



Australian Government

Assessment Requirements for PPMSUS510

Develop workplace policy and procedures for sustainability

Release: 1

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Modification History

Release	Comment
1	Replaces equivalent unit FPPSUS510A Develop workplace policy and procedures for sustainability, which was first released with FPP10 Pulp and Paper Manufacturing Industry Training Package Version 1.0. 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:

- devise a plan to develop a workplace sustainability policy and procedures, including assignment of responsibilities, a communications strategy, involving all stakeholders including those responsible for implementation and a continuous improvement strategy
- identify environmental regulations, sustainability best practices and workplace requirements to scope a sustainability policy
- undertake consultations with both internal and external stakeholders on a draft policy
- identify appropriate implementation approaches and frame as procedures
- prepare a submission with a consultation summary and the final policy and procedures and gain endorsement
- communicate effectively, by written and verbal means, the policy and procedures for sustainability at the work place
- implement and monitor the endorsed policy and procedures, according to standard operating procedures (SOP)
- review policy based on feedback and a continuous improvement procedure.
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Knowledge Evidence

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

- workplace documentation and procedures relevant to workplace policy and procedures development, including work health and safety (WHS), environmental including relevant sustainability requirements/practices, SOP and risks and hazard identification
- relevant organisational policies, procedures and protocols
- policy development processes and practices, including continuous improvement relevant to the workplace
- principles, practices and available tools and techniques of sustainability management relevant to the pulp and paper industry
- best practice sustainability approaches relevant to the organisation
- key aspects of the quality assurance systems relevant to own organisation
- implications of upstream and downstream impacts of the application of sustainable work practices.

Assessment Conditions

The following resources must be made available:

- access is required to office based equipment relevant to policy development as well as fully automated, semi-automated, manually operated plant and equipment required for the task.
- workplace documentation, information and resources needed to develop and implement workplace policies and procedures for sustainability in a pulp or paper manufacturing facility
- access to environmental monitoring documentation and records of resource usage (water, energy, waste streams) in a pulp or paper manufacturing facility
- template documents for recording system information and processes to document sustainable workplace practices
- sample workplace documentation relevant to sustainability
- relevant personnel for the purposes of communicating information.

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.education.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx>