

## **BSBSUS501A: Develop workplace policy and procedures for sustainability**

### **Description**

This unit describes the performance outcomes, skills and knowledge required to develop and implement a workplace sustainability policy, including the modification of the policy to suit changed circumstances. This unit requires the ability to access industry information, applicable legislative and occupational health and safety (OHS) guidelines. While no licensing, legislative, regulatory or certification requirements apply holistically to this unit at the time of publication, relevant national, state and territory legislation, regulations and codes of practice impact upon this unit.

### **Employability Skills**

This unit contains employability skills.

### **Application Of Unit**

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

This unit applies to people with managerial responsibility who undertake work developing approaches to create strategies within workplaces, including the development and implementation of policy and includes:

communicating with relevant stakeholders

developing and monitoring policies

reviewing and improving policies.

A person who demonstrates competence in this unit must be able to provide evidence of the ability to develop and implement integrated sustainability policies and procedures within an enterprise. The review of the policy after implementation will also need to be evidenced.

The context of the unit applies to all sectors of the business industry; it may be applied to all sections of an organisation, including the office, the factory floor, or work area. With such a broad application, the unit will need to be contextualised as it is applied across an organisation and across different industry sectors.

### **Unit Sector**

No sector assigned

## Performance criteria

Element	Performance criteria
1. Develop workplace sustainability policy	<ul style="list-style-type: none"> <li>1.1 Define <i>scope</i> of sustainability policy</li> <li>1.2 Gather information from a range of <i>sources</i> to plan and develop policy</li> <li>1.3 Identify and consult <i>stakeholders</i> as a key component of the policy development process</li> <li>1.4 Include appropriate <i>strategies</i> in policy at all stages of work for minimising resource use, reducing toxic material and hazardous chemical use, and employing life cycle management approaches</li> <li>1.5 Make recommendations for policy options based on likely effectiveness, timeframes and cost</li> <li>1.6 Develop policy that reflects the organisation's commitment to sustainability as an integral part of business planning and as a business opportunity</li> <li>1.7 Agree to appropriate methods of implementation</li> </ul>
2. Communicate workplace sustainability policy	<ul style="list-style-type: none"> <li>2.1 Promote workplace sustainability policy, including its expected outcome to key stakeholders</li> <li>2.2 Inform those involved in implementing the policy as to outcomes expected, activities to be undertaken and responsibilities assigned</li> </ul>
3. Implement workplace sustainability policy	<ul style="list-style-type: none"> <li>3.1 Develop and communicate procedures to help implement workplace sustainability policy</li> <li>3.2 Implement strategies for continuous improvement in resource efficiency</li> <li>3.3 Establish and assign responsibility to use recording systems for tracking continuous improvements in sustainability approaches</li> </ul>
4. Review workplace sustainability policy implementation	<ul style="list-style-type: none"> <li>4.1 Document outcomes and provide feedback to key personnel and stakeholders</li> <li>4.2 Investigate successes or otherwise of policy</li> <li>4.3 Monitor records to identify trends that may require remedial action and use to promote continuous improvement of performance</li> <li>4.4 Modify policy and or procedures as required to ensure improvements are made</li> </ul>

## Skills and Knowledge

### Required skills

- communication skills to adjust communication to suit different audiences; to respond effectively to diversity; to work as a member of a team to consult on and validate policy
- literacy skills to read and evaluate complex and formal documents such as policy and legislation
- problem skills to effectively manage different points of view and dissenting stakeholders
- research, analytical and writing skills to research, analyse and present information; to prepare written reports requiring precision of expression and language and structures suited to the intended audience.

### Required knowledge

- best practice approaches relevant to own work area
- environmental or sustainability legislation, regulations and codes of practice applicable to industry and organisation
- equal employment opportunity, equity and diversity principles and occupational health and safety implications of policy being developed
- policy development processes and practices
- principles, practices and available tools and techniques of sustainability management relevant to the particular industry context
- quality assurance systems relevant to own organisation
- relevant industry competency
- relevant organisational policies, procedures and protocols
- relevant systems and procedures to aid in the achievement of workplace sustainability.

