

BSBSUS201A Matrix Map

(Generated Wednesday, 22 October 2014)

ELEMENTS AND PERFORMANCE CRITERIA

Element	Performance Criteria	Task / Question Map
1. Identify current resource use	1.1. Identify workplace environmental and resource efficiency issues	Sustainability: Q1 Q2 Q3 Environmental legislation: Q1 Q2 Q4 Hot water Audit scenario: Q1 Own workplace audit - general salon: Q1 Own workplace audit - house-keeping: Q1 Own workplace audit - airconditioning: Q1 Own workplace audit - cleaning: Q1 Own workplace audit - waste: Q1 Own workplace audit - water: Q1 Own workplace audit - office: Q1 Own workplace audit - hot water: Q1 Workplace Task: Conduct audit on salon house-keeping measures with regard to sustainability
	1.2. Identify resources used in own work role	Environmental legislation: Q1 Q2 Electricity audit scenario: Q1 Q2 Q3 Hot water Audit scenario: Q1 Own workplace audit - general salon: Q1 Own workplace audit - house-keeping: Q1 Own workplace audit - airconditioning: Q1 Own workplace audit - cleaning: Q1 Own workplace audit - waste: Q1 Own workplace audit - water: Q1 Own workplace audit - office: Q1 Own workplace audit - hot water: Q1

	<p>1.3. Document and measure current usage of resources using appropriate techniques</p>	<p>Electricity audit scenario: Q1 Q2 Q3 Hot water Audit scenario: Q1 Own workplace audit - general salon: Q1 Own workplace audit - house-keeping: Q1 Own workplace audit - airconditioning: Q1 Own workplace audit - cleaning: Q1 Own workplace audit - waste: Q1 Own workplace audit - water: Q1 Own workplace audit - office: Q1 Own workplace audit - hot water: Q1 Workplace Task: Conduct audit on salon house-keeping measures with regard to sustainability</p>
	<p>1.4. Record and file documentation measuring current usage, using technology (such as software systems) where applicable</p>	<p>Electricity audit scenario: Q1 Q2 Q3 Hot water Audit scenario: Q1 Own workplace audit - general salon: Q1 Own workplace audit - house-keeping: Q1 Own workplace audit - airconditioning: Q1 Q2 Own workplace audit - cleaning: Q1 Own workplace audit - waste: Q1 Own workplace audit - water: Q1 Own workplace audit - office: Q1 Own workplace audit - hot water: Q1</p>
	<p>1.5. Identify and report workplace environmental hazards to appropriate personnel</p>	<p>Environmental legislation: Q4 Hot water Audit scenario: Q1 Own workplace audit - general salon: Q1 Own workplace audit - house-keeping: Q2 Own workplace audit - airconditioning: Q1 Q2 Own workplace audit - cleaning: Q2 Own workplace audit - waste: Q1 Own workplace audit - water: Q2 Own workplace audit - office: Q1 Q2 Own workplace audit - hot water: Q1 Q2</p>

<p>2. Comply with environmental regulations</p>	<p>2.1. Follow workplace procedures to ensure compliance</p>	<p>Hot water Audit scenario: Q1 Own workplace audit - general salon: Q1 Q2 Own workplace audit - house-keeping: Q2 Own workplace audit - airconditioning: Q1 Own workplace audit - cleaning: Q1 Q2 Own workplace audit - waste: Q1 Own workplace audit - water: Q1 Own workplace audit - office: Q1 Q2 Own workplace audit - hot water: Q1 Q2</p>
	<p>2.2. Report breaches or potential breaches to appropriate personnel</p>	<p>Hot water Audit scenario: Q1 Own workplace audit - general salon: Q2 Own workplace audit - house-keeping: Q2 Own workplace audit - airconditioning: Q2 Own workplace audit - cleaning: Q2 Own workplace audit - waste: Q2 Own workplace audit - water: Q1 Own workplace audit - office: Q1 Q2 Own workplace audit - hot water: Q1 Q2 Workplace Task: Provide a report to a supervisor about house keeping issues in regard to sustainability</p>

