**BSBSUS411 – Implement and monitor environmentally sustainable work practices**





**Assessment**

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| STUDENT NAME: |  |

Unit Information

Application

This unit describes the skills and knowledge required to analyse and implement improvements to the environmental sustainability of work practices and monitor their effectiveness.

The unit applies to individuals with responsibility for the practices of a specific work area or who lead a work group or team.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Link to training.gov.au: <https://training.gov.au/Training/Details/BSBSUS411>

Instructions to Assessors

As the Assessor for this unit, you have the responsibility to ensure the following:

* Provide support and assistance to the student throughout all stages of their course
* Provide feedback to the student throughout their course, and upon submission of their assignments; this feedback needs to be detailed to inform the student of their progress towards completing, or their completion of unit requirements
* Gather quality evidence which will assist you in making an informed assessment decision
* Undertake the assessment by ensuring that the ‘Rules of Evidence’ are met, namely, valid, current, sufficient and authentic.
* Collect and assess evidence in line with the ‘Principles of Assessment’, namely, valid, reliable, flexible and fair.
* Ensure that you observed the principles of reasonable adjustment where appropriate
* Ensure that all the assessment documentation is completed correctly and thoroughly
* Provide an assessment decision to the student, and ensure that it is recorded appropriate on the documentation

A separate Trainer/Assessor guide has been created. Please refer to this for further information and guidance on conducting assessments against this unit.

Instructions to Students

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| **Unit** | BSBSUS411- Implement and Monitor Environmentally Sustainable Work PracticesYou can access the requirements for this unit by using the following link:<https://training.gov.au/Training/Details/BSBSUS411>  |
| **Assessment Methods** | In this assessment, you will find the following tasks:* Short Answer Questions
* Project Tasks
* Supervisor’s Declaration

You are required to satisfactory complete all tasks to be deemed competent in this unit.  |
| **Time Frame** | There is no specific time limit to submit your assessment tasks. You are however required to submit all work and be deemed competent within your course enrolment period which is usually 12 months. Please refer to the course schedule document for suggested time frames for the completion of each unit. Please refer to your Dashboard for your course enrolment expiry date.  |
| **Resources**  | To complete this unit the following resources are provided to you:* BSBSUS411 – Learner Guide
* Allocated a Trainer/Assessor
 |
| **Submission** | Once you have completed all the Short Answer Questions and Projects, please send them in to your Assessor for marking. For larger files, we suggest that you use compressed zip files. Where multiple documents are present please ensure that they are clearly labelled and referenced. You will receive notification once your assessor has received your submission. If you do not hear from us within one business day of submitting your assignment, please contact your Trainer.  |
| **Feedback** | Upon your assessment being received by your Assessor, you can expect to receive formal feedback with 5 business days. If you do not hear from your Assessor within 5 business days, you are encouraged to contact us. You can expect to receive in depth feedback about your assessment tasks. You will be advised if you have obtained competency in the unit, or whether further work is required at which time you will be provided with guidance and an opportunity to resubmit your assessment.  |
| **Student Rights** | Please refer to the Student Handbook which outlines your rights as a student and which include your opportunity to appeal assessment decisions and reasonable adjustment processes. |
| **Support**  | At any time during your course, your trainer is available to discuss the content, and the assessment requirements with you.  |

STUDENT DECLARATION

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| --- | --- |
| Candidate Name: |  |
| Address: |  |
| Contact Number: |  |
| Email Address: |  |

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| Assessment Task: | BSBSUS411 – Implement and Monitor Environmentally Sustainable Work Practices |
| Declaration: | I declare that:* I have understood the requirements of the Assessment Task, and felt ready to undertake the assessment prior to completing them
* I have read and understood my rights as a Student as set out in the Student Handbook
* All information in this document and attached is true and correct and is all my own work.
* No part of this assignment has been completed for me by another person, or been plagiarised in any form
 |
| Signature: |  |
| Date: |  |

ASSESSOR SIGNOFF PAGE

|  |  |
| --- | --- |
| Student Name |  |
| Unit Title | BSBSUS411 - Implement and Monitor Environmentally Sustainable Work Practices |
| Evidence Requirement | **Meets Requirements** | **Date** | Comments |
| Yes (√) | No (x) |
| 1. Establish sustainable work contexts
 |  |  |  |  |
| 1. Implement sustainable work practices
 |  |  |  |  |
| 1. Monitor performance of sustainable work practices
 |  |  |  |  |
| Short Answer Questions |  |  |  |  |
| Supervisor’s Declaration |  |  |  |  |
| Rules of Evidence compliance – The assessor is to confirm by checking the following items |
| Attempts | **One** |  |  |  |  |
| **Two**  |  |  |  |  |
| **Three** |  |  |  |  |
| Final Decision at the time of assessment. (Please tick yes or no) |  |  |  |  |
| Assessor’s Name |  | Date |
| Signature |  |  |
| Feedback:  |

Short Answer Questions

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| --- |
| ***There is no specific length for short answer questions. Most questions can be answered in one or two paragraphs, and/or 5 dot points which are explained. This is a guide only, and the question can be used to gauge the length required. If you have questions please contact your Assessor.*** |
| 1. Complete the table below.

