****



**Assessment Workbook**

**BSBSUS511**

**Develop workplace policies and procedures for sustainability**

**Copyright and Disclaimer**

No part of this resource may be reproduced, stored in a retrieval system, or transmitted via any electronic means or otherwise without the prior written permission of Lexis Training (LT).

LT gives permission to its learners to reproduce in print format, one copy of this manual for their own educational use.

Information contained in this resource is drawn from a number of different sources of information believed to be reliable. LT and its employees do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.

**Version Control and Amendment History**

**BSBSUS511 – Develop workplace policies and procedures for sustainability**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason for Review** | **Release Date** | **Version** | **Details** |
| Initial Release | 19/10/2021 | V1.0221 | Written in line with the BSB Business Services Training Package Version 7.0, released 19/10/2020 |
| Update file size | 9/03/21 | V2.0321 | Removed images to reduce file size |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Table of Contents**

[Assessment Delivery 5](#_Toc65137781)

[**Learner Assessment Information** 6](#_Toc65137782)

[Overview 6](#_Toc65137783)

[Active Participation 6](#_Toc65137784)

[Assessment Types 6](#_Toc65137785)

[Written Work 6](#_Toc65137786)

[Feedback to the Learner 7](#_Toc65137787)

[Competency Outcome 7](#_Toc65137788)

[Additional Evidence 7](#_Toc65137789)

[Academic Integrity 7](#_Toc65137790)

[Plagiarism 7](#_Toc65137791)

[Collusion 8](#_Toc65137792)

[Confidentiality 8](#_Toc65137793)

[Recognition Prior Learning 8](#_Toc65137794)

[Assessment Appeals Process 8](#_Toc65137795)

[Reasonable Adjustment 8](#_Toc65137796)

[Principals of Assessment and Rules of Evidence 9](#_Toc65137797)

[AQF Level 9](#_Toc65137798)

[Pre-Assessment Requirements 9](#_Toc65137799)

[**Instructions for Assessors** 10](#_Toc65137800)

[Written Assessments 10](#_Toc65137801)

[**Accessing Intranet Pages and External Links** 11](#_Toc65137802)

[Assessment Tasks 12](#_Toc65137803)

[Short Answer Questions 13](#_Toc65137804)

[Practical Assessment 18](#_Toc65137805)

[Your State/Territory 19](#_Toc65137806)

[Workplace Project Assessment 20](#_Toc65137807)

[**Project Overview** 20](#_Toc65137808)

[**Task 1: Policy Scope Statement** 22](#_Toc65137809)

[**Task 2: Sustainability Policy and Procedures** 24](#_Toc65137810)

[**Task 3: Workplace Sustainability Policy Presentation** 26](#_Toc65137811)

[**Task 4: Sustainability Policy Implementation Plan** 27](#_Toc65137812)

[**Task 5: Resource Acquisition Log** 28](#_Toc65137813)

[**Task 6: Sustainability Policy Communication Plan** 30](#_Toc65137814)

[**Task 7: Implement Policy and Track for Improvements** 32](#_Toc65137815)

[**Task 8: Policy Implementation Outcomes** 34](#_Toc65137816)

[**Task 9: Modify Sustainability Policy** 36](#_Toc65137817)

**Learner Assessment Information**

Overview

Prior to commencing this assessment task, your trainer/assessor will explain in detail the requirements of these assessment tasks. Please consult with your trainer/assessor if you have any questions relating to the requirements of these assessments. It is important that you understand and adhere to the assessment requirements and address each assessment task in full. If any of the required tasks are not fully addressed, then you will be required to resubmit this assessment. Your trainer/assessor will remain available to support you throughout the assessment process.

Active Participation

It is a condition of enrolment that you actively participate in your studies. Active participation is attending classes and completing all of your assessment tasks on time.

Assessment Types

* Direct observation
* Portfolios/projects
* Question and answers (verbal or written)
* Presentations

The assessment tasks in this workbook assess aspects of all the elements, performance criteria, skills and knowledge and performance requirements of this unit of competency.

To demonstrate competence in this unit you must undertake all required activities in this workbook and have these tasks deemed satisfactory by your trainer/assessor. If you do not answer some questions or perform certain tasks, you will be deemed to be Not Yet Satisfactory; your trainer/assessor may ask you supplementary questions to determine your competence. Once you have demonstrated the required level of performance, you will be deemed Competent in this unit.

As part of the assessment process, all learners must abide by any relevant assessment policies as provided during your classes.