<p>3. Seek opportunities to improve resource efficiency</p>	<p>3.1. Follow organisational plans to improve environmental practices and resource efficiency</p>	<p>Environmental legislation: Q1 Q3 Electricity audit scenario: Q1 Q2 Q3 Hot water Audit scenario: Q1 Own workplace audit - general salon: Q1 Q2 Own workplace audit - house-keeping: Q1 Q2 Own workplace audit - airconditioning: Q1 Own workplace audit - cleaning: Q1 Q2 Own workplace audit - waste: Q1 Own workplace audit - water: Q1 Own workplace audit - office: Q1 Own workplace audit - hot water: Q1 Workplace Task: Use problem solving skills with relevant legislation to provide alternate practices to improve sustainability</p>
	<p>3.2. Work as part of a team, where relevant, to identify possible areas for improvements to work practices in own work area</p>	<p>Hot water Audit scenario: Q1 Own workplace audit - general salon: Q2 Own workplace audit - house-keeping: Q2 Own workplace audit - airconditioning: Q1 Own workplace audit - cleaning: Q2 Own workplace audit - waste: Q1 Own workplace audit - water: Q2 Own workplace audit - office: Q1 Own workplace audit - hot water: Q2</p>

	<p>3.3. Make suggestions for improvements to workplace practices in own work area</p>	<p>Hot water Audit scenario: Q1 Own workplace audit - general salon: Q2 Own workplace audit - house-keeping: Q2 Own workplace audit - airconditioning: Q2 Own workplace audit - cleaning: Q2 Own workplace audit - waste: Q1 Own workplace audit - water: Q1 Own workplace audit - office: Q1 Q2 Own workplace audit - hot water: Q2 Workplace Task: Use problem solving skills with relevant legislation to provide alternate practices to improve sustainability</p>
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REQUIRED SKILLS

Required Skill	Task / Question Map
<p><i>analytical skills to comply with all relevant legislation associated with job specifications and procedures</i></p>	<p><i>Environmental legislation: Q1</i></p> <p><i>Electricity audit scenario: Q1 Q2 Q3</i></p> <p><i>Hot water Audit scenario: Q1</i></p> <p><i>Own workplace audit - general salon: Q1</i></p> <p><i>Own workplace audit - house-keeping: Q1 Q2</i></p> <p><i>Own workplace audit - airconditioning: Q1</i></p> <p><i>Own workplace audit - cleaning: Q2</i></p> <p><i>Own workplace audit - waste: Q1</i></p> <p><i>Own workplace audit - water: Q1</i></p> <p><i>Own workplace audit - office: Q1</i></p> <p><i>Own workplace audit - hot water: Q1</i></p>
<p><i>communication and problem-solving skills to question, seek clarification and make suggestions relating to work requirements and efficiency</i></p>	<p><i>Electricity audit scenario: Q1 Q2 Q3</i></p> <p><i>Hot water Audit scenario: Q1</i></p> <p><i>Own workplace audit - general salon: Q2</i></p> <p><i>Own workplace audit - house-keeping: Q2</i></p> <p><i>Own workplace audit - airconditioning: Q2</i></p> <p><i>Own workplace audit - cleaning: Q2</i></p> <p><i>Own workplace audit - waste: Q2</i></p> <p><i>Own workplace audit - water: Q1</i></p> <p><i>Own workplace audit - office: Q2</i></p> <p><i>Own workplace audit - hot water: Q2</i></p> <p><i>Workplace Task: Use problem solving skills with relevant legislation to provide alternate practices to improve sustainability</i></p>

