Draft 0.1

This is our work-in-progress update to CPCSUS5001A Develop workplace policies and procedures for sustainability: https://training.gov.au/Training/Details/CPCSUS5001A.

We are working with industry experts to ensure the updated unit:

- meets current and anticipated industry needs
- complies with current Standards for Training Packages
- is written in clear understandable English.

Information on our training package review and development process is available here: http://www.artibus.com.au/project-stage.

Summary of changes from current endorsed unit

Re-templated to meet Standards for Training Packages 2012.

Sequenced Elements and Performance Criteria.

Specified what and how performance is demonstrated in Performance Evidence.

Captured critical Range Statement items and included industry relevant knowledge in Knowledge Evidence.

Stated mandatory conditions and specific requirements for assessment.

CPCSUS5001
Develop workplace policies and procedures for sustainability

Application

This unit of competency specifies the outcomes required to develop and implement organisational policies and procedures to continuously support resource efficiency and environmentally sustainable work practices. It includes gathering information from several sources and relevant people to plan and develop policies.

This unit of competency applies to those with managerial responsibilities for identifying approaches to create strategies and develop, implement and review workplace policies and procedures for sustainability.

The context of this unit applies to all industry sectors and sections within an organisation, including a work site, designated work area, in transit and/or an office.

Prerequisite Unit

Nil.

Unit Sector

Construction.

Elements and Performance Criteria

1. Develop workplace sustainability policy.	1.1	Define scope of sustainability policy.
	1.2	Identify and consult with key stakeholders to gather input and feedback as part of the policy development process.
	1.3	Compile information relating to essential sustainability objectives to structure policies and procedures
	1.4	Make recommendations for policy options based on likely effectiveness, timeframes and cost.
	1.5	Develop policy that reflects organisation's commitment to sustainability as an integral part of business planning and business opportunity.
	1.6	Decide on appropriate methods of implementation.
2. Communicate the policy.	2.1	Promote policy including its expected outcome, to key stakeholders.
	2.2	Inform those involved in implementing the policy of responsibilities, activities to be undertaken and expected outcomes.
3. Monitor the policy.	3.1	Develop and communicate procedures to assist in the implementation.
	3.2	Implement continuous improvement strategies for resource efficiency.
	3.3	Establish record systems for tracking approaches to sustainability continuous improvements.

4. Review policy implementation.	4.1	Document outcomes and provide feedback to key personnel and stakeholders.
	4.2	Investigate success or otherwise of policy.
	4.3	Monitor records to identify trends requiring remedial action and use information to promote continuous improvement of performance.
	4.4	Modify policies and procedures as required to ensure improvements are made and compliance is maintained.

Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- technology skills to:
  - use communication tools and devices to communicate and collaborate effectively with others
  - use equipment and programs to access, extract information and develop relevant documentation.

Unit Mapping Information

Supersedes and equivalent to CPCSUS5001A Develop workplace policies and procedures for sustainability.

Links

Companion Volume Implementation Guide: to be added.

Assessment Requirements for CPCSUS5001 Develop workplace policies and procedures for sustainability

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by developing policies and relevant procedures for implementing sustainable work practices on a construction project work site.

In doing this, the candidate must:

- gather and compile information from various sources
- meet with stakeholders and key personnel to plan the policy development process, identify requirements and issues that may cause disputes
- integrate into the sustainability policy:
    - minimising resource use
    - applying waste recovery strategies
    - reducing or eliminating use of hazardous chemicals and toxic materials
    - employment of lifecycle management approaches at all stages or work
- review policy using performance indicators against measurable benchmark to identify improvements

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- environmental and sustainability legislation, requirements, policies, standards and guidelines including:
    - Environmental Protection, Biodiversity Conservation Act
    - ISO 14001 Environmental Management Systems
- government building legislation, codes and standards
- National Construction Code
- organisational policies and procedures, quality systems and best practice approaches
- addressing sustainability initiatives:
    - lifecycle management and thinking
    - elimination or reduction of greenhouse gases
    - five-star rating for all new homes
    - green purchasing programs to purchase sustainable products
    - green plumbing
    - product stewardship
    - supply chain management to influence suppliers to take up sustainability approaches
    - sustainability action plans or frameworks
    - sustainability covenants and compacts
    - triple bottom line reporting
    - purchasing of carbon credits or green power

    - raising awareness among stakeholders through product advice and user recommendations
    - reduce the consumption of non-renewable resources
    - reducing or eliminating the use of hazardous and toxic materials
    - resource, water and energy audits included in quote or tender
    - training of staff in principles and techniques of sustainability
    - use of solar or renewable energies and water
    - waste treatment initiatives (materials and resources, water)
    - maximising the use of recycled, renewable, reusable and reclaimed resource opportunities
    - efficient use of resources, energy and water
    - environmental site management to minimise stormwater pollution
    - installation of efficient appliances, techniques and recommendations for consumer use and opportunities
- properties, characteristics and limitations of approved building materials and components
- sustainability principles and concepts
- workplace safety requirements:
    - hierarchy of control
    - hazardous substances
    - risk management
- industry associations, such as:
    - Housing Industry Association (HIA) GreenSmart
    - Master Builders Association of Victoria Green Living
    - Green Building Council of Australia (GBCA) - Green Star environmental rating system
- sustainability schemes and rating systems
    - National Australian Building Environmental Rating Scheme (NABERS)
    - Australian Building Greenhouse Rating
    - Leadership in Energy and Environmental Design (LEED)
    - Green Building Council of Australia (GBCA) Green Star environmental rating system
    - National Australian Building Environmental Rating Scheme (NABERS)

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment of performance must be undertaken in the workplace or in a simulated workplace environment.

Candidates must be provided with:

- current and appropriate environmental and sustainability legislation, requirements, policies, standards and guidelines
- national, state and territory and local government building codes and standards
- project plans, specifications and manufacturer's instructions
- organisational policies and procedures
- sufficient and appropriate equipment and materials to facilitate development of workplace policies and procedures for sustainability.

Links

Companion Volume Implementation Guide: to be added.