If you feel you are not yet ready to be assessed or that this assessment is unfair, please contact your assessor to discuss your options. You have the right to formally appeal any outcome and, if you wish to do so, discuss this with your trainer/assessor.

Written Work

Assessment tasks are used to measure your understanding and underpinning skills and knowledge of the overall unit of competency. When undertaking any written assessment tasks, please ensure that you address the following criteria:

* Address each question including any sub-points
* Demonstrate that you have researched the topic thoroughly
* Cover the topic in a logical and structured manner
* Your assessment tasks are well presented, well referenced and word processed
* Your assessment tasks include your full legal name on each and every page and the unit code
* Assessments must be typed using document software such as (or similar to) MS Office
* Handwritten assessments will not be accepted (unless, prior written permission is given)

Feedback to the Learner

Feedback on a learners’ assessment performance is a vital element in their learning. Its purpose is to justify to learners how their competency was assessed, as well as to identify and reward specific qualities in their work, to recommend aspects needing improvement, and to guide learners on what steps to take.

Feedback should:

* Guide learners to adapt and adjust their learning strategies
* Guide trainers/assessors to adapt and adjust their teaching to accommodate a learners’ needs
* Be a pivotal feature of learning and assessment design
* Focus on course and unit learning outcomes
* Guide learners to become independent and self-reflective learners and improve their own self awareness
* Acknowledge the developmental nature of learning.

Competency Outcome

There are two outcomes of assessments:

* S = Satisfactory
* NYC = Not Yet Competent - requires more training and experience

Once the learner has satisfactorily completed all the tasks for this unit the learner will be awarded “Competent” (C) or “Not yet Competent” (NYC) as the overall unit of competency result.

If you are deemed “Not Yet Competent” you will be provided with feedback from your assessor and will be given another chance to resubmit your assessment task(s). Please refer to your VET Learner Handbook for further information.

Additional Evidence

If we, at our sole discretion, determine that we require additional or alternative information/evidence in order to determine competency, you must provide us with such information/evidence, subject to privacy and confidentiality. We retain this right at any time, including after the submission of your assessments.

Academic Integrity

Academic Integrity is about the honest presentation of your work. It means acknowledging the work of others while developing your own insights, knowledge, and ideas.

As a learner, you are required to:

* Undertake studies and research responsibly and with honesty and integrity
* Ensure that your work is in no way falsified
* Seek permission to use the work of others, where required
* Acknowledge the work of others appropriately
* Take reasonable steps to ensure other learners cannot copy or misuse your work

Plagiarism

Plagiarism is taking and using someone else's thoughts and writings and representing them as your own. Plagiarism is a serious act and may result in a learner’s exclusion from their course of study. If you have any doubts about including the work of others in your assessment, please consult your trainer/assessor. The following list outlines some of the activities that may be considered as plagiarism:

* Presenting any work by another individual as one's own unintentionally
* Handing in assessments that are similar to or copied from another learner
* Presenting the work of another individual or group as your own work
* Handing in assessments without the adequate acknowledgement of sources used, including assessments taken totally or in part from the internet

If it is identified that you have plagiarised within your assessment, then a meeting will be organised to discuss this with you, based on this meeting further action may be taken accordingly.

Collusion

Collusion is the presentation by a learner of an assessment as their own that is, in fact, the result in whole or in part of unauthorised collaboration with another person or persons. Collusion involves the cooperation of two or more learners in plagiarism or other forms of academic misconduct and, as such, both parties are subject to disciplinary action. Collusion or copying from other learners is not permitted and will result in a NYC grade.

Confidentiality

We will treat anything, including information regarding your job, workplace, employer, with strict confidence and in accordance with the law. However, you are responsible for ensuring that you do not provide us with anything regarding any third party including your employer, colleagues, and others, that they do not consent to the disclosure of. While we may ask you to provide information or details about aspects of your employer and workplace, you are responsible for obtaining necessary consents and ensuring that privacy rights and confidentiality obligations are not breached by you in supplying us with such information.

Recognition Prior Learning

Learners will be able to have their previous experience or expertise recognised on request.

Assessment Appeals Process

If you feel that you have been unfairly treated during your assessment, and you are not happy with your assessment and/or the outcome as a result of that treatment, you have the right to lodge an appeal. You must first discuss the issue with your trainer/assessor. If you would like to proceed further with the request after discussions with your trainer/assessor, you can lodge your appeal with the VET Manager, in writing, outlining the reason(s) for the appeal. Please refer to the VET Student Handbook for further information.