Identify sources of information that can be used when planning and developing efficiency targets for the workplace/organisation. 1. At least two must be internal sources of information
2. At least two must be external sources of information

For each source identified, briefly describe in your own words, how they are used when developing sustainability targets. |
| Your Answer:

|  |  |
| --- | --- |
| **Internal Sources of Information** | **How it is Used in Developing Efficiency Targets** |
| 1.
 |       |
| 1.
 |       |

|  |  |
| --- | --- |
| **External Sources of Information** | **How it is Used in Developing Efficiency Targets** |
| 1.
 |       |
| 1.
 |       |

 |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Access and name at least one Australian workplace sustainability standards used by your organisation/workplace.

Review this document and complete the table below. 1. Identify at least two guidance or requirement under this standard that your organisation can implement towards sustainability practices. *Indicate the clause or specific section within the document where you accessed each guidance or requirement.*
2. For each guidance or requirement, briefly describe an example of how your organisation can demonstrate its implementation.
 |
| Your Answer:

|  |  |
| --- | --- |
| **Title of the Australian Standard** |       |
| **Guidance or Requirement Under this Standard** | **How Your Organisation Can Demonstrate Its Implementation** |
| 1.
 |       |
| Clause or section:       |
| 1.
 |       |
| Clause or section:       |

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| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. ISO 14001 is an international standard that specifies the requirements of an organisation’s sustainability management system (SMS). Outline the seven requirements of an SMS under the Implementation and Operation clause.
 |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. The Continuous Improvement Process has five stages. Briefly describe each step of the Continuous Improvement Process.
 |
| Your Answer:Plan:Implement:Measure:Feedback:Integration: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Read the following scenario:

Amadeus International is a clothing and accessories company that manufactures, distributes, and retails clothing for adults. To increase profitability, they want to make improvements on their sustainability practices in the workplace. They plan to monitor resource usage across key areas to maintain and improve sustainable resource usage. The focus areas for the data collection in the initial drive are:1. Electricity
2. Water
3. Processes
4. Wastage
5. Material Purchases

The monitoring resources available are as follows:* Supply records and invoices- These can be used to monitor the cost, quantity of resource purchased, the cost of disposal of waste, and the value of the additional resources required for the production process. These are a good reference for monitoring the input cost of resources.
* Previous internal and external audits- These are a good benchmark of the organisation's previous sustainability performance and information on how resources have been used.
* Questionnaires and surveys- These can be used to collect data from a broad base of stakeholders on resource usage and opinions.
* Visual confirmations- These can be used to confirm data or take a visual audit. For example, number of computers and lights switch when the employees leave after a workday or the waste being properly segregated.

Complete the following table.* + Monitoring resources used for each focus area have been provided.
	+ Briefly describe, in their own words, the type of data that can be collected by using each monitoring resource in the respective focus areas.
 |
| Your Answer:

|  |  |
| --- | --- |
| **Monitoring Resources Used in Each Focus Area** | **Description of Type of Data That Can be Collected** |
| 1. **Electricity**
 |
| 1. Supply records and invoices
 |       |
| 1. Survey
 |       |
| 1. Audit Reports
 |       |
| 1. Visual Confirmation
 |       |
| 1. **Water**
 |
| 1. Supply records and invoices
 |       |
| 1. Audit Reports
 |       |
| 1. **Processes**
 |
| 1. Survey
 |       |
| 1. Audit Reports
 |       |
| 1. Visual Confirmation
 |       |
| 1. **Waste**
 |
| 1. Supply records and invoices
 |       |
| 1. Audit Reports
 |       |
| 1. Visual Confirmation
 |       |
| 1. **Material Purchases**
 |
| 1. Supply records and invoices
 |       |
| 1. Audit Reports
 |       |
| 1. Visual Confirmation
 |       |

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| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Complete the table below.
* Identify the type of industry of your workplace/organisation.
* Outline one system relevant to corporate sustainably development in each of the areas listed below.

*A system in an organization is a set of activities laid out as a series of steps that will accomplish a specific goal. For example, Customer Service is a system that has the goal of enabling customer delight.** For each identified system, outline the procedures that are followed.

*A procedure is a series of actions within the system. For example, the procedures within Customer Service could include logging a call, documenting the issue, escalating the issue, monitoring the resolution and closing the log.* |
| Your Answer:

|  |  |
| --- | --- |
| **Type of industry** |       |
| 1. **Supply Chain**
 |
| **System** | **Procedure** |
|       |       |
| 1. **Quality Assurance**
 |
| **System** | **Procedure** |
|       |       |
| 1. **Strategic planning and approval**
 |
| **System** | **Procedure** |
|       |       |
| 1. **Costing strategies**
 |
| **System** | **Procedure** |
|       |       |
| 1. **Sales strategies**
 |
| **System** | **Procedure** |
|       |       |
| 1. **Operations**
 |
| **System** | **Procedure** |
|       |       |
| 1. **Procurement**
 |
| **System** | **Procedure** |
|       |       |

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| **Overall performance** | [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Trainer:** |  |
| **Signature:** |  |
| **Date:** |  |
| **Comments** |

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| **STUDENT FEEDBACK (Student to Complete)** |
| Did you understand the study requirements before undertaking this assessment? | YES or NO |
| Were the assessment questions easy to understand? | YES or NO |
| Did you know where you could get help if you needed any during this unit? | YES or NO |
| Did the learning resources provided help you to complete this unit? | YES or NO |
| Did you have enough time to complete this assessment? | YES or NO |
| Did you feel that you developed skills after undertaking this assessment? | YES or NO |
| Any other comments? |