Modification history

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| Release | Comments |
| Release 1 | This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 8.0. |

| AHCWRK5X11 | Develop workplace policy and procedures for environment and sustainability |
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| Application | This unit of competency describes the skills and knowledge required to develop workplace policy and procedures for sustainability.  The unit applies to individuals who apply specialised skills and knowledge to develop workplace policy and procedures for sustainability, take personal responsibility and exercise autonomy in undertaking complex work. They analyse and synthesise information and analyse, design and communicate solutions to sometimes complex problems.  No licensing, legislative or certification requirements apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector | Work (WRK) |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Develop workplace sustainability policy | 1.1 Identify legislative, regulatory and industry requirements relating to environmental sustainability  1.2 Define scope of sustainability policy  1.3 Gather information from a range of sources to plan and develop policy  1.4 Identify and consult with stakeholders as a key component of the policy development process  1.5 Include appropriate strategies in policy at all stages of work for minimising resource use and employing life cycle management approaches  1.6 Identify and incorporate strategies to reduce hazardous material use where applicable  1.7 Make recommendations for policy options based on likely effectiveness, timeframes and cost  1.8 Develop policy that reflects the organisations commitment to sustainability  1.9 Select appropriate methods of implementation |
| 2. Communicate workplace sustainability policy | 2.1 Promote workplace sustainability policy to key personnel and stakeholders  2.2 Inform work team of policy changes and impact on their responsibilities |
| 3. Implement workplace sustainability procedures | 3.1 Develop and communicate workplace sustainability procedures  3.2 Establish record keeping systems for tracking sustainability practices  3.3 Assign responsibility for maintaining record keeping system |
| 4. Review workplace sustainability policy implementation | 4.1 Investigate outcomes of policy  4.2 Monitor records to identify trends that may require remedial action and use to promote continuous improvement of performance  4.3 Modify policy and procedures to incorporate improvements  4.4 Document outcomes and provide feedback to key personnel and stakeholders |

| Foundation Skills  This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria. | |
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| Skill | Description |
| Reading | * Identify analyse and evaluate complex textual information to determine legislative, regulatory and industry requirements |
| Writing | * Research, plan and prepare, and use clear language and accurate industry terminology and logical structure to complete workplace sustainability policy and procedures |
| Oral communication | * Initiate discussions with stakeholders, using clear language and questioning techniquesto discuss, develop and implement workplace sustainability policy and procedures |
| Numeracy | * Estimate and calculate time durations and costs of policy options * Use basic mathematical processes of addition, subtraction, division, multiplication, percentages, decimal points, time and ratios |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| AHCWRK5X11 Develop workplace policy and procedures for environment and sustainability | AHCWRK511 Develop workplace policy and procedures for sustainability | Minor changes to unit title and application  Major changes to performance criteria  Foundation skills added  Major and minor edits to performance and knowledge evidence and assessment conditions | Not equivalent |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet: <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72> |

| TITLE | Assessment requirements for AHCWRK5X11 Develop workplace policy and procedures for environment and sustainability |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must be evidence that the individual has developed workplace policy and procedures for sustainability on at least one occasion and has:   * participated in planning, development and implementation of organisational policy that complies with legislative requirements * applied relevant environment and sustainability legislation, regulations and workplace procedures * researched, interpreted and applied legislative, regulatory and industry requirements relevant to the development of workplace policy and procedures for sustainability * communicated with stakeholders to discuss approaches to policy development and implementation and contributed to the resolution of disputes * developed and monitored policies for analysing data on workplace resource consumption * reviewed policies and identified improvements while benchmarking against industry best practice * incorporated continuous improvement and modified policy and procedures * used industry standard terminology. | |

| Knowledge Evidence |
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| An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:   * best practice approaches relevant to own work area * workplace environment and sustainability legislation, regulations and workplace procedures relevant to the development of workplace policy and procedures for sustainability * legislative, regulatory and industry requirements relevant to the development of workplace policy and procedures for sustainability * policy development processes and practices * principles of environmental hazard analysis and risk assessment * principles, practices and available tools and techniques of sustainability management relevant to the particular industry context * quality assurance systems relevant to own organisation * relevant organisational policies, procedures to improve workplace sustainability. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * physical conditions: * a workplace setting or an environment that accurately represent workplace conditions * resources, equipment and materials: * organisational quality assurance systems * organisational policies, procedures and protocols applicable to the development of workplace policy and procedures for sustainability * computer hardware and software * specifications: * workplace environment and sustainability legislation, regulations and workplace procedures relevant to the development of workplace policy and procedures for sustainability * legislative, regulatory and industry requirements relevant to the development of workplace policy and procedures for sustainability * relationships: * work team, key personnel and stakeholders.   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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