Reasonable Adjustment

We recognise the need to make reasonable adjustments within our learning and assessment environments to meet your individual needs. If you need to speak confidentially to someone regarding your individual needs please contact your trainer/assessor. It is important to note the following points:

* Academic standards of the unit/course will not be lowered to accommodate the needs of any student, but there is a requirement to be flexible about the way in which it is delivered or assessed
* If a reasonable adjustment is required trainer/assessors will need to complete the “Reasonable Adjustment Strategies Matrix” to ensure the explanation and correct strategy have been recorded and implemented

Principals of Assessment and Rules of Evidence

All assessment tasks will ensure that the Principles of Assessment and Rules of Evidence are adhered to.

The Principles of Assessment are that the assessment must be valid, fair, flexible, reliable, and consistent. The Rules of Evidence state that evidence must be sufficient, valid, current, and authentic.

AQF Level

AQF levels and the AQF levels criteria are an indication of the relative complexity and/or depth of achievement and the autonomy required to demonstrate that achievement.

All assessment tasks must ensure compliance with the requirements of AQF level and the AQF level criteria. For more information, please visit <http://www.aqf.edu.au/>.

For further information regarding this unit go to <https://training.gov.au/Training/Details/BSBSUS511>

Pre-Assessment Requirements

Our pre assessment requirements help learners to determine if they are ready for assessment. Your trainer and assessor must review the below points with the learner before the learner attempts the assessment task. If any points are incomplete or not clear to the learner, the trainer and assessor must provide relevant information to the learner to ensure they understand the requirements of the assessment task.

The learner must ensure they are ready for the assessment task before undertaking it. Please see below requirements:

* Completed the necessary prior learning before attempting this observation assessment
* Ensure your trainer and assessor has clearly explained the assessment process and tasks to be completed
* Ensure that you understand what evidence is required to be collected and how
* You aware of your rights and the Complaints and Appeal processes
* Please make sure you discuss any special requirements that need to be considered during the assessment with your trainer and assessor
* Ensure that you have all the required resources needed to complete the Assessments
* You are aware of the due date of these assessment tasks
* In exceptional (compelling and compassionate) circumstances, an extension to submit an assessment can be granted by the trainer/assessor. Evidence of the compelling and compassionate circumstances must be provided together with your request for an extension to submit your assessment work

**Instructions for Assessors**

Written Assessments

Learners are required to complete each assessment task in full, once all questions are complete and the assessment has been submitted for marking, assessors must undertake the following steps:

* Provide feedback where appropriate throughout the assessment.
* Note the quality and accuracy of the responses provided and make a judgement on whether the assessment is Satisfactory or Not Yet Satisfactory.
* Complete the Competency Record and note the assessment outcome and attempt number and provide general feedback for the student.
* Complete and upload the Competency Record to the Lexis Learning Hub.

**Accessing Intranet Pages and External Links**

Throughout this workbook, you will be asked to access specific pages from the simulated business, Bounce Fitness. Links to these pages are formatted in Blue Text.

To access these, hold the **Ctrl key for Windows users** while clicking on these links. **For Mac users**, directly click the link.

The simulated business, Bounce Fitness, can be accessed by going to <http://bouncefitness.precisiongroup.com.au>.

Go to the Bounce Fitness website to create your own profile including username and password. Be sure to write that information down for future use.

Assessment Tasks

Complete all tasks in this assessment as instructed. If you have questions, consult with your assessor.

Short Answer Questions

|  |
| --- |
| Question 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.  |
|  |
| 1.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| 1.
 |

|  |
| --- |
| Question 2 |
| Access and name at least one Australian corporate 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.*1. For each guidance or requirement, briefly describe an example of how your organisation can demonstrate its implementation.
 |
|  |
| **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:       |

|  |
| --- |
| Question 3 |
| Complete the table below.1. Identify the type of industry of your workplace/organisation.
2. Identify the state/territory of your workplace/organisation.
3. Name at least one environmental code of practice applicable to your organisation, or to the type of industry of your workplace/organisation.

