



Australian Government

CPPCMN4001 Develop workplace policies and procedures for sustainability

Release: 1

CPPCMN4001 Develop workplace policies and procedures for sustainability

Modification History

Release 1.

Revised unit of competency replacing superseded equivalent CPPCMN4001B Develop workplace policies and procedures for sustainability.

This version first released with CPP Property Services Training Package Version 4.

Application

This unit of competency specifies the outcomes required to develop a workplace sustainability policy to minimise and reduce resources and toxic materials used during work functions. The unit supports the development of skills to review legislation and develop and communicate workplace policies and procedures relating to environmental sustainability.

The unit supports staff responsible for ensuring policies and procedures comply with environmental legislative requirements and that sustainability targets are achieved. It applies in a range of commercial and residential work sites.

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

Pre-requisite Unit

Nil

Unit Sector

Common

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

- | | |
|---|--|
| 1. Identify scope of sustainability policy. | 1.1. Company's commitment to sustainability and sustainability objectives is identified and confirmed in consultation with required personnel. |
| | 1.2. <i>Existing internal policies and procedures</i> are identified and reviewed for relevance and impact on sustainability policy. |

- 1.3. Impact of requirements of ***environmental and sustainability legislation, standards and codes of practice*** is reviewed to inform practices and policy development.
 - 1.4. Relevant ***stakeholders*** are identified and consulted as a key component of policy development process.
 2. Develop sustainability policy.
 - 2.1. Strategies are developed and documented for minimising resource use and reducing toxic material and hazardous chemical use at all stages of work.
 - 2.2. Recommendations are made for policy options and benchmark indicators based on likely effectiveness, timeframes and cost.
 - 2.3. Policy is developed that reflects organisational commitment to sustainability.
 3. Communicate policy.
 - 3.1. Policy and its expected outcomes are promoted to key stakeholders.
 - 3.2. Those involved in implementing policy are informed of expected outcomes, activities to be undertaken, and assigned responsibilities.
 4. Develop sustainability procedures.
 - 4.1. Procedures to help implement policy are developed and documented, and communicated to required personnel.
 - 4.2. Staff coaching and training on sustainability expectations are conducted or arranged as required.
 - 4.3. Mechanisms for tracking resource usage and wastage are established and monitored.
 - 4.4. Opportunities for continuous improvement in resource efficiency are identified and actioned.
 5. Review sustainability policy.
 - 5.1. Processes, including timeline for reviewing policy implementation, are documented and required personnel are briefed on roles and responsibilities.
 - 5.2. Data on resource usage and waste minimisation efforts over specified timeframes is collated, analysed and documented.
 - 5.3. Records are monitored to identify trends that may require remedial action, and used to promote continuous improvement of performance.

- 5.4. Sustainability outcomes are reported according to company requirements.
- 5.5. Policy and procedures are modified as required to ensure improvements are made.

Foundation Skills

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

Performance feature

Skill

- | | |
|-------------------------------|--|
| Learning skills to: | <ul style="list-style-type: none"> • identify and use reliable sources of information on requirements of environmental and sustainability legislation, standards and codes of practice • apply previous knowledge of strategies to new work situations to increase sustainability. |
| Numeracy skills to: | <ul style="list-style-type: none"> • estimate and calculate numerical values, including costs and volumes associated with assessing strategies for reducing use of materials. |
| Oral communication skills to: | <ul style="list-style-type: none"> • engage, inform and gain information from stakeholders as part of consultation process • communicate policy implementation strategies to stakeholders. |
| Reading skills to: | <ul style="list-style-type: none"> • interpret information on requirements of environmental and sustainability legislation, standards and codes of practice. |
| Writing skills to: | <ul style="list-style-type: none"> • prepare clear procedures to inform stakeholders of implementation strategies for sustainability policy. |

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>Existing internal policies and procedures</i> must | <ul style="list-style-type: none"> • environmental • health and safety • procurement |
|--|---|

include review of at least two of the following policies:

- quality management
- waste management.

Environmental and sustainability legislation, standards and codes of practice must include at least two of the following:

- energy rating standards
- environmental protection legislation
- ISO 14001 Environment Management Systems
- waste management legislation.

Stakeholders must include at least two of the following:

- clients
- co-workers
- senior management
- suppliers.

Unit Mapping Information

CPPCMN4001B Develop workplace policies and procedures for sustainability

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPCMN4001 Develop workplace policies and procedures for sustainability

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Performance Evidence

A person demonstrating competency in this unit must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit.

The person must also develop a sustainability policy and associated implementation procedures for a workplace, referencing legislation and standards applicable to the work function.

In doing the above work, the person must:

- consult with stakeholders
- develop an implementation strategy for the sustainability policy that includes:
 - methods for communicating the policy objectives
 - plans for training stakeholders
 - strategies for continuous improvement of policy
 - timeline and processes for reviewing implementation of the policy and incorporating improvements.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- policy development processes and practices
- key requirements of environmental and sustainability legislation, standards and codes of practice, including:
 - energy rating standards
 - environmental protection legislation
 - industry codes of practice relating to environmental sustainability
 - ISO 14001 Environment Management Systems
 - health and safety legislation and regulations
- principles and practices of sustainability management
- methods for implementing sustainability policies and procedures in the workplace, including communication techniques and processes.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
 - computer with access to company policies and procedures
- materials:
 - company policies and procedures relating to environmental, health and safety, procurement, quality management and waste management
- specifications:
 - energy rating standards
 - environmental health legislation
 - environmental protection legislation
 - industry codes of practice relating to environmental sustainability
 - ISO 14001 Environment Management Systems
 - health and safety legislation.

Timeframe:

- according to workplace requirements.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

Links

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