



Australian Government

Department of Education, Employment and Workplace Relations

SFIEMS301B Implement and monitor environmentally sustainable work practices

Release: 1

SFIEMS301B Implement and monitor environmentally sustainable work practices

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency involves analysing the workplace in an effective manner in relation to environmentally sustainable work practices, and implementing improvements and monitoring their effectiveness. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	This unit addresses the knowledge, processes and techniques necessary to implement and monitor environmentally sustainable work practices in the seafood industry, including the development of processes and tools All enterprise or workplace procedures and activities are carried out according to <i>relevant government regulations, licensing and other compliance requirements.</i>
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Investigate current practices in relation to resource usage	1.1. Environmental regulations applying to the enterprise are identified and procedures for assessing compliance with regulations are evaluated for their effectiveness. 1.2. Information on the enterprise plan or system for environmental management and resource efficiency is collected, and where appropriate, provided to the work group. 1.3. Information from a range of sources is collected, analysed and organised to provide information/advice and tools/resources for improvement opportunities. 1.4. Current resource usage by members of the work group is measured and documented. 1.5. Current purchasing strategies are analysed, documented and opportunities for improvement investigated. 1.6. Current work processes for accessing information and data to assist in identifying areas for improvement are analysed.
2. Set targets for improvements	2.1. Input is sought from stakeholders, key personnel and specialists. 2.2. External sources of information and data are accessed, as required. 2.3. Alternative solutions to workplace environmental issues are evaluated. 2.4. Efficiency targets are set.
3. Implement performance improvement strategies	3.1. Techniques and tools are sourced to assist in achieving efficiency targets. 3.2. Continuous improvement strategies are applied to own work area and ideas and possible solutions are communicated to the work group and management. 3.3. Environmental and resource efficiency improvement plans for own work group are integrated with other operational activities and implemented. 3.4. Team members are supervised and supported to identify possible work areas for improved practices and resource efficiency in work area. 3.5. Suggestions and ideas about environmental and resource efficiency management are sought from stakeholders and acted upon, where appropriate. 3.6. Costing strategies are implemented to fully value

ELEMENT	PERFORMANCE CRITERIA
	environmental assets.

ELEMENT	PERFORMANCE CRITERIA
4. Monitor performance	4.1. Tools and technology for evaluation and monitoring of environmental and resource efficiency performance are used and/or developed. 4.2. Efficiency outcomes are documented and reports on targets are communicated to key personnel and stakeholders. 4.3. Strategies and improvement plans are evaluated and new targets set, and new tools, technology and strategies investigated and applied. 4.4. Successful strategies are promoted and participants acknowledged.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- analysing environmental monitoring data, problems, devising solutions and reflecting on approaches taken
- change management skills
- communicating to:
 - answer questions, clarify and acknowledge suggestions relating to work requirements and efficiency
 - consult with the work group, key personnel and specialists on implementation and improvements in environmental and resource efficiency
 - support information flow from stakeholders to the work group
- facilitation skills to work effectively with a team
- innovation skills to identify improvements, apply knowledge about resource use to organisational activities and to develop tools
- planning and organising to implement environmental and energy efficiency management policies and procedures relevant to own work area
- problem solving skills to devise approaches to improved environmental sustainability and to develop alternative approaches as required
- using technology to:
 - maintain and store records, data and information
 - create graphs and charts to present data and information visually.

Literacy skills used for:

REQUIRED SKILLS AND KNOWLEDGE

- comprehending documentation and interpreting environmental and energy efficiency requirements
- creating tools to measure and monitor improvements
- reporting in writing and orally on performance improvements

Numeracy skills used for:

- analysing data on organisational resource consumption and waste product volumes.