*Code of practice identified must also be applicable to your state/territory.* 1. Briefly describe how the identified code of practice can apply to your organisation.
 |
|  |
| **Type of Industry** |       |
| **Your State/Territory** |       |
| **Environmental Code of Practice**  |       |
| **How this Code of Practice Applies to Your Organisation** |
|       |

|  |
| --- |
| Question 4 |
| Complete the table below. 1. Identify sources of information that can be used when planning and developing sustainability policies and procedures for the workplace/organisation.
	1. At least two must be internal sources of information
	2. At least two must be external sources of information
2. For each source identified, in your own words, briefly describe how they are used when planning and developing sustainability policies and procedures.
 |
|  |
| **Internal Sources of Information** | **How It is Used in Planning and Developing Sustainability Policies and Procedures** |
| 1.
 |       |
| 1.
 |       |

|  |  |
| --- | --- |
| **External Sources of Information** | **How It is Used in Planning and Developing Sustainability Policies and Procedures** |
| 1.
 |       |
| 1.
 |       |

|  |
| --- |
| Question 5 |
| Complete the table below. 1. Identify at least two barriers to implementing a new sustainability policy and procedures in an organisation.
2. For each barrier identified, describe at least one possible strategy on how the organisation can address them.
 |
|  |
| **Barrier to Policy Implementation** | **Strategy to Address Barrier** |
| 1.
 |       |
| 1.
 |       |

**Practical Assessment**

|  |
| --- |
| The **Practical Assessment** is a set of tasks that must be completed in a workplace, or in an environment with conditions similar to that of a real workplace.To be assessed for this unit of competency, you must demonstrate your skills and knowledge to develop and implement workplace sustainability policies and to modify the policy to suit changed circumstances. The Practical Assessments in this workbook include:1. **Workplace Project Assessment**

A series of written practical tests assessing the learner’s practical knowledge and skills underpinning of the unit of competency. This includes the learner completing workplace documents or similar as evidence of competent performance.1. **Workplace Practical Observation**

A set of assessment tasks where the learner must demonstrate practical skills relevant to the unit of competency. These skills are to be demonstrated while being observed by the assessor.**IMPORTANT!*** All signatures/initials in your submissions, including yours, must be handwritten and dated. Submissions with signatures/initials must be scanned.
* The supervisor/observer who completes and signs your evidence submissions must provide their real name, contact number, and email address for your assessor’s reference.
* Should you encounter issue or concerns regarding your assessment, contact your assessor.
 |

**Your State/Territory**

|  |
| --- |
| Some tasks in this Practical Assessment require you to refer to corporate sustainability legislation and regulations applicable to the state/territory where the workplace policy and procedures you will develop and implement for this practical assessment is based or located in. For your assessor’s reference, indicate below which state/territory your workplace/organisation is based or located in by ticking the box that corresponds to your answer.When completing these tasks, refer to the corporate sustainability legislation and regulations applicable to the state/territory you ticked below. |
|  |
| The state/territory where your workplace/organisation is based or located in. |
| o | Australian Capital Territory | o | South Australia |
| o | New South Wales | o | Tasmania |
| o | Northern Territory | o | Victoria |
| o | Queensland | o | Western Australia |

**Workplace Project Assessment**

**Project Overview**

|  |
| --- |
| **This workplace project assessment requires you to develop at least one sustainability policy and procedures in your workplace, and implement it on at least one occasion.****This assessment is divided into nine tasks:*** Task 1: Policy Scope Statement
* Task 2: Sustainability Policy and Procedures
* Task 3: Workplace Sustainability Policy Presentation
* Task 4: Sustainability Policy Implementation Plan
* Task 5: Resource Acquisition Log
* Task 6: Sustainability Policy Communication Plan
* Task 7: Implement Policy and Track for Improvements
* Task 8: Policy Implementation Outcomes
* Task 9: Modify Sustainability Policy

This project requires you to complete the assessment tasks in a real workplace, or in an environment with conditions similar to that of a workplace. Each task comes with a set of instructions. You are to follow and perform these instructions while being observed by the assessor and/or submit any required documentation. Before starting this assessment, your assessor will discuss with you these tasks, including instructions and guidance for satisfactorily completing them.  |

|  |
| --- |
| **You are required to:*** Complete the tasks within the time allowed, as scheduled in-class roll.
* Scope workplace and compliance requirements to plan for the development of a workplace sustainability policy.
* Develop at least one sustainability policy and procedures in the workplace.
* Present and implement the developed sustainability policy and procedures in the workplace on at least one occasion.
* Monitor the implementation of the workplace sustainability policy using appropriate recording systems.
* Identify trends in the implementation of the workplace sustainability policy to support continuous improvement processes.
* Modify sustainability policy and procedures to include areas of improvement.

