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Section 1: Meeting VET sector requirements

Training organisations have a range of requirements that they must meet in developing and implementing quality training and assessment strategies and practices for course programs. As a trainer, you also have a range of requirements that must be considered when implementing programs for your specific group of learners.

1.1 How Aspire's resources assist in meeting requirements

The following section outlines a range of VET sector requirements and how Aspire's resources may assist you and your training organisation in implementing a quality learning experience.

VET sector requirement	Aspire's approach
<p>Australian Qualifications Framework</p> <p>The Australian Qualifications Framework is the national policy for regulated qualifications in the Australian education and training system. The AQF incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework.</p> <p>You and your training organisation must be aware of the requirements of the relevant AQF qualification or course requirements, from the endorsed training package, as you implement course delivery.</p>	<p>Aspire's learning resources, practice tasks and learning checkpoints have been pitched at a level suitable for the unit of competency and the qualifications for which it is relevant, based on the specifications in the Australian Qualifications Framework (AQF) (Second edition, January 2013). For more information regarding these specifications, and to download the Australian Qualifications Framework, visit the AQF website at: www.aqf.edu.au.</p>
<p>Volume of learning</p> <p>When developing training and assessment strategies for this unit and the qualification for which it is relevant, you and your training organisation must take into account the volume of learning requirements as defined by the Australian Qualifications Framework. An explanation of volume of learning can be accessed at: www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf</p>	<p>The sample delivery plans provided in section 3.2 include suggested time allocations. You may need to adjust these allocations when planning delivery in the context of a whole qualification to meet volume of learning requirements and learner needs.</p>

Section 2: Unit of competency information

2.1 Unit of competency

BSBSUS501 Develop workplace policy and procedures for sustainability

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop and implement a workplace sustainability policy and to modify the policy to suit changed circumstances.

It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

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

Unit Sector

Industry Capability – Sustainability

2.2 Unit of competency assessment requirements

Assessment Requirements for BSBSUS501 Develop workplace policy and procedures for sustainability

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> • scope and develop organisational policies and procedures that comply with legislative requirements and support the organisation's sustainability goals covering at a minimum: <ul style="list-style-type: none"> – minimising resource use – resource efficiency – reducing toxic material and hazardous chemical use – employing life cycle management approaches – continuous improvement • plan and implement sustainability policy and procedures including: <ul style="list-style-type: none"> – agreed outcomes – performance indicators – activities to be undertaken – assigned responsibilities – record keeping, review and improvement processes • consult and communicate with relevant stakeholders to generate engagement with sustainability policy development, implementation and continuous improvement • review and improve sustainability policies. <p>Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.</p>
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3.2 Delivery plans

The following sample delivery plans can be used to deliver *BSBSUS501 Develop workplace policy and procedures for sustainability*. These plans, including the time allocations, are suggestions only. You may need to add to them, change them or substitute your own activities according to the interest level, experience of the learners and the specific situation. Remember, it is your responsibility as the trainer to use the most appropriate strategies for your learners.

The delivery plans have been developed for use in a face-to-face delivery environment. However, certain features of the delivery plans can be adapted to be used for individual/online learners, particularly for those parts of the learning content that necessitate some form of group interaction or communication.

Topic 1: Develop workplace sustainability policy	
<p>Suggested time allocation: 25 hours</p> <p>Suggested resources:</p> <ul style="list-style-type: none"> • Recommended reading • Slide presentation software 	<p>Slide nos: 2–16</p>
<p>Recommended reading</p>	<p>Terminology checklist</p>
<p>Aspire learner guide <i>BSBSUS501 Develop workplace policy and procedures for sustainability</i>, Release 1</p> <p>Topic 1: Develop workplace sustainability policy</p>	<ul style="list-style-type: none"> • Sustainability • Ecological sustainability • Financial or economic sustainability • Social sustainability • Environmental footprint • Green purchasing • Green office program • Supply chain management • Product stewardship • Ethical purchasing • Energy efficiency bills • Global reporting initiative • Greenhouse gases reporting act • Triple bottom line reporting • Sustainability covenants • Regulatory sources • Energy Rating • Information sessions and presentation • Explanatory steps • SWOT analysis • Qualitative questionnaire
<p>Suggested training strategies</p>	