Required knowledge

- best practice approaches relevant to the seafood industry
- quality assurance systems relevant to the seafood industry
- environmental and resource efficiency issues specific to the seafood industry, such as:
 - by-catch
 - catch and disposal monitoring of species, size and quantity
 - fuel and oil consumption
 - impact of urban and agricultural development on water quality
 - management and disposal of waste
 - marine ecology
 - strategic and emergency response to reduce environmental risks to livelihoods and natural resources, including the marine environment
- standards, guidelines and approaches to environmental sustainability relevant to the seafood sector, such as:
 - ecological foot printing
 - ecologically sustainable development (ESD) frameworks
 - federal, state, territory and local government laws and regulations relating to environmental protection
 - global reporting initiative
 - ISO 14001:2007 Environmental management systems
 - life cycle analyses
 - product stewardship
 - regulated and voluntary strategies developed to manage fishery sustainability, including aquacultural production
 - triple bottom line reporting
- strategies to maximise opportunities and minimise impacts relevant to the seafood industry
- supply chain procedures.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment evidence required to demonstrate competence in this unit	Assessment must confirm the ability to: • implement and monitor management policies and procedures within an organisation relating to integrated environmental and resource efficiency • apply improved resource use approaches to own work area, and demonstrate appropriate outcomes. Assessment must confirm knowledge of: • external benchmarks, and why the choice of particular benchmarks has been made • environmental and resource efficiency issues specific to the seafood industry • standards, guidelines and approaches to environmental sustainability relevant to the seafood sector.
Context of and specific resources for assessment	Assessment is to be conducted in a work environment, or simulated environment. Assessment must relate to the individual's work area or area of responsibility. Resources must reflect the work context and may include: • access to appropriate workplace documentation and personnel • relevant legislation, standards and guidelines • reports from other parties involved in the process of identifying and implementing improvements.
Method of assessment	The following assessment methods are suggested: • reports of activities of work group in relation to measuring and developing strategies • work plans with documented benchmarks outlining approaches to improved practices.
Guidance information for assessment	This unit may be assessed holistically with other units within a qualification.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Relevant government regulations, licensing and other compliance requirements</i> may include:	• biodiversity and genetically modified organisms • biosecurity, translocation and quarantine • Australian Quarantine Inspection Service (AQIS) and other import requirements • business or workplace operations, policies and practices • correct marketing names and labelling • ESD principles, environmental hazard identification, risk assessment and control • fisheries or aquaculture regulations, permits and licences • food safety, Hazard Analysis Critical Control Point (HACCP), hygiene and temperature control along chain of custody • health and welfare of aquatic animals • Indigenous land rights and cultural activities, including fishing by traditional methods • maritime and occupational diving operations, safety at sea and pollution control • occupational health and safety (OHS) hazard identification, risk assessment and control.
<i>Environmental regulations</i> may include:	• Environment Protection and Biodiversity Conservation Act 1999 • Environment Protection and Biodiversity Conservation Regulations 2000 • federal, state and territory environmental legislation, including: • International Convention for the Prevention of Pollution from Ships (MARPOL) • local government by-laws and regulations, including regional land and water management

RANGE STATEMENT	
	plans • state and territory environmental protection authorities and agencies.

RANGE STATEMENT	
<i>Compliance</i> may include meeting the requirements of:	• environmental regulations • third-party standards, such as the ISO 14000 series and those of the Marine Stewardship Council.
<i>Sources</i> may include:	• organisation specifications • regulatory sources • relevant stakeholders • resource use.
<i>Purchasing strategies</i> may include:	• influencing suppliers to adopt environmentally sustainable practices by, for example, using a preferred supplier status based on ratings for environmental performance.
<i>Work processes</i> may involve:	• assessment of quality of product • comparison with benchmark data • measurement of output, throughput and/or resource usage • observation.
<i>Stakeholders, key personnel and specialists</i> may include:	• individuals and groups, both inside and outside the organisation, that have some direct interest in the enterprise's conduct, actions, products and services, including: • community • customers • employees at all levels of the organisation • industry associations • industry development boards • key personnel within the organisation, and specialists outside it, who may have particular technical expertise • regulators • suppliers.
<i>Techniques and tools</i> may include:	• benchmarking against substitute products and processes • continuous improvement tools, such as: • cause and effect diagrams • ESD frameworks and guidelines • process and capability mapping • examination of invoices from suppliers • measurements made under different conditions, such as water quality and energy

RANGE STATEMENT	
	consumption (over a twelve month period there will be significant variation due to seasonal factors).
<i>Environmental and resource efficiency improvement plans</i> may include:	• addressing environmental and resource sustainability initiatives, such as environmental management systems, action plans, surveys and audits • applying the waste management hierarchy in the workplace • determining enterprise's most appropriate waste treatment, including waste to landfill, recycling, re-use and wastewater treatment • ecological foot printing • global reporting initiatives • initiating and/or maintaining appropriate enterprise procedures for operational energy consumption, including stationary energy and non-stationary (transport) • ISO 14001:2007 Environmental management systems • life cycle analyses • product stewardship • referring to standards, guidelines and approaches, such as triple bottom line reporting.
<i>Suggestions and ideas</i> may include:	• demonstrating purchasing power through the selection of suppliers with improved environmental performance, such as purchasing renewable energy • eliminating the use of hazardous and toxic materials • identifying strategies to offset or mitigate environmental impacts, such as purchasing carbon credits • improving efficiency in the use of public resources, such as water and fish stock, by increasing the value of the catch • making more efficient use of energy • maximising opportunities to re-use and recycle materials • maximising opportunities, such as the use of solar energy, where appropriate • preventing and minimising risks

RANGE STATEMENT

	• reducing emissions of greenhouse gases • reducing the use of non-renewable resources.
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Unit Sector(s)

Unit sector	Environment and sustainability
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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