeframe for carrying out measures
 - identifying quantified reduction targets in volume, weight and costs
 - identifying frequency of performing workplace environmental audits
- procedures for implementing an environmental action plan, including:
 - evaluating workplace environmental and sustainability measures
 - selecting suitable workplace environmental and sustainability measures
 - establishing workplace environmental and sustainability measures, including:
 - developing checklists
 - developing emergency response procedures
 - instructing staff
- procedures for addressing complaints from the public, regulatory authorities and staff
- procedures for reviewing an environmental action plan, including workplace environmental audit.

Assessment Conditions

Assessors must satisfy NVR/AQTF assessor requirements.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessment must include direct observation of tasks.

Where assessment of competency includes third-party evidence, individuals must provide evidence that links them to having managed environmental and sustainability compliance in their automotive workplace, e.g. environmental action plan.

Assessors must verify performance evidence through questioning on skills and knowledge to ensure correct interpretation and application.

The following resources must be made available:

- automotive workplace or simulated workplace
- environmental regulations and standards relevant to automotive workplace, including commonwealth, state and territory legislation and local government by-laws and regulations
- workplace environmental auditing documentation.

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