**Resources Required for Assessment**Resources you need to access to complete the project assessment are outlined in the [**Resources Required for Assessment**](#ResourcesReq) section of this workbook, and in the corresponding *Assessor’s Checklist and/or Observation Form* of each task. Discuss each requirement with your assessor before commencing with each task. They will organise the resources required for this assessment.**IMPORTANT: Additional workplace resources may be required upon the contextualisation of this assessment.****Forms and Templates** Generic forms and templates are provided in the project tasks, unless otherwise specified. These can be accessed from the following link:[**BSBSUS511 Forms and Templates**](https://bouncefitness.precisiongroup.com.au/supplementary-files/business-competence-bsbsus511/)If you are currently in a workplace, use similar workplace templates and forms used by your organisation to complete each assessment task. Discuss with your supervisor and your assessor first to ensure that the forms/templates you will use from your organisation cover all criteria required by each assessment task.Review these forms and templates with your assessor before starting the task. |

**Task 1: Policy Scope Statement**

|  |
| --- |
| **ASSESSMENT INSTRUCTIONS**  |
| This task will require you to write a policy scope statement that you will use to develop a sustainability policy for your workplace/organisation. Use your workplace/organisation’s template to complete this task, or use the **Policy Scope Statement** template provided at the Bounce Fitness site.To complete this task, you must: * Obtain information that you need to identify the scope and objectives of the workplace sustainability policy you will develop.

This will require you to access and research information relevant to sustainability, including: * Federal and/or state/territory legislation, regulation, or best practice related to environmental protection and corporate sustainability actions
* Sustainability initiatives based on industry or workplace standards, guidelines, and approaches
* Corporate sustainability goals, such as:
	+ Minimising resource use
	+ Resource efficiency
	+ Waste minimisation/waste reduction
* Consult with at least three relevant stakeholders of the organisation to gain their input in the development of the workplace sustainability policy.

*Relevant stakeholders can be individuals or groups directly impacted by the policy you will develop. They must be involved throughout the development, implementation and monitoring process of the workplace sustainability policy you will develop.** Analyse the information gathered from your research and consultation with stakeholders to plan the scope and the objectives of the workplace sustainability policy you will develop.
* Write a policy scope statement for the workplace sustainability policy and procedures you will develop for this assessment.
 |

|  |
| --- |
| Review **Workplace Project Task 1 – Assessor’s Checklist** before starting this task. This form outlines the following: * Resources you are required to access to complete the task.
* All criteria your submission must address to satisfactorily complete this task.

You assessor will discuss these resources with you, and the criteria outlined in this form prior to this assessment.Review the template you will use to complete this task. If you are using a template from your workplace/organisation, discuss with your assessor to ensure that the template covers all requirements that apply to this task. Otherwise, use the **Policy Scope Statement** template provided at the Bounce Fitness site. Submit the completed policy scope statement to your assessor. Include any supplementary documents/sources used to create the policy scope statement, such as: * Organisational documents such as business plans or similar, with relevant objectives and practices for sustainability
* Printed or online sources relevant to sustainability issues, practices, or requirements, including government websites

You must also submit evidence of communication/consultation with at least three relevant stakeholders of the organisation on their input about the workplace sustainability policy.Evidence must be at least one of the following: * Email correspondence
* Meeting minutes
* Video recording of the meeting conducted with the stakeholders
 |

**Task 2: Sustainability Policy and Procedures**

|  |
| --- |
| **ASSESSMENT INSTRUCTIONS**  |
| This task will require you to develop at least one workplace sustainability policy and procedures. This must be based on the policy scope statement you completed from *Workplace Project Task 2*.You are also required to implement the new policy into the workplace/organisation’s wider organisational policies and procedures.Use your workplace/organisation’s standard policies and procedures template to complete this task, or use the generic **Policy and Procedures** template provided at the Bounce Fitness site.To complete this task, you must:* Review and analyse the information obtained from your research and consultation from the relevant stakeholders of the organisation.
* Develop the sustainability policy and procedures according to your organisation’s processes for developing policies and procedures.

Organisation’s processes will include: * Using your organisation’s standard template and format, where possible
* Conducting consultations with relevant stakeholders at various stages of policy writing
* Tracking changes following insights from consultations
* Seeking approvals prior to finalising the policy and procedures document

Consult with your workplace supervisor and your assessor first to assist you in identifying these processes. The workplace sustainability policy you will develop must include the following:* + Scope and objectives established from the policy scope statement
	+ Activities to be undertaken by all stakeholders of the organisation in the implementation of the sustainability policy and procedures
	+ Continuous improvement processes and recording systems to be used for monitoring the policy implementation
 |

|  |
| --- |
| * Implement the new sustainability policy and procedures document into the wider organisational policies and procedures through any of the following:
	+ Adding the new policy and procedures into the workplace/organisation’s staff handbook
	+ Publishing the new policy and procedures into the workplace/organisation’s company website/intranet site

Review **Workplace Project Task 2 – Assessor’s Checklist** before starting this task. This form outlines the following:* Resources you are required to access to complete the task.
* All criteria your submission must address to satisfactorily complete this task.