### 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.

<p><i>Scope</i> of workplace sustainability policy may include:</p>	<ul style="list-style-type: none"><li>• addressing sustainability initiatives through reference to standards, guidelines and approaches such as:<ul style="list-style-type: none"><li>○ ecological footprinting</li><li>○ Energy Efficiency Opportunities Bill 20051</li><li>○ Global Reporting Initiative</li><li>○ green office program</li><li>○ green purchasing</li><li>○ Greenhouse Challenge Plus (Australian government initiative)</li><li>○ ISO 14001:1996 Environmental management systems life cycle analyses</li></ul></li></ul>
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	<ul style="list-style-type: none"> <li>○ life cycle analyses</li> <li>○ product stewardship</li> <li>○ supply chain management</li> <li>○ sustainability covenants/compacts</li> <li>○ triple bottom line reporting</li> <li>● integrated approach to sustainability which includes environmental, economic and social aspects, or a specific approach that focuses on each aspect individually</li> <li>● investigating particular business and market context of the industry/organisation</li> <li>● meeting relevant laws, by laws and regulations or best practice to support compliance in environmental performance and sustainability at each level as required (such as Environmental Protection or Biodiversity Conservation Act): <ul style="list-style-type: none"> <li>○ international</li> <li>○ commonwealth</li> <li>○ state/territory</li> <li>○ industry</li> <li>○ organisation</li> </ul> </li> <li>● parts of the organisation to which it is to apply, including whether it is for the whole organisation, one site, one work area or a combination of these</li> </ul>
<i>Sources</i> may include:	<ul style="list-style-type: none"> <li>● regulatory sources</li> <li>● relevant personnel</li> <li>● organisational specifications</li> </ul>
<i>Stakeholders</i> may include:	<ul style="list-style-type: none"> <li>● individuals and groups both inside and outside the organisation who have some direct interest in the organisation's conduct, actions, products and services, including: <ul style="list-style-type: none"> <li>○ customers</li> <li>○ employees at all levels of the organisation</li> <li>○ government</li> <li>○ investors</li> <li>○ local community</li> <li>○ other organisations</li> <li>○ regulators</li> <li>○ suppliers</li> </ul> </li> <li>● key personnel within the organisation and specialists outside the organisation who may have particular technical expertise</li> </ul>
<i>Strategies</i> may include:	<ul style="list-style-type: none"> <li>● promotional activities</li> <li>● raising awareness among stakeholders</li> <li>● training staff in sustainability principles and techniques</li> </ul>

## 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.

<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> <li>• candidate's involvement as a key person in planning, developing and implementing organisational policy and that the developed policy complies with legislative requirements</li> <li>• implementation strategy, as part of the policy, that has been devised, implemented and reviewed showing a measurable improvement utilising the chosen benchmark indicators</li> <li>• communicating with stakeholders to discuss possible approaches to policy development and implementation, and contributing to the resolution of disputes among stakeholders</li> <li>• developing and monitoring policies for analysing data on enterprise resource consumption</li> <li>• using software systems for recording and filing documentation for measurement of current usage and using word processing and other basic software for interpreting charts, flowcharts, graphs and other visual data and information</li> <li>• reviewing and improving policies by identifying improvements and benchmarking against industry best practice and attempting new approaches continuously over time.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>• access to an actual workplace or simulated environment</li> <li>• access to relevant legislation/standards/guidelines</li> <li>• access to a range of workplace documentation and personnel, information and resources (such as compliance obligations, organisational plans, work responsibilities)</li> <li>• access to reports from other parties involved in the development and implementation of policy</li> <li>• evidence is collected over time, involving both formative and summative assessment</li> <li>• evidence is relevant to the particular workplace role, including work area, equipment, systems, and documentation.</li> </ul>
<b>Method of assessment</b>	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for</p>

	<p>this unit:</p> <ul style="list-style-type: none"> <li>• direct questioning combined with review of portfolios of evidence and third party workplace reports of on the job performance by the candidate</li> <li>• response to case studies</li> <li>• review of policy developed and procedural documentation outlining the approach taken</li> <li>• review of implementation strategy, plans and work plans</li> <li>• analysis of methods used to involve stakeholders in policy development, implementation and review</li> <li>• analysis of inefficiencies or opportunities for improvements identified in the workplace</li> <li>• evaluation of participation in sustainability work practices and programs such as an environmental management framework</li> <li>• observation over time in relation to review of work area relating to policy and procedures being developed to assess measurement of resources used, hazards and compliance.</li> </ul>
<p><b>Guidance information for assessment</b></p>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> <li>• BSBATSIM504B Develop organisational policies</li> <li>• BSBATSIM507B Establish and maintain a strategic planning cycle</li> <li>• BSBHRM506A Manage recruitment, selection and induction processes</li> <li>• BSBHRM602A Manage human resources strategic planning</li> <li>• BSBINN502A Build and sustain an innovative work environment</li> <li>• BSBMGT515A Manage operational plan</li> <li>• BSBMGT516A Facilitate continuous improvement</li> <li>• BSBMGT608B Manage innovation and continuous improvement</li> <li>• BSBMGT616A Develop and implement strategic plans</li> <li>• BSBMGT617A Develop and implement a business plan</li> <li>• BSBRSK501A Manage risk.</li> </ul>