



Australian Government

Department of Education, Employment and Workplace Relations

CPPCMN4001A Develop workplace policy and procedures for sustainability

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency specifies the outcomes required to develop and implement a workplace sustainability policy, including the modification of the policy to suit changed circumstances.
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Application of the Unit

Application of the unit	This unit of competency supports the knowledge, processes and techniques necessary to develop approaches to sustainability within workplaces, including the development and implementation of policy.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged, will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised text*** is used, further information is detailed in the required skills and knowledge and/or 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 <i>Scope of sustainability policy</i> is defined. 1.2 <i>Stakeholders</i> are identified and consulted as a key component of the policy development process. 1.3 <i>Strategies</i> for minimising resource use, reducing toxic material and hazardous chemical use, and employing life cycle 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 the 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 The policy, including its expected outcome is promoted to key stakeholders. 2.2 Those involved in implementing the policy are informed as to 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 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 Policy and procedures are modified as required to ensure improvements are made.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- adjusting communication to suit different audiences
- dealing with different points of view and dissenting stakeholders
- preparing written reports requiring precision of expression and language and structures suited to the intended audience
- reading and evaluating complex and formal documents such as policy and legislation
- researching, analysing and presenting information
- responding to diversity, including gender and disability
- working as a member of a team to consult on and validate policy.

Required knowledge and understanding:

- best practice approaches relevant to own work area
- equal employment opportunity, equity and diversity principles and OHS implications of policies being developed
- other relevant enterprise policies, procedures and protocols
- policy development processes and practices
- principles, practices and available tools and techniques of sustainability management relevant to the particular industry context
- quality assurance systems relevant to own enterprise
- relevant industry competency
- relevant systems and procedures to aid in the achievement of sustainability in the workplace.

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, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment A person who demonstrates competence in this unit must be able to provide evidence of the ability to develop and implement integrated sustainability policies and procedures within an enterprise.

The review of the policy after implementation will also need to be evidenced.

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

Implementation plans and work plans.

Methods used to involve stakeholders in policy development, implementation and review.

Policies and procedural documentation that outlines the approach taken.

Provision of evidence that the candidate has been a key person in the development of the enterprise policy and that the developed policies comply with legislative requirements.

Evidence should also contain an implementation strategy that has been devised, implemented and reviewed showing a measurable improvement and using the chosen benchmark indicators.

Reports from other parties involved in the development and implementation of policy.

Where assessment is part of a learning experience, evidence will need to be collected over a period of time, involving both formative and summative assessment.

Specific resources for assessment

Access to relevant legislation, standards and guidelines.

Access to workplace documentation and personnel.

Reports from other parties involved in the development and implementation of policy.

While there should be some access to an actual workplace, part of the assessment may be through simulated project-based activity, scenarios, case studies, role plays or actual participation in sustainability work practices and processes.

Guidance information for assessment

This unit could be assessed on its own or in combination with other units relevant to the job function.

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 in the performance criteria is detailed below. Add any 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 regional contexts.

Scope of sustainability

- addressing sustainability initiatives through reference

policy may include:

to standards, guidelines and approaches such as:

- ISO 14001 Environmental Management Systems
- life cycle analyses
- global reporting initiatives
- ecological footprint assessment
- triple bottom line reporting
- product stewardship
- integrated approach to sustainability which includes:
 - environmental, economic and social aspects, or a narrower one to focus on each aspect individually
 - parts of enterprise to which it is to apply, including whether it is for whole enterprise, one site, one work area or combinations of these
- investigation of the particular business and market context of the industry or enterprise.

Stakeholders may include:

- individuals and groups both inside and outside the organisation that have some direct interest in the enterprise's conduct, actions, products and services, including:
 - employees at all levels of the organisation
 - customers
 - suppliers
 - regulators
 - other organisations.

Strategies may include:

- awareness raising among stakeholders
- promotional activities
- training of staff in principles and techniques of sustainability.

Unit Sector(s)

Unit sector

Property Services