



Australian Government

FWPCOT5207 Implement sustainability in the workplace

Release: 1

FWPCOT5207 Implement sustainability in the workplace

Modification History

Release	Comment
1	Replace equivalent unit FPICOT5207A Implement sustainability in the workplace which was first released with FPI11 Forest and Forest Products Training Package Version 2.2

Application

This unit of competency describes the outcomes required to manage the implementation of sustainability policy and practice. 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, Designer (Manufacturing and Engineered Wood Products), Environmental Planner and Manager, Forest/Timber Harvester, Forest Auditor or 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.

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. Participate in the review of sustainability practices	1.1 Review existing policies and workplace processes and procedures for incorporation of workplace sustainability practices.

ELEMENTS	PERFORMANCE CRITERIA
	1.2 Provide information to assist in defining scope of workplace sustainability requirements. 1.3 Document recommendations and provide feedback for changes to policies, processes and procedures. 1.4 Provide feedback on draft policy and strategies to effectively integrate sustainability within operational area/s.
2. Prepare for implementation	2.1 Assess sustainability policy and implementation requirements in consultation with appropriate personnel. 2.2 Determine appropriate targets and indicators in consultation with appropriate personnel. 2.3 Determine resource requirements and implementation timelines. 2.4 Identify processes and develop action plans to facilitate policy implementation.
3. Manage the implementation process	3.1 Communicate sustainability policy, changes to processes and procedures, targets and indicators resulting from new sustainability policy. 3.2 Provide support to staff to meet sustainability responsibilities. 3.3 Monitor achievements against action plans and update plans as required. 3.4 Develop processes to continually review effectiveness of sustainability policy and practices.
4. Evaluate implementation of sustainability policy and practice	4.1 Evaluate targets and indicators and assess performance on an ongoing basis. 4.2 Seek feedback from staff on ability to meet targets. 4.3 Evaluate changing trends and consider opportunities for improved sustainability policy and practice. 4.4 Develop reports on evaluation recommending 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 sustainability policy content, processes, procedures, targets and indicators to operational staff members.
Reading skills to:	• Interpret complex and unfamiliar sustainability policy, implementation plans and targets and indicators.
Writing skills to:	• Develop and document comprehensive action plans and evaluation reports including rationale for recommended changes to policy.
Planning and organising skills to:	• Source, collect and organise a range of data about performance against targets. • Efficiently and logically manage logistics for implementing sustainability policy and practice.
Technology skills to:	• Use a computer, keyboard and software to prepare and maintain records and reports.

Unit Mapping Information

FPICOT5207A Implement sustainability in the workplace

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 FWPCOT5207 Implement sustainability in the workplace

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT5207A Implement sustainability in the workplace which was first released with FPI11 Forest and Forest Products Training Package Version 2.2 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:

- Assess the contents of a sustainability policy to:
 - document an implementation plan
 - communicate changes to operational processes and procedures to staff members
 - communicate targets and indicators to staff members
- Monitor workplace achievements against action plan and targets.
- Complete a comprehensive written report evaluating effectiveness of policy and recommended improvements.

Knowledge Evidence

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

- Features, at an in-depth level of understanding, of different aspects of sustainability:
 - economic
 - social
 - environmental.
- Workplace practices that incorporate economic, social and environmental sustainability approaches.
- Impacts of forest and wood products industry production process on the environment and environmental protection practices, at an in-depth level of understanding, for 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
- Operational processes and procedures
- Change management principles and methods for implementing sustainability policy and practices.
- Types of targets and performance indicators for effectiveness of sustainability practices and methods of communicating these to team members.
- Methods to monitor performance against targets.
- Format, content and use of:
 - implementation action plans
 - evaluation reports.
- Organisational procedures for recording and reporting evaluation outcomes.

Assessment Conditions

The following resources must be made available:

- Computers, keyboards, printers and software used to prepare and maintain records and reports.
- Documents and proformas commonly used to implement and evaluate action plans.
- Organisational sustainability policy.

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.
-

Links

Companion Volume implementation guides are found in VETNet -

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