



Australian Government

Department of Education, Employment and Workplace Relations

TLIU4010A Develop workplace policy and procedures for sustainability

Release: 1

TLIU4010A Develop workplace policy and procedures for sustainability

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to develop and implement a workplace sustainability policy, including the modification of the policy to suit changed circumstances. Licensing, legislative, regulatory or certification requirements may be applicable to this unit.

Application of the Unit

Application of the Unit

This unit applies to individuals who address the knowledge, processes and techniques necessary to develop approaches to sustainability within workplaces, including the development and implementation of policy.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Develop workplace sustainability policy	1.1 Scope of sustainability policy is defined 1.2 Stakeholders are identified and consulted as a key component of the policy development process 1.3 Strategies for minimising resource use, reducing toxic material and hazardous chemical use, and employing life cycle management approaches at all stages of work are included in sustainability policy 1.4 Recommendations are made for policy options based on likely effectiveness, timeframes and cost 1.5 Policy developed reflects the organisation's commitment to sustainability as an integral part of business planning and as a business opportunity 1.6 Appropriate methods of implementation are agreed
2 Communicate the policy	2.1 The policy, including its expected outcome, is promoted to key stakeholders 2.2 Those involved in implementing the policy are informed of outcomes expected and activities to be undertaken, and responsibilities are assigned
3 Implement the policy	3.1 Procedures to help implement the policy are developed and communicated 3.2 Strategies for continuous improvement in resource efficiency for the transport industry are implemented 3.3 Provision for staff training to incorporate resource efficiency procedures is made 3.4 Record systems for tracking continuous improvements in sustainability approaches are established and responsibilities are assigned
4 Review policy implementation	4.1 Outcomes are documented and feedback is provided to key personnel and stakeholders 4.2 Success or otherwise of policy is investigated 4.3 Records are monitored to identify trends that may require remedial action, and are used to promote continuous improvement of performance 4.4 Policy and or procedures are modified as required to ensure improvements are made

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Environmental issues relating to:
 - life cycle of products: re-new, re-use and recycle
 - relevant environmental regulations
 - renewable energy
- Features required for an environmental management strategy:
 - contract requirements
 - energy efficiency systems and procedures
 - training outline
 - waste minimisation
 - waste prevention
 - work procedures
 - environmental education
 - past and future reviews and audits relating to environmental management
 - recycling requirements
 - internal and external audit
 - monitoring personnel performance following training
 - quality control checks relating to environmental management
 - review of effectiveness of new procedures and processes
 - targets, such as:
 - carbon emissions reduction
 - cleaner production
 - lean management
- Occupational health and safety (OH&S) requirements relating to:
 - dangerous goods and hazardous substances
 - OH&S hierarchy of control
- Service requirements for transport and logistics, including:
 - company requirements and structure, including workplace communication channels and procedures
 - provision for staff training
 - legislation, regulations and codes of practice applicable to specific transport and logistics management functions

REQUIRED KNOWLEDGE AND SKILLS

- quality assurance systems relevant to transport and logistics
- transport and logistics options and best practices
- supply chain procedures
- knowledge of environmental and resource hazards/risks and inefficiencies associated with enterprise
- other relevant enterprise policies, procedures and protocols
- material recovery opportunities and market availability
- market principles
- stakeholder identification
- planning and related approval processes
- resource recovery infrastructure needs
- relevant competency
- duty of care
- Policy development processes and practices
- Principles, practices and available tools and techniques of sustainability management relevant to the transport and logistics industry context, such as :
 - the correct use of equipment and vehicles according to environmental protection regulations and guidelines
 - minimising fuel consumption
 - maintenance and servicing
 - equal employment opportunity, equity and diversity principles and occupational health and safety implications of policy/s being developed

Required skills:

- Analytical skills to:
 - develop diagnostic techniques
 - conduct feasibility analysis
 - research, plan and evaluate
 - list options through procedures, such as brainstorming
 - develop strategies for eco-driving, and efficiency
 - devise solutions
 - reflect on approaches taken
- Critical thinking skills to develop performance measurements in all aspects of transport and logistics including:

Required skills:

- the correct use of equipment and vehicles according to environmental protection regulations and guidelines
- minimising fuel consumption
- maintenance and servicing
- specifications
- technical plans
- material safety data sheet (MSDSs)
- strategies
- Interpersonal skills to:
 - work in a team to consult on and validate policy
 - respond to diversity, including gender and disability
- Oral communication skills, including:
 - facilitate effective communication
 - persuasion - dealing with different points of view and dissenting stakeholders
 - listening
 - liaison - adjusting communication to suit different audiences
- Management skills to:
 - apply diagnostic techniques
 - apply change management techniques
 - conduct strategic problem solving
 - conduct complex problem solving
 - plan work practices
 - identify and minimise hazard and risks
 - organise work methodically
 - apply quality assurance practices
 - use information technology to complete tasks
- Use of emergency and personal protective equipment management skills to:
 - use emergency and personal protective equipment
 - organise work practices safely and efficiently
 - identify hazards and risks
- Reading skills to interpret:
 - complex and formal documents such as policy and legislation
 - organisational policy

Required skills:

- environmental and energy efficiency requirements
- Technical skills, including ability to use:
 - computers
 - software used for :
 - documents
 - spreadsheets
- Written communication skills for:
 - policy writing
 - report writing requiring precision of expression and language and structures suited to the intended audience
- Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Evidence Guide**EVIDENCE GUIDE**

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

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of:
 - developing organisational sustainability policy
 - communicating organisational sustainability policy
 - implementing and monitoring organisational sustainability policy

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is

EVIDENCE GUIDE

	required to:
	• relevant and appropriate materials and equipment, and • applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
Method of assessment	• As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests • Practical assessment must occur: • through activities in an appropriately simulated environment, and/or • in an appropriate range of situations in the workplace

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.

Scope of sustainability policy may include:	• an integrated approach to sustainability which includes environmental, economic and social aspects, or a narrower one to focus on each aspect individually • the parts of the enterprise to which it is to apply, including whether it is for the whole enterprise, one site, one work area or combinations of these • addressing sustainability initiatives through reference to standards, guidelines and approaches such as: • ISO 14001 Environmental Management Systems • Life Cycle Analyses • Global Reporting Initiative • Ecological Footprint Assessment • Triple Bottom Line reporting • Product Stewardship
Stakeholders may include:	• individuals and groups both inside and outside the organisation that have some direct interest in the following aspects of the enterprise: • conduct • actions • products

RANGE STATEMENT

- services
 - individuals and groups both inside and outside the organisation that have some direct interest in the following aspects of the enterprise:
 - employees at all levels of the organisation
 - customers
 - suppliers
 - regulators
 - other organisations
- Strategies may include:
- awareness raising among stakeholders
 - training of staff in principles and techniques of sustainability
- Sustainability policy may include:
- air pollution
 - carbon emission
- Business planning may include:
- objectives pertaining to:
 - changes to processes and procedures
 - environmental issues
 - education and training
 - past and future reviews and audits
 - review strategies, including:
 - internal and external audits
 - monitoring statistics
 - monitoring personnel performance following training
 - undertaking quality control checks
 - reviewing effectiveness of new procedures and processes
 - formalising review strategies via re-planning
 - targets, such as:
 - carbon emissions reduction
 - cleaner production
 - lean management
 - waste minimisation
- Resource efficiency for the transport industry may include:
- the correct use of equipment and vehicles according to environmental protection regulations and guidelines
 - fuel consumption
 - maintenance and servicing, such as importance of correct tyre pressure

Unit Sector(s)

Not Applicable

Competency Field

Competency Field U - Environment