



Australian Government

BSBSUS412 Develop and implement workplace sustainability plans

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to prepare, implement and monitor sustainability plans for the workplace.

The unit applies to individuals who lead a work group or have responsibility over a specific workplace area. These individuals work in a sustainable manner within their scope of competency, authority and own level of responsibility.

‘Sustainability’ in this unit refers to a broad approach that focuses on the minimisation of an organisation’s social, economic and environmental impact, as well as proactive value creation in these areas.

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

Unit Sector

Business Competence – Sustainability

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare sustainability plans	1.1 Identify workplace sustainability issues and feasibility of addressing identified issues with a sustainability plan 1.2 Research environmental legislation, regulations and policies for application in sustainability plan 1.3 Consult relevant stakeholders for information on identified workplace sustainability issues 1.4 Identify and document indicators for measuring sustainability plan outcomes

ELEMENT	PERFORMANCE CRITERIA
	1.5 Create sustainability plans
2. Implement sustainability plans	2.1 Identify resources required to implement sustainability plan 2.2 Source required resources 2.3 Delegate and supervise work team in implementation of sustainability plans 2.4 Communicate sustainability changes to workplace according to organisational procedures
3. Monitor sustainability plans	3.1 Assess effectiveness of sustainability plan against indicators 3.2 Identify and evaluate successful and unsuccessful features of sustainability plan 3.3 Document evaluation of sustainability plan 3.4 Make amendments to improve future operation of sustainability plan

Foundation Skills

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

Skill	Description
Numeracy	Analyses numerical information to measure usage and calculates metric measurements, quantities and ratios and financial data using appropriate tools
Oral communication	- Presents information and seeks advice using structure and language appropriate to audience - Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Reading	- Identifies and analyses complex texts to determine legislative, regulatory and business requirements - Reviews reported information to evaluate workplace strategies and improvement practices
Teamwork	- Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information - Collaborates and consults with a range of stakeholders to achieve shared understanding of individual roles in meeting objectives
Initiative and enterprise	- Develops plans to manage routine and non-routine tasks for own work group with an awareness of how they contribute to the broader organisation - Uses systematic, analytical processes to set environmental targets,

Skill	Description
	- gather relevant information, identify and evaluate alternative opportunities for improvement • Uses the main features and functions of digital tools to complete work tasks and access information
Planning and organising	• Follows legislative requirements and organisational policies and procedures associated with own role

Unit Mapping Information

No equivalent unit. New unit.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBSUS412 Develop and implement workplace sustainability plans

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- identify sustainability issues and opportunities for improvement in at least two sustainable practices in the work area
- prepare, implement and monitor at least one sustainability plan for identified issues addressing at least three different workplace sustainability issues.

In course of the above the candidate must:

- research legislative requirements and applicable frameworks
- engage stakeholders to identify requirements and content of sustainability plan
- create implementation processes which identify resource requirements
- develop communication plan to convey workplace sustainability changes to relevant stakeholders
- source resources and support work team in implementation of sustainability plan
- monitor effectiveness of sustainability plan against indicators including through use of software.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- content of sustainability plans including:
 - environmental legislation, regulations and policies
 - environmental and resource impacts
 - key stakeholders
 - resource requirements
 - community impact and engagement
 - risks and barriers
 - strategies

- action plan
- specific, measurable, actionable, realistic and time-specified indicators to assess effectiveness of sustainability plans
- applicable external assistance and programs, including software programs, to assist in implementation of sustainability plans
- communication plan methods including:
 - meetings
 - training sessions
 - posters and signage.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access:

- sustainability legislation, regulations, standards and codes
- workplace reference materials on sustainability work practices.

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

Links

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