



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) 1. Develop workplace	1.1. Follow work order, productivity requirements,

ELEMENTS	PERFORMANCE CRITERIA
sustainability policy and procedures	workplace health and safety (WHS) requirements, 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) 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.

ELEMENTS	PERFORMANCE CRITERIA
5. Review workplace sustainability policy implementation	3) 5.1. Review policy outcomes and provide feedback, to appropriate personnel and stakeholders. 4) 5.2. Investigate success or otherwise of the policy. 5) 5.3. Consult stakeholders. 6) 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.education.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx>