<p><i>communication and teamwork skills to recognise procedures; to follow instructions; to respond to change, such as current workplace environmental/sustainability frameworks; and to support team work and participation in a sustainable organisation</i></p>	<p><i>Electricity audit scenario: Q1 Q2 Q3</i> <i>Hot water Audit scenario: Q1</i> <i>Own workplace audit - general salon: Q2</i> <i>Own workplace audit - house-keeping: Q2</i> <i>Own workplace audit - airconditioning: Q2</i> <i>Own workplace audit - cleaning: Q2</i> <i>Own workplace audit - waste: Q2</i> <i>Own workplace audit - water: Q1</i> <i>Own workplace audit - office: Q1 Q2</i> <i>Own workplace audit - hot water: Q2</i></p>
<p><i>literacy, numeracy and technology skills to interpret workplace information in relation to work role, and to document and measure resource use</i></p>	<p><i>Electricity audit scenario: Q1 Q2 Q3</i> <i>Hot water Audit scenario: Q1</i> <i>Own workplace audit - general salon: Q1</i> <i>Own workplace audit - house-keeping: Q1 Q2</i> <i>Own workplace audit - airconditioning: Q1</i> <i>Own workplace audit - cleaning: Q1</i> <i>Own workplace audit - waste: Q1</i> <i>Own workplace audit - water: Q1</i> <i>Own workplace audit - office: Q1 Q2</i> <i>Own workplace audit - hot water: Q1</i></p>
<p><i>technology skills to select and use technology appropriate for a task.</i></p>	<p><i>Electricity audit scenario: Q1 Q2 Q3</i> <i>Hot water Audit scenario: Q1</i> <i>Own workplace audit - general salon: Q1 Q2</i> <i>Own workplace audit - house-keeping: Q1 Q2</i> <i>Own workplace audit - airconditioning: Q1</i> <i>Own workplace audit - cleaning: Q1 Q2</i> <i>Own workplace audit - waste: Q1 Q2</i> <i>Own workplace audit - water: Q1</i> <i>Own workplace audit - office: Q1 Q2</i> <i>Own workplace audit - hot water: Q1</i></p>

REQUIRED KNOWLEDGE

Required Knowledge	Task / Question Map
<i>environmental and resource hazards/risks</i>	<i>Environmental legislation: Q1 Q2 Q3 Q4</i> <i>Hot water Audit scenario: Q1</i> <i>Own workplace audit - general salon: Q1</i> <i>Own workplace audit - house-keeping: Q1</i> <i>Own workplace audit - airconditioning: Q1</i> <i>Own workplace audit - cleaning: Q1 Q2</i> <i>Own workplace audit - waste: Q1</i> <i>Own workplace audit - water: Q1</i> <i>Own workplace audit - office: Q1</i> <i>Own workplace audit - hot water: Q1</i>
<i>environmental or sustainability legislation, regulations and codes of practice applicable to own work role</i>	<i>Environmental legislation: Q1 Q2 Q3</i> <i>Own workplace audit - general salon: Q1</i> <i>Own workplace audit - house-keeping: Q1</i> <i>Own workplace audit - airconditioning: Q1</i> <i>Own workplace audit - cleaning: Q1</i> <i>Own workplace audit - waste: Q1</i> <i>Own workplace audit - water: Q1</i> <i>Own workplace audit - office: Q1</i> <i>Own workplace audit - hot water: Q1</i>

<p><i>OHS issues and requirements</i></p>	<p><i>Environmental legislation: Q1 Q3 Q4</i></p> <p><i>Own workplace audit - general salon: Q1 Q2</i></p> <p><i>Own workplace audit - house-keeping: Q1</i></p> <p><i>Own workplace audit - airconditioning: Q1</i></p> <p><i>Own workplace audit - cleaning: Q1</i></p> <p><i>Own workplace audit - waste: Q1</i></p> <p><i>Own workplace audit - water: Q1</i></p> <p><i>Own workplace audit - office: Q1</i></p> <p><i>Own workplace audit - hot water: Q1</i></p>
<p><i>organisational structure, and reporting channels and procedures</i></p>	<p><i>Environmental legislation: Q1 Q3</i></p> <p><i>Own workplace audit - general salon: Q1</i></p> <p><i>Own workplace audit - house-keeping: Q2</i></p> <p><i>Own workplace audit - airconditioning: Q2</i></p> <p><i>Own workplace audit - cleaning: Q2</i></p> <p><i>Own workplace audit - waste: Q1</i></p> <p><i>Own workplace audit - water: Q1</i></p> <p><i>Own workplace audit - office: Q1</i></p> <p><i>Own workplace audit - hot water: Q2</i></p>
<p><i>relevant environmental and resource efficiency systems and procedures</i></p>	<p><i>Own workplace audit - general salon: Q1</i></p> <p><i>Own workplace audit - house-keeping: Q1</i></p> <p><i>Own workplace audit - airconditioning: Q1</i></p> <p><i>Own workplace audit - cleaning: Q1</i></p> <p><i>Own workplace audit - waste: Q1</i></p> <p><i>Own workplace audit - water: Q1</i></p> <p><i>Own workplace audit - office: Q1</i></p> <p><i>Own workplace audit - hot water: Q1</i></p>

