



Australian Government

ICTICT425 Implement WHS, environmental sustainability and anti-discrimination practices in an ICT workplace

Release: 1

ICTICT425 Implement WHS, environmental sustainability and anti-discrimination practices in an ICT workplace

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to, through communication and teamwork, implement workplace health and safety (WHS), environmental sustainability (ES), equal employment opportunity (EEO) and anti-discrimination practices in an ICT workplace within own responsibilities.

This unit applies to individuals who are required to work and participate in an ICT workplace with some supervision.

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

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Gather and use information on ICT workplace compliance instruments and reputable resources	1.1 Identify legislative instruments and review reputable resources, and organisational priorities relevant to workplace health and safety (WHS), environmental sustainability (ES), equal employment opportunity (EEO) and anti-discrimination practices in ICT workplaces to determine requirements for compliance within scope of own responsibilities 1.2 Collect and analyse information on organisational processes and procedures relating to WHS, ES, EEO and anti-discrimination practice in an ICT workplace to develop and document an initial view of compliance gaps and opportunities

2. Participate in consultation	2.1 Consult with those involved in ICT workplace activities to collect information about the requirements and nature of WHS, ES, EEO and anti-discrimination practice in an ICT workplace, including risks and issues 2.2 Work collaboratively to identify and document compliance gaps and opportunities 2.3 Consult with those involved in ICT workplace activities to validate gaps and opportunities and finalise compliant practices for implementation
3. Improve ICT WHS and environmental sustainability compliance	3.1 Participate in the use of strategies and tools to embed compliant practices in ICT workplace activities 3.2 Monitor ICT workplace activities to measure the success of practices implemented for WHS, ES, EEO and anti-discrimination compliance in an ICT workplace 3.3 Consult with those involved in ICT workplace activities to respond to resistance and remaining risks and issues 3.4 Agree and document amendments to practices to address remaining resistance, risks and issues

Foundation Skills

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

Skill	Description
Learning	- Identifies, plans and implements strategies to manage gaps in personal knowledge - Identifies reputable sources of information from which to gather resources and information
Reading	Analyses and consolidates information and data from a range of sources, against defined criteria and requirements, and checks for accuracy and completeness
Writing	Prepares a range of textual information appropriate for audience for informal and formal purposes
Oral Communication	- Participates in verbal exchanges of information using language, tone and pace appropriate to audience and environment - Uses listening and questioning techniques to elicit the views and opinions of others and to confirm understanding
Navigate the	Accepts responsibility and ownership for the task and makes decisions

world of work	- on completion parameters and the need for coordination with others - Takes personal responsibility for following explicit and implicit policies, procedures and legislative requirements
Interact with others	- Selects and uses appropriate conventions and protocols when communicating with clients and colleagues in a range of work contexts - Recognises and accommodates basic differences and priorities of others - Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	- Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes - Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making and problem-solving processes for more complex and non-routine situations - Uses the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT425 Implement WHS, environmental sustainability and anti-discrimination practices in an ICT workplace	N/A	New unit	No equivalent unit

Links

Companion Volume Implementation Guides are available from VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>

Assessment Requirements for ICTICT425 Implement WHS, environmental sustainability and anti-discrimination practices in an ICT workplace

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 4.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements and performance criteria of this unit; including evidence of the ability to:

- Implement on four occasions WHS, ES, EEO and anti-discrimination practices in own area of work, including the ability to:
 - identify, interpret and apply legislative instruments and reputable resources to organisational priorities to ensure compliance
 - undertake a risk assessment and implement a risk control utilising an evaluation procedure within own area of work
 - document responsibilities of employers, employees, contractors and agents
 - analyse existing organisational procedures, including consulting with three individuals involved with ICT workplace activities, and determining if procedures are sufficient for compliance; including:
 - individual workstation set up of desk, chair, peripherals, computer
 - technology start up and shut down
 - new technology installation
 - technology maintenance and testing
 - use of personal protective equipment (PPE)
 - respond to the resistance of an individual involved in ICT workplace activities to implement and embed compliant practices
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit. This includes:

- Legislative instruments and reputable resources relating to WHS, ES, EEO and anti-discrimination

- Typical organisational priorities, policies and procedures relating to WHS, ES, EEO and anti-discrimination
- Risks and issues related to WHS, ES, EEO and anti-discrimination compliance in the ICT workplace
- Options, tools, and strategies to address WHS, ES, EEO and anti-discrimination compliance gaps, risks and issues, including risk assessment approaches, risk controls and evaluation procedures
- Responsibilities of employers, employees, contractors and agents relating to WHS, ES, EEO and anti-discrimination procedures in the workplace
-

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in an ICT working environment or workplace. This includes access to:

- Organisational priorities relating to WHS, ES, EEO and anti-discrimination practices
- Organisational risk assessment and evaluation procedure
- Organisational risk control implementation procedure
- ICT workplace equipment including:
 - individual workstation consisting of desk, chair, peripherals, computer
 - individual users involved in ICT workplace activities to consult

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>