



Australian Government

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.

Application

This unit of competency describes the outcomes required to identify, develop, devise and communicate workplace sustainability policies and procedures, including the modification of the policy and procedures to suit changed circumstances.

The unit applies to supervisors, line and/or function managers who oversee and supervise operations in a pulp or paper manufacturing facility, to meet safety, quality and productivity requirements.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication and may differ according to jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Pulp and Paper Manufacturing

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	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.
1. Develop workplace sustainability policy and	1.1. Follow work order, productivity requirements, workplace health and safety (WHS) requirements,

ELEMENTS	PERFORMANCE CRITERIA
procedures	environmental sustainability and standard operating procedures (SOP) to develop policy. 1.2. Define scope of sustainability policy. 1.3. Identify and consult stakeholders as a key component of the policy and procedures development process. 1.4. Consider strategies for minimising resource use, reducing toxic material and hazardous chemical use and the employment of life cycle management approaches at all stages of work. 1.5. Make recommendations for policy options based on costs and benefits, likely effectiveness and timeframes. 1.6. Develop policy that reflects the organisation's commitment to sustainability as an integral part of the business planning and as a business opportunity. 1.7. Develop appropriate methods of implementation. 1.8. Conduct stakeholder consultation on the draft policy and procedures and document and consider feedback. 1.9. Develop final policies and procedures and circulate to stakeholders.
2. Seek endorsement of the policy and procedures from relevant decision makers	2.1. Identify relevant decision makers and decision making forums relevant to sustainability policies and procedures. 2.2. Develop accompanying submission, including stakeholder consultations for approval. 2.3. Present policy, procedures and related documentation, including the supporting submission and communications plan, for approval. 2.4. Make alterations to documents as required.
3. Communicate workplace sustainability policy	3.1. Inform personnel implementing the policy, in line with the communications plan. 3.2. Communicate workplace sustainability policy and procedures, in line with the endorsed communications plan.
4. Implement workplace sustainability policy	4.1. Monitor and record policy outcomes to determine their effectiveness and identify trends that may require remedial action. 4.2. Implement strategies for continuous improvement in resource efficiency.
5. Review workplace	5.1. Review policy outcomes and provide feedback, to

ELEMENTS	PERFORMANCE CRITERIA
sustainability policy implementation	appropriate personnel and stakeholders. 5.2. Investigate success or otherwise of the policy. 5.3. Consult stakeholders. 5.4. Modify policy and procedures, as required and seek approval for modifications, to facilitate improvements.

Foundation Skills

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

Numeracy skills to:	select appropriate mathematical strategies to cost policy development.
Writing skills to:	- communicate complex ideas and information, using an appropriate structure and layout - prepare written reports requiring precision of expression.
Oral communication skills to:	select and use appropriate spoken communication strategies with work teams, internal and external stakeholders, during consultations.
Reading skills to:	read and evaluates complex and formal documents including policy and legislation.
Problem solving skills to:	effectively manage different points of view and dissenting stakeholders.

Range of Conditions

Not Applicable

Unit Mapping Information

FPPSUS510A Develop workplace policy and procedures for sustainability

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx>

Assessment Requirements for PPMSUS510 Develop workplace policy and procedures for sustainability

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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.

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