



Australian Government

Department of Education, Employment and Workplace Relations

CPCSUS5001A Develop workplace policies and procedures for sustainability

Release: 1

CPCSUS5001A Develop workplace policies and procedures for sustainability

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency specifies the outcomes required to develop and implement policies and procedures to continuously support resource efficiency and environmentally sustainable work practices.
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Application of the Unit

Application of the unit	This unit of competency applies to those with managerial responsibility for developing approaches to create strategies within workplaces, including the development and implementation of policy. The unit supports processes and techniques necessary to develop approaches to sustainability within workplaces, including the development and implementation of policy. The context of this unit applies to all industry sectors and sections within an organisation, including a work site, designated work area, in transit and/or an office.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills This unit contains employability skills.

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop workplace sustainability policy.	1.1. Scope of sustainability policy is defined. 1.2. Stakeholders are identified and consulted as a key component of policy development process. 1.3. Strategies for minimising resource use, reductions in toxic material and hazardous chemical use, and employment of lifecycle management approaches at all stages of work are included in policy. 1.4. Recommendations are made for policy options based on likely effectiveness, timeframes and cost. 1.5. Policy is developed that reflects organisation's commitment to sustainability as an integral part of the business planning and as a business opportunity. 1.6. Appropriate methods of implementation are agreed.
2. Communicate the policy.	2.1. Policy, including its expected outcome, is promoted to key stakeholders. 2.2. Those involved in implementing the policy are informed of outcomes expected, activities to be undertaken and responsibilities assigned.
3. Implement the policy.	3.1. Procedures to help implement the policy are developed and communicated. 3.2. Strategies for continuous improvement in resource efficiency are implemented. 3.3. Record systems for tracking continuous improvements in sustainability approaches are established and responsibilities assigned.
4. Review policy implementation.	4.1. Outcomes are documented and feedback is provided to key personnel and stakeholders. 4.2. Success or otherwise of policy is investigated. 4.3. Records are monitored to identify trends that may require remedial action, and used to promote continuous improvement of performance. 4.4. Policies and procedures are modified as required to ensure improvements are made.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

REQUIRED SKILLS AND KNOWLEDGE

Required skills

Required skills for this unit are:

- effective management of different points of view and dissenting stakeholders
- flexible communication skills to:
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - read and interpret complex and formal documents, such as policy and legislation
 - suit different audiences and support information flow between various internal and external stakeholders, using language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication
 - written skills to prepare written reports requiring:
 - precision of expression
 - language and structures suited to the intended audience
- innovation and problem solving skills to:
 - analyse problems
 - apply knowledge about policy to devise policies and procedures around environmental and water, energy and resource efficiency and new technologies
 - identify improvements and customer service
- research, analyse and present information and techniques
- respond to diversity, including the ability to relate to different genders and people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities
- team work for consultation and validation of policies and procedures
- technology skills for use of software systems, communication, and creating documents and reports.

Required knowledge

Required knowledge for this unit is:

- benchmarking against best practice approaches and support for new approaches
- knowledge of best practice approaches relevant to industry and work area
- knowledge of environmental or sustainability legislation, regulations, compliance and codes of practice applicable to industry and organisation
- knowledge of policy development processes and practices and other relevant organisational policies, procedures and protocols
- principles, practices and available products, tools, technology and techniques of sustainability management relevant to the particular industry context
- quality assurance systems relevant to own organisation
- relevant products, technology, systems and procedures to aid in the achievement of

REQUIRED SKILLS AND KNOWLEDGE

sustainability in the workplace, including environmental and energy efficiency products, technology, issues, systems and procedures specific to industry practice

- sustainability principles and concepts
- terms and conditions of employment, including:
 - equity and diversity principles
 - OHS implications of policy being developed
 - policies and procedures
 - work area responsibilities
 - worker, supervisor and employer rights
- understanding of how the business can contribute to environmental sustainability.

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

This unit of competency could be assessed by developing policies and relevant procedures for implementing sustainable work practices on a construction project work site.

This unit of competency can be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- develop enterprise policy for integrated sustainability, ensuring that developed policies comply with legislative requirements, and contain an implementation strategy that has been devised, implemented and reviewed showing a measurable improvement using chosen benchmark indicators
- review the policy after implementation
- communicate with relevant stakeholders
- develop and monitor policies
- communicate with relevant internal and external stakeholders to discuss possible approaches to policy development and implementation, and contribute to the resolution of disputes amongst them
- gather information from a number of sources (including regulatory sources, relevant personnel and organisational specifications) to plan and develop policies
- plan the policy development process, including meetings with stakeholders and key personnel
- develop and monitor policies for analysing data on organisation resource consumption
- use software systems for recording and filing documentation for measurement of current usage, and using word processing and other basic software to:

EVIDENCE GUIDE

- interpret charts, flowcharts, graphs and other visual data and information
- report.

Items that could be used as evidence include:

- inefficiencies or opportunities for improvements identified in the workplace
- case studies
- work documents from meetings or simulated activities
- portfolios of evidence on policy processes, including continuous improvement outcomes
- new approaches improved continuously over time.

Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

Assessment is to comply with relevant regulatory or Australian standards' requirements.

Resource implications for assessment include:

- specifications of particular workplace roles and work area, equipment, systems, organisational structures and documentation
- documentation on resources used, and hazards and compliance requirements for benchmarking and continuous improvement.

Access to a range of information and resources for assessment as listed in the range statement (such as compliance obligations, organisational plans and work responsibilities).

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to

EVIDENCE GUIDE

confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application

- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

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

RANGE STATEMENT

regional contexts) may also be included.

RANGE STATEMENT

Scope of sustainability policy includes:

- addressing sustainability initiatives through reference to standards, guidelines and approaches, such as
 - federal government standards, including five-star rating for all new homes
 - ecological foot printing
 - Energy Efficiency Opportunities Bill
 - Victoria Stormwater Management Guidelines of Environment Protection Agency
 - global reporting initiative
 - green purchasing programs to purchase sustainable products
 - greenhouse challenge
 - approaches of industry associations, such as:
 - Housing Industry Association (HIA) GreenSmart
 - Australian Building Greenhouse Rating
 - green plumbers
 - Master Builders Association of Victoria Green Living, Leadership in Energy and Environmental Design (LEED), or Green Building Council of Australia (GBCA) Green Star environmental rating system
 - ISO 14001 Environmental Management Systems
 - lifecycle thinking
 - National Australian Building Environmental Rating Scheme (NABERS)
 - product stewardship
 - supply chain management to influence suppliers to take up sustainability approaches
 - sustainability action plans or frameworks
 - sustainability covenants and compacts
 - triple bottom line reporting
- integrated approach to sustainability that includes environmental, economic and social aspects, or a narrower one to focus on each

RANGE STATEMENT

aspect individually

- investigation of the particular business and market context of the industry or organisation
- meeting relevant Acts, laws, by-laws and regulations or best practice to support compliance in environmental performance and sustainability at each level as required (such as Environmental Protection, Biodiversity Conservation Act, Building Code of Australia) and reporting breaches
- levels include:
 - federal
 - industry
 - international
 - organisation
 - state and territory
- parts of the organisation to which it is to apply, including whether it is for the whole organisation, one site, one work area or combinations of these
- site management.
- individuals and groups both within and external to the organisation that have direct or indirect interest in the organisation's conduct, actions, products and services, including:
 - clients
 - employees at all levels of the organisation
 - government
 - investors
 - key personnel within the organisation, and specialists outside it who may have particular technical expertise
 - local community
 - suppliers
 - other organisations.

Stakeholders include:

Strategies include:

- efficient use of resources, energy and water
- environmental site management to minimise stormwater pollution
- installation of efficient appliances, techniques and recommendations for consumer use and opportunities
- maximising the use of recycled, renewable,

RANGE STATEMENT

reusable and reclaimed resource opportunities

- preventing and minimising risks and maximising opportunities for business and stakeholders, such as:
 - promotional activities
 - purchasing of carbon credits or green power
 - raising awareness among stakeholders through product advice and user recommendations
 - reduce the consumption of non-renewable resources
 - reducing emissions of greenhouse gases
 - reducing or eliminating the use of hazardous and toxic materials
 - resource, water and energy audits included in quote or tender
 - training of staff in principles and techniques of sustainability
 - use of solar or renewable energies and water
 - waste treatment initiatives (materials and resources, water).

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area