You assessor will discuss these resources with you, and the criteria outlined in this form prior to this assessment.Review the template you will use to complete this task. If you are using a template from your workplace/organisation, discuss with your assessor to ensure that the template covers all requirements that apply to this task. Otherwise, use the generic **Policy and Procedures** template provided at the Bounce Fitness site.Submit the following to your assessor:* Workplace sustainability policy and procedures document
* At least one of the following as evidence of implementing the new policy and procedures into the wider organisational policies and procedures
	+ Copy of the updated staff handbook
	+ Link/copy of policy posted on the organisation’s website/intranet site

Submit copies of at least two organisation processes you referred to develop the policies and procedures as supplementary evidence. Evidence can include:* Staff handbook
* Documented copy of the organisation’s departmental processes, e.g. published in the company website or intranet site
 |

**Task 3: Workplace Sustainability Policy Presentation**

|  |
| --- |
| **ASSESSMENT INSTRUCTIONS**  |
| Your assessor will observe you as you present to key stakeholders the sustainability policy and procedures you developed for the workplace/organisation. You will be assessed on your practical skills to: * Discuss all information covered in the new sustainability policy and procedures to key stakeholders of the workplace/organisation, including:
	+ Implementation processes
	+ Continuous improvement processes
* Clarify understanding of key stakeholders about the new policy through listening and questioning

Review **Workplace Project Task 3 – Observation Form** before starting this task. This form outlines all the practical skills you need to demonstrate to satisfactorily complete this task. Your assessor will also discuss with you the practical skills outlined in this form prior to the assessment.After completing this task, submit any of the following written presentation materials that you used to discuss the sustainability policy and procedures:* PowerPoint presentation
* Handouts
* Copy of updated staff handbook
* Link/copy of posts on the organisation’s website/intranet site

*It is recommended to have your assessor review first the presentation material will you used before presenting with the key stakeholders to ensure that all information is covered.* |

**Task 4: Sustainability Policy Implementation Plan**

|  |
| --- |
| **ASSESSMENT INSTRUCTIONS**  |
| This task will require you to develop an implementation plan that the organisation will use to carry out at least one activity from the new workplace sustainability policy and procedures. Use your workplace/organisation’s template to complete this task, or use the generic **Sustainability Policy Implementation Plan** template provided at the Bounce Fitness site. To complete this task, you must:* Identify the following in the implementation plan:
	+ At least one activity to be undertaken from the general procedures of the policy and procedures you developed
	+ Key personnel responsible for the implementation of this activity

*This includes the individual identified in the policy and procedures document whom you will be working with to monitor implementation of the policy in the workplace.** + Resources required to implement the activity, including where to access or obtain each resource
	+ Target timeframes for implementation
	+ Target outcome after implementation

Leave the ‘Status Update’ column and the ‘Areas of Improvement’ section blank. These will be accomplished during the implementation of the activity.* Confirm participation of the key personnel involved in the implementation of these action items, for the purpose of this assessment.

Review **Workplace Project Task 4 – Assessor’s Checklist** before starting this task. This form outlines the following:* Resources you are required to access to complete the task.
* All criteria your submission must address to satisfactorily complete this task.

You assessor will discuss these resources with you, and the criteria outlined in this form prior to this assessment.Review the template you will use to complete this task. If you are using a template from your workplace/organisation, discuss with your assessor to ensure that the template covers all requirements that apply to this task. Otherwise, use the generic **Sustainability Policy Implementation Plan t**emplate provided at the Bounce Fitness site.Submit the partially completed sustainability policy implementation plan to your assessor. |

**Task 5: Resource Acquisition Log**

|  |
| --- |
| **ASSESSMENT INSTRUCTIONS**  |
| This task will require you to prepare a resource acquisition log that you will use to obtain or access all resources you will use to implement the sustainability policy in your workplace/organisation.This task can be completed before or during the policy implementation *in Workplace Project Task 7*.Use your workplace/organisation’s template to complete this task, or use the **Resource Acquisition Log** provided at the Bounce Fitness site. To complete this task, you must:* Outline all resources required to implement the activity from the sustainability policy

*Refer to the* *Sustainability Policy Implementation Plan from Workplace Project Task 4.** Obtain/access each resource required. In the resource acquisition log, describe how you obtained/accessed each resource. Specify the date when each resource was obtained/acquired.
* Prepare supplementary evidence to demonstrate how and when you obtained/accessed each resource.

