



Australian Government

RIIENV501E Implement and maintain environmental management plans

Release: 1

RIIENV501E Implement and maintain environmental management plans

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to implement and maintain environmental management plans in the resources and infrastructure industries.

It applies to those working in management roles. They generally work in teams and have some responsibility for the outcomes of others.

Licensing, legislative and certification requirements may apply to this unit and can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

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. Plan and prepare for the implementation and maintenance of environmental management plan	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to implement and maintain environmental management plans 1.3 Develop and document environmental objectives in consultation with relevant personnel 1.4 Develop and document the steps in applying the environmental management plan in consultation with relevant personnel according to workplace procedures 1.5 Confirm, allocate and document the responsibilities for applying the environmental management plan in job descriptions and duty statements according to workplace procedures
2. Develop processes to support the environmental	2.1 Identify existing and potential environmental hazards and risks from trends identified from inspections and

ELEMENT	PERFORMANCE CRITERIA
management plan	records according to job requirements 2.2 Confirm the assessment and treatment of risks according to workplace procedures 2.3 Develop and document the procedures and practices relevant for the application of the environmental management plan 2.4 Identify, obtain and maintain information sources and expert advice required to support the environmental management plan according to job requirements
3. Prepare and implement the plan	3.1 Plan, schedule and document how the implementation of the environmental management plan 3.2 Identify, seek and provide resources for the operation of the environmental management plan, in a timely and consistent manner according to workplace procedures 3.3 Communicate the environmental management plan to relevant personnel as required 3.4 Provide or arrange appropriate development and training on the environmental management plans for relevant personnel as required 3.5 Communicate known and intended process changes and enhancements to the environmental management plan to relevant personnel 3.6 Confirm all environmental management plan records and reports are produced, processed and maintained
4. Monitor, review and update the environmental management processes	4.1 Monitor the environmental management plan activities and achievement targets, and provide and focus resources to confirm the implementation plan is satisfied according to job requirements 4.2 Review and update the environmental management plan periodically 4.3 Complete and retain documentation according to workplace procedures

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
Oral communication	Presents information and provides assistance using industry specific

SKILL	DESCRIPTION
	- vocabulary • Uses listening and questioning to confirm understanding
Reading	• Identifies and interprets information from workplace procedures, documentation and regulations
Self-management	• Monitors and minimises own exposure to worksite risks and hazards during activities
Problem solving	• Identifies a range of factors that impact on a decision, including own values and principles, the needs, power, values, beliefs and assumptions of stakeholders

Unit Mapping Information

Supersedes and is equivalent to RIIENV501D Implement and maintain environmental management plan.

Links

Companion Volume implementation guides is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>

Assessment Requirements for RIIENV501E Implement and maintain environmental management plans

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Performance Evidence

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

- implement and maintain environmental management plans on at least two occasions, including:
 - developing and documenting systems for the application of the environmental management plan
 - defining, documenting and allocating responsibilities
 - identifying existing and potential environmental hazards from inspections and records
 - planning and documenting the implementation of the environmental management plan
 - processing and maintaining written records
 - monitoring and reviewing the activities and performance of the environmental management plan.

During the above, the candidate must:

- locate and apply relevant documentation, policies and procedures and confirm that the work activity is compliant
- implement the requirements, procedures and techniques required for implementing and maintaining the environmental management plan
- communicate clearly and concisely with others to receive and clarify work instructions.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key legislation required to implement and maintain the environmental management plan
- key policies, procedures and documentation required to implement and maintain the environmental management plan, including:
 - environmental policies, goals and objectives

- human resource management processes
- environmental management reporting and recording procedures
- worksite operating procedures
- environmental hazard identification processes
- environmental risk assessment processes
- environmental risk treatment processes
- environmental management system documentation methods
- principles and techniques for managing and communicating with others, including:
 - roles and responsibilities of personnel within the organisation
 - action planning methods
 - negotiation skills
 - written and oral communication methods
 - listening skills
 - appropriate action based on cost, safety, and welfare issues
 - work preparation procedure and instruction writing
- principles and techniques for identifying relevant hazards and emergencies
- techniques for coordinating and communicating job activities with others.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
 - personal protective equipment
 - equipment related to implementing and maintaining environmental management plans
 - relevant documentation
- be conducted in a safe environment; and,
- be assessed in the context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures and processes directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/Australian Quality Training Framework mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing the required level of RII training product knowledge
- having an understanding and knowledge of legislation and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence outlined in this unit of competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must have current industry skills directly relevant to the training and assessment being provided. This means the industry subject matter expert must demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	AQF indicator level***	Required assessor or industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 year
	2	2 years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no industry standard is specified should comply with any relevant regulation.	

*Guidance on simulated environments has been stipulated in the Companion Volume Implementation Guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a unit of competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

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