



Australian Government

Department of Education, Employment and Workplace Relations

CPPCMN4002A Implement and monitor environmentally sustainable work practices

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit of competency specifies the outcomes required to analyse the workplace effectively in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.

Application of the Unit

Application of the unit This unit of competency supports the knowledge, processes and techniques necessary to implement and monitor environmentally sustainable work practices, including the development of processes and tools. It applies to those who have responsibility for a specific area of work or who lead a work group or team.

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. Investigate current practices in relation to resource usage.	1.1 Environmental regulations applying to the enterprise are identified. 1.2 Procedures for assessing compliance with environmental regulations are assessed. 1.3 Information on environmental and resource efficiency systems and procedures is collected and, where appropriate, provided to the work group. 1.4 Current resource usage is measured and documented by members of the work group. 1.5 Current purchasing strategies are analysed and documented. 1.6 Current work processes are analysed to access information and data and assist in identifying areas for improvement.
2. Set targets for improvements.	2.1 Input is sought from stakeholders, key personnel and specialists. 2.2 External sources of information and data are accessed as required. 2.3 Alternative solutions to workplace environmental issues are evaluated. 2.4 Efficiency targets are set.
3. Implement performance improvement strategies.	3.1 Techniques and tools are sourced to assist in achieving targets. 3.2 Continuous improvement strategies are applied to own work area of responsibility and ideas and possible solutions are communicated to the work group and management. 3.3 Environmental and resource efficiency improvement plans for own work group are integrated with other operational activities and implemented. 3.4 Suggestions and ideas about environmental and resource efficiency management are sought from stakeholders and acted upon where appropriate. 3.5 Costing strategies are implemented to fully value environmental assets.
4. Monitor performance.	4.1 Outcomes are documented and reports on targets are communicated to key personnel and stakeholders. 4.2 Strategies are evaluated. 4.3 New targets are set and new tools and strategies investigated and applied. 4.4 Successful strategies are promoted and where possible, participants rewarded.

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:

- ability to analyse problems, devise solutions and reflect on approaches taken
- ability to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities
- change management skills
- communication and consultation skills to ensure information is supplied to the work group
- literacy skills for comprehending documentation and interpreting environmental and energy efficiency requirements
- recognise and implement environmental and energy efficiency management policies and procedures relevant to own work area
- technology skills, including the ability to operate and shut down equipment.

Required knowledge and understanding:

- best practice approaches relevant to own area of responsibility
- environmental and resource efficiency issues specific to industry practices
- quality assurance systems relevant to own work area
- relevant environmental and energy efficiency systems and procedures
- strategies to maximise opportunities and minimise impacts relevant to own work area

supply chain procedures.

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 implement and monitor integrated environmental and resource efficiency management policies and procedures within an organisation.

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

The candidate demonstrates:

- an understanding of external benchmarks
- application of improved resource use approaches to own work area
- outcomes
- why the choice of particular benchmarks has been made.

Reports of activities of work group in relation to measurement and development of strategies.

The way in which advice is sought and suggestions made about improvements.

Work plans outlining approaches to improved practices with documented benchmarks.

Specific resources for assessment

Access to relevant legislation, standards and guidelines.
Access to workplace documentation and personnel.
Reports from other parties involved in the process of identifying and implementing improvements.

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.

Compliance includes:

- meeting relevant federal, state or territory, and local government laws, by-laws, regulations and codes of practice.

Purchasing strategies may include:

- influencing suppliers to take up environmental sustainability.

Stakeholders, key personnel and specialists 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
- other organisations
- key personnel within the organisation, and specialists outside it who may have particular technical expertise.

Techniques and tools may include:

- examination of invoices from suppliers
- measurements made under different conditions
- examination of relevant information and data
- others as appropriate to the specific industry context.

Environmental and resource efficiency improvement plans may include:

- addressing environmental and resource sustainability initiatives such as Environmental Management Systems, action plans, surveys and audits
- applying the waste management hierarchy in the workplace
- determining enterprise's most appropriate waste treatment including waste to landfill, recycling, re-use and wastewater treatment
- initiating and/or maintaining appropriate enterprise procedures for operational energy consumption, including stationary and non-stationary (transport) energy
- reference to standards, guidelines and approaches such as:
 - ISO 14001 Environmental Management Systems
 - life cycle analyses
 - global reporting initiative
 - ecological footprinting
 - triple bottom line reporting
 - product stewardship.

Suggestions may include ideas that help to:

- prevent and minimise risks and maximise opportunities such as usage of solar energy where appropriate
- reduce emissions of greenhouse gases
- reduce use of non-renewable resources
- make more efficient use of energy
- maximise opportunities to re-use and recycle materials
- identify strategies to offset or mitigate environmental impacts e.g. purchase of carbon credits
- express purchasing power through the selection of suppliers with improved environmental performance e.g. purchase of renewable energy
- eliminate the use of hazardous and toxic materials.

Unit Sector(s)

Unit sector

Property Services