3.3 Learning mapping

BSBSUS501 Develop workplace policy and procedures for sustainability, Release 1

Unit of competency	Content	Practice tasks	Learning checkpoint
Element 1: Develop workplace sustainability policy			
1.1 Define scope of sustainability policy	1A Define scope of the sustainability policy	1	LC 1: Part A 1, 2, 3, 4, 5 Part B 1
1.2 Gather information from a range of sources to plan and develop policy	1B Gather information from a range of sources to plan and develop policy	2	LC 1: Part A 4, 5 Part B 2, 3
1.3 Identify and consult stakeholders as a key component of the policy development process	1C Identify and consult stakeholders in the policy development process	3	LC 1: Part A 5, 6 Part B 4 LC 2: Part A 3, 4
1.4 Include appropriate strategies in policy at all stages of work for minimising resource use, reducing toxic material and hazardous chemical use and employing life cycle management approaches	1D Include appropriate strategies in sustainability policy	4	LC 1: Part A 9 Part B 1
1.5 Make recommendations for policy options based on likely effectiveness, timeframes and cost	1E Make recommendations for policy options	5	LC 1: Part A 7 Part B 5
1.6 Develop policy that reflects the organisation's commitment to sustainability as an integral part of business planning and as a business opportunity	1F Develop policy that reflects the organisation's commitment to sustainability	6	LC 1: Part A 8 Part B 5
1.7 Agree to appropriate methods of implementation, outcomes and performance indicators	1G Seek agreement on implementation methods, outcomes and performance indicators	7	LC 1: Part A 1–9

Final assessment tasks and recommended options

The final assessment provided in Aspire's print learner guide or online resource includes an overview that is laid out as follows (or similar):

To demonstrate your competency using this final assessment you must successfully complete three assessment tasks.

Complete the following task	Part A – Questioning You will demonstrate a sound knowledge of the unit requirements in your responses.
Select and complete one of the following	Part B – Project: Developing workplace policy and procedures for sustainability at BizOps You will demonstrate your skills and knowledge by completing a project using a case study or simulated environment. OR Part C – Project: Developing workplace policy and procedures for sustainability at work You will demonstrate your skills and knowledge by completing a project in your workplace.
Select and complete one of the following	Part D – Observation Your work performance will be documented while being observed by an assessor. OR Part E – Third-party report Your work performance will be documented using a third-party report completed by a relevant supervisor.

Negotiating assessment tasks

It is critical that candidates understand the assessment tasks and expectations of their performance, as well as any options that may be available. Aspire's learner guides include a range of options for assessment (as outlined), depending on the unit being assessed and the characteristics of the candidate.

For example, a candidate completing assessment in a workplace (their own or via a work placement) may rely on a third-party report assessment. However, candidates completing assessment after a workshop-based program may require assessor observations in a simulated workplace task.

Candidates may also typically have the option of a verbal interview with their assessor or a written assessment (written questions) to demonstrate their knowledge of the unit being assessed. It should be noted that, even where only a written assessment option is provided, assessors may undertake this assessment in a verbal interview mode if suitable for the unit content, as a reasonable adjustment strategy.

4.3 Assessment mapping

BSBSUS501 Develop workplace policy and procedures for sustainability, Release 1

Unit of competency	Part A – Questioning	Part B – Project: Scenario	Part C – Project: At work	Part D – Observation	Part E – Third-party report
Element 1: Develop workplace sustainability policy					
1.1 Define scope of sustainability policy		P1	P1		
1.2 Gather information from a range of sources to plan and develop policy		P7	P7		
1.3 Identify and consult stakeholders as a key component of the policy development process		P11	P11		
1.4 Include appropriate strategies in policy at all stages of work for minimising resource use, reducing toxic material and hazardous chemical use and employing life cycle management approaches	Q9	P15	P15		
1.5 Make recommendations for policy options based on likely effectiveness, timeframes and cost		P16	P16		
1.6 Develop policy that reflects the organisation's commitment to sustainability as an integral part of business planning and as a business opportunity		P17	P17		
1.7 Agree to appropriate methods of implementation, outcomes and performance indicators		P19	P19		
Element 2: Communicate workplace sustainability policy					

4.5 Completing the record of outcome

Once all required assessment tasks and options have been completed satisfactorily by the candidate, the final assessment record of outcome form must be completed.

This must be submitted to your training organisation's records administration as soon as possible after the final assessment tasks are completed and marked. An example is provided here.

Record of outcome

Training organisation name:		
Candidate name:		
Unit code and title:	<i>BSBSUS501 Develop workplace policy and procedures for sustainability, Release 1</i>	
Assessor name:		
Assessor email:		
Assessor phone number:		
Assessment tasks:		Satisfactorily completed
Part A – Questioning		<input type="checkbox"/>
<input type="checkbox"/> Part B – Project: Developing workplace policy and procedures for sustainability at BizOps Enterprises		<input type="checkbox"/>
OR		
<input type="checkbox"/> Part C – Project: Developing workplace policy and procedures for sustainability at work		
<input type="checkbox"/> Part D – Observation		<input type="checkbox"/>
OR		
<input type="checkbox"/> Part E – Third-party report		