



Australian Government

BSBSUS413 Evaluate and report on workplace sustainability

Release: 1

BSBSUS413 Evaluate and report on workplace sustainability

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 identify sustainable work practices, assess operation of sustainable practices against indicators and improvements and create reports detailing the assessment of workplace sustainability practices.

The unit applies to individuals with responsibility for a specific area of work or who lead a work group or team. These individuals examine processes to identify sustainable work practices and assess them against international sustainability frameworks.

‘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 for workplace sustainability review	1.1 Identify environmental legislation, regulations and policies for evaluation and reporting requirements 1.2 Assess advantages and opportunities for companies that report sustainability practices 1.3 Establish scope, objectives and method of assessment for workplace sustainability evaluation 1.4 Select reporting format according to organisational policy and procedures

ELEMENT	PERFORMANCE CRITERIA
2. Conduct workplace sustainability assessment	2.1 Engage relevant stakeholders for information regarding workplace areas to be assessed 2.2 Collate information on workplace areas to be assessed 2.3 Verify accuracy of information on the sustainability of the workplace areas 2.4 Measure workplace sustainability against method of assessment
3. Develop workplace sustainability reports	3.1 Identify compliance issues and areas for improvement in sustainability practices 3.2 Document workplace sustainability results according to organisational policy and procedure 3.3 Report information according to the requirements of the selected reporting format 3.4 Present report to management for review and feedback

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	Interprets, analyses and presents numeric and financial information
Oral communication	Uses specialised vocabulary and features appropriate to context to discuss and confirm requirements
Reading	Interprets and analyses text from a range of sources to identify key information
Writing	Prepares strategic business documentation incorporating complex vocabulary, grammatical structure and conventions appropriate to purpose and audience
Teamwork	Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information
Initiative and enterprise	Monitors and modifies organisational policies and procedures according to legislative requirements and organisation goals
Planning and organising	- Plans, organises and implements work activities of self and others that ensure compliance with organisational policies and procedures, and legislative requirements - Sequences and schedules complex activities, monitors

Skill	Description
	implementation, and manages relevant communication

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 BSBSUS413 Evaluate and report on workplace sustainability

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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 and conduct a sustainability audit for at least two workplace sustainability issues.

In the course of the above, the learner must:

- develop objectives and corresponding indicators to assess workplace sustainability
- engage relevant stakeholders to obtain data
- collate and analyse data to identify applicable issues in compliance and areas for improvement
- convey findings of the sustainability assessment in a sustainability report, according to report content and formatting requirements, to present to management for review.

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:

- legislation, regulations, standards and industry or organisational policies governing sustainability
- workplace processes relevant to sustainability including resource usage, waste, water usage and supply chain
- methods of undertaking an environmental audit including desktop audit and practical audit
- possible sustainability reporting formats including:
 - annual report sustainability section
 - standalone sustainability report
 - triple bottom line report
 - environmental and social impact report
- reporting guidelines to assist sustainability reporting processes including the Global Reporting Guidelines
- Australian and international standards for corporate social sustainability.

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 to:

- corporate social sustainability legislation, regulations, standards and codes
- workplace reference materials on sustainability 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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