*For example, if your workplace/organisation purchased new materials/resources to implement the policy, you must submit copies of purchase receipts showing dates within the implementation date, or email correspondences confirming that you arranged for these new materials/resources to be purchased.** Have your supervisor/assessor sign off the resource acquisition log to confirm that you obtained/accessed each resource.
 |

|  |
| --- |
| Review **Workplace Project Task 5 – Assessor’s Checklist** before starting this task. This form outlines the following:* Resources you are required to access to complete the task.
* All criteria your submission must address to satisfactorily complete this task.

You assessor will discuss these resources with you, and the criteria outlined in this form prior to this assessment.Review the template you will use to complete this task. If you are using a template from your workplace/organisation, discuss with your assessor to ensure that the template covers all requirements that apply to this task. Otherwise, use the generic **Resource Acquisition Log** provided at the Bounce Fitness site.Submit the completed resource acquisition log to your assessor.In addition, you must submit evidence to demonstrate how and when you obtained/accessed each resource, as reflected in your responses in the resource acquisition log. |

**Task 6: Sustainability Policy Communication Plan**

|  |
| --- |
| **ASSESSMENT INSTRUCTIONS**  |
| This task requires you to create a communication plan that will be used to support the implementation of the new policy in the workplace. This will be used with the sustainability policy implementation plan from *Workplace Project Task 4*.Use your workplace/organisation’s template to complete this task, or use the generic **Communication Plan** template provided at the Bounce Fitness site. To complete this task, you must:* Identify the following in the communication plan:
	+ At least one activity to be undertaken as identified in the implementation plan
	+ Stakeholders (individuals or groups) affected by the implementation of the selected activity

*This must be based on the scope of the policy.** + Key personnel responsible for the implementation of this activity
	+ Information to be communicated to stakeholders to successfully implement the activity
	+ Communication method to be used
	+ Frequency of communication

Leave the ‘Status Update’ column blank. This will be accomplished during the implementation of the activity.* Consult with the key personnel to confirm details of the implementation plan and the draft communication plan.
 |

|  |
| --- |
| Review **Workplace Project Task 6 – Assessor’s Checklist** before starting this task. This form outlines the following:* Resources you are required to access to complete the task.
* All criteria your submission must address to satisfactorily complete this task.

You assessor will discuss these resources with you, and the criteria outlined in this form prior to this assessment.Review the template you will use to complete this task. If you are using a template from your workplace/organisation, discuss with your assessor to ensure that the template covers all requirements that apply to this task. Otherwise, use the generic **Communication Plan** template provided at the Bounce Fitness site.Submit the partially completed communication plan to your assessor.You must also submit evidence of consultation with the key personnel to confirm details of the implementation plan and the draft communication plan.Evidence must be at least one of the following: * Email correspondence
* Meeting minutes
* Video recording of the meeting conducted with the key personnel
 |

**Task 7: Implement Policy and Track for Improvements**

|  |
| --- |
| **ASSESSMENT INSTRUCTIONS**  |
| This task requires you to:* Implement the sustainability policy in your workplace based on your implementation plan; and
* Monitor areas of improvement from the policy using established recording systems.

You must also accomplish here the implementation plan and communication plan completed in the previous tasks.To complete this task, you must:* Prepare at least two recording systems that you will use for this task.

Recordings systems to be used can be:* Existing from your workplace/organisation
* Documents or templates you will create as identified in your sustainability policy and procedures document from *Workplace Project Task 2*.
* Communicate action items to key personnel involved in the policy implementation.
* Implement the sustainability activity identified in your implementation plan.
* Use the recording systems created to monitor at least two instances when the sustainability activity was implemented.

Each recording system must show dates/timelines when the activity was implemented and monitored.* Record the following in information as part of tracking improvements:
	+ Result of the implementation done against the target KPI in the implementation plan
	+ Areas of improvement in the policy based on the actual outcomes of the implementation.
 |

|  |
| --- |
| Review **Workplace Project Task 7 – Assessor’s Checklist** before starting this task. This form outlines the following:* Resources you are required to access to complete the task.
* All criteria your submission must address to satisfactorily complete this task.

