



Australian Government

FWPCOT4208 Implement workplace sustainability practices

Release: 1

FWPCOT4208 Implement workplace sustainability practices

Modification History

Release	Comment
1	New unit. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to implement and monitor sustainability practices and activities in the workplace. It can apply to the full scope of forest and wood products industry workplaces and to operations of all sizes.

The unit applies to job roles including Community Liaison Officer, Environmental Planner and Manager, Forest/Timber Harvester, Forest Planner, Forest Sustainability Manager, Forestry Manager, General Manager, Plantation Manager, Sustainability Manager, Technical Forester, Technical Services Officer, Technical Services Manager and Value Recovery Officer in a forest environment setting.

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

Pre-requisite Unit

Nil.

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>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.</i>
1. Prepare for implementation of workplace sustainability practices	1.1 Review sustainability policy and provide recommendations for integrating new sustainability practices into changed or new operational processes and procedures 1.2 Confirm resource requirements and timelines for implementation of changes in consultation with appropriate

ELEMENTS	PERFORMANCE CRITERIA
	personnel. 1.3 Confirm changed or new procedures, processes and plans to facilitate implementation.
2. Implement workplace sustainability practices	2.1 Communicate changed or new operational processes and procedures resulting from changed approach to sustainability. 2.2 Monitor staff implementation of processes and procedures that incorporate new approaches to sustainability and assist as required. 2.3 Make recommendations to update procedures and processes.
3. Report on effectiveness of workplace sustainability practices	3.1 Measure operational performance against targets and indicators on an ongoing basis. 3.2 Report performance against targets and indicators and recommend operational improvements.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

Oral communication skills to:	Provide clear unambiguous instructions on changed operational practices to staff members.
Reading skills to:	Interpret complex and unfamiliar sustainability policy.
Writing skills to:	Complete basic reports of performance of sustainability practices against targets.
Technology skills to:	Use a computer, keyboard and software to prepare reports.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>

Assessment Requirements for FWPCOT4208 Implement workplace sustainability practices

Modification History

Release	Comment
1	New unit. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- Interpret the contents of an organisation's sustainability policy to identify at least two changed or new operational processes and/or procedures for their work area of responsibility.
- Communicate the relevant operational processes and procedures and related sustainability targets to staff members and monitor implementation.
- Measure operational performance from the identified changes against related sustainability targets.
- Complete a basic written report on performance against sustainability targets and indicators and recommended further operational improvements.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Workplace practices that incorporate economic, social and environmental sustainability approaches.
- Impacts of forest and wood products industry production processes on the environment and environmental protection practices including the following:
 - reducing water and energy use
 - cleaning of plant, tools and equipment
 - disposing of, recycling and reusing timber and other waste
 - reducing use of toxic materials and hazardous chemicals
 - minimising resource use through changes in process, facility design and management.
- Content of the sustainability policy for the work area of responsibility.
- Operational processes and procedures for the work area of responsibility.

- Change management principles and methods for implementing sustainability practices.
- Types of targets and performance indicators for effectiveness of sustainability practices and methods to monitor performance against targets.
- Organisational procedures for recording and reporting performance against targets.

Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers, software and other resources used to prepare and maintain reports.
- Worksheets and proformas commonly used to record targets and performance indicators and related data
- Organisational sustainability policy and other related policies and procedures

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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