You assessor will discuss these resources with you, and the criteria outlined in this form prior to this assessment.Review the template you will use to complete this task. Discuss with your assessor to ensure that the template covers all requirements that apply to this task.Submit the following to your assessor:* At least two recording systems used to monitor implementation
* Sustainability policy implementation plan with status update
* Communication plan with status update

In addition, you must submit the following as evidence of implementation of the sustainability policy in your workplace. This can include: * Evidence of communication/consultation to key personnel and/or stakeholders
* Relevant reports accessed to track the logs with the recording systems (e.g. electricity or water bill, purchase receipts)
* Copies of instructions provided to relevant stakeholders on how to implement the specific action item (e.g. instructions for recycling office paper)

Evidence you will submit must be relevant to the sustainability activity implemented. |

**Task 8: Policy Implementation Outcomes**

|  |
| --- |
| **ASSESSMENT INSTRUCTIONS**  |
| This task requires you to communicate outcomes of sustainability policy implementation to key personnel and stakeholders. Prior to commencing this task:* You must have completed *Workplace Project Task 7*; or
* Your organisation currently implements a sustainability policy and procedures other than the policy you developed for this project assessment.

To complete this task, you must:* Access and review the completed implementation plan and communication plan from Workplace *Project Task 7.*

*If you will complete this task based on your workplace/organisation’s sustainability policy and procedures, access similar documents demonstrating outcomes of policy implementation.* * Identify at least two trends from the outcomes that require immediate action

*Trends are patterns that generally appear in the recorded data/information. These can be qualitative or quantitative data, and can be identified by reviewing the recording systems and relevant reports used to track the policy’s KPIs.* * Communicate the outcomes of the policy implementation, and its trends to the following:
	+ Key personnel identified in the policy and procedures
	+ At least two key stakeholders of the policy and procedures

In your communication, describe the potential action required as part of the continuous improvement process. |

|  |
| --- |
| Review **Workplace Project Task 8 – Assessor’s Checklist** before starting this task. This form outlines the following:* Resources you are required to access to complete the task.
* All criteria your submission must address to satisfactorily complete this task.

You assessor will discuss these resources with you, and the criteria outlined in this form prior to this assessment.Submit evidence of communication to the key personnel and stakeholders to your assessor. This includes at least one of the following:* Email correspondence
* Meeting minutes
* Video recording of meeting conducted with the key personnel and/or stakeholders
* Link to the company website or intranet site where outcomes and trends are posted\*
* Business newsletters\*
* Podcasts or video recordings discussing these outcomes and trends\*

*\*Supplementary evidence to demonstrate that these were forwarded to the key personnel and stakeholders must be submitted.***IMPORTANT!**If you are communicating outcomes and trends based on an existing workplace sustainability policy and procedures from your organisation, you must submit copies of documents used to identify the outcomes and trends.  |

**Task 9: Modify Sustainability Policy**

|  |
| --- |
| **ASSESSMENT INSTRUCTIONS**  |
| This task requires you to modify at least two areas of improvement in the workplace sustainability policy.Prior to commencing this task, you must:* Have completed *Workplace Project Task 2*; or
* Have access to your organisation/workplace’s sustainability policy and procedures other than the policy you developed for this assessment.

This must be the same policy and procedures accessed to complete *Workplace Project Task 7.* To complete this task, you must:* Access and review the workplace sustainability policy that you have.
* Identify at least two areas of improvement in the policy.
	+ If you’re referring to the policy and procedures from this project assessment, you can base your areas of improvement on any of the following:
		- Triggers for continuous improvement identified in the policy and procedures document completed
		- Areas of improvement identified from *Workplace Project Task 7*
	+ If you’re referring to the policy and procedures from your own workplace, you can base your areas of improvement on any of the following:
		- Areas of improvement identified from *Workplace Project Task 7*
		- Any other areas you find from the policy and procedures that require modification
* Modify the section in the sustainability policy and procedures document based on your findings. Outline the modifications done using the version control section of your policy and procedures document.
 |

|  |
| --- |
| Review **Workplace Project Task 9 – Assessor’s Checklist** before starting this task. This form outlines the following:* Resources you are required to access to complete the task.
* All criteria your submission must address to satisfactorily complete this task.

You assessor will discuss these resources with you, and the criteria outlined in this form prior to this assessment.Submit the modified sustainability policy and procedures to your assessor.**IMPORTANT!**If you are modifying the policy and procedures from your own workplace/organisation, submit a copy of the existing policy and procedures document as supplementary evidence. |