<p><i>sustainability in the workplace</i></p>	<p><i>Sustainability: Q1 Q2 Q3</i></p> <p><i>Own workplace audit - general salon: Q1 Q2</i></p> <p><i>Own workplace audit - house-keeping: Q1</i></p> <p><i>Own workplace audit - airconditioning: Q1</i></p> <p><i>Own workplace audit - cleaning: Q1</i></p> <p><i>Own workplace audit - waste: Q1</i></p> <p><i>Own workplace audit - water: Q1</i></p> <p><i>Own workplace audit - office: Q1</i></p> <p><i>Own workplace audit - hot water: Q1</i></p>
<p><i>terms and conditions of employment including policies and procedures, such as daily tasks, employee and employer rights, equal opportunity.</i></p>	<p><i>Electricity audit scenario: Q1 Q2 Q3</i></p> <p><i>Own workplace audit - general salon: Q2</i></p> <p><i>Own workplace audit - house-keeping: Q2</i></p> <p><i>Own workplace audit - airconditioning: Q1</i></p> <p><i>Own workplace audit - cleaning: Q1</i></p> <p><i>Own workplace audit - waste: Q1 Q2</i></p> <p><i>Own workplace audit - water: Q1 Q2</i></p> <p><i>Own workplace audit - office: Q1</i></p> <p><i>Own workplace audit - hot water: Q1</i></p>

CRITICAL ASPECTS

Critical Aspects	Task / Question Map
<p>Evidence of the following is essential:</p> <p><i>accessing, interpreting and complying with a range of environment/sustainability legislation and procedural requirements relevant to daily responsibilities</i></p>	<p><i>Sustainability: Q1 Q2</i></p> <p><i>Electricity audit scenario: Q1 Q2 Q3</i></p> <p><i>Own workplace audit - general salon: Q1 Q2</i></p> <p><i>Own workplace audit - airconditioning: Q1 Q2</i></p> <p><i>Own workplace audit - cleaning: Q1</i></p> <p><i>Own workplace audit - waste: Q1</i></p> <p><i>Own workplace audit - water: Q1</i></p> <p><i>Own workplace audit - office: Q1</i></p> <p><i>Own workplace audit - hot water: Q1</i></p>
<p><i>accurately following organisational information to participate in and support an improved resource efficiency process and reporting as required</i></p>	<p><i>Electricity audit scenario: Q1 Q2 Q3</i></p> <p><i>Own workplace audit - general salon: Q1 Q2</i></p> <p><i>Own workplace audit - airconditioning: Q1 Q2</i></p> <p><i>Own workplace audit - cleaning: Q1</i></p> <p><i>Own workplace audit - waste: Q1 Q2</i></p> <p><i>Own workplace audit - water: Q1</i></p> <p><i>Own workplace audit - office: Q1</i></p> <p><i>Own workplace audit - hot water: Q1</i></p>

<p><i>developing and/or using tools such as inspection checklists, to collect and measure relevant information on organisation resource consumption, within work role</i></p>	<p><i>Electricity audit scenario: Q1 Q2 Q3</i> <i>Own workplace audit - general salon: Q1 Q2</i> <i>Own workplace audit - airconditioning: Q1</i> <i>Own workplace audit - cleaning: Q1</i> <i>Own workplace audit - waste: Q1</i> <i>Own workplace audit - water: Q1</i> <i>Own workplace audit - office: Q1</i> <i>Own workplace audit - hot water: Q1</i> <i>Workplace Task: Maintain a sustainability auditing document for the salon taking into account workplace procedures</i></p>
<p><i>identifying organisational improvements by applying efficient resource use to daily activities</i></p>	<p><i>Electricity audit scenario: Q1 Q2 Q3</i> <i>Own workplace audit - general salon: Q1 Q2</i> <i>Own workplace audit - airconditioning: Q1</i> <i>Own workplace audit - cleaning: Q1</i> <i>Own workplace audit - waste: Q1</i> <i>Own workplace audit - water: Q1</i> <i>Own workplace audit - office: Q1</i> <i>Own workplace audit - hot water: Q1</i> <i>Workplace Task: Conduct audit on salon house-keeping measures with regard to sustainability</i> <i>Workplace Task: Provide a report to a supervisor about house keeping issues in regard to sustainability</i></p>
<p><i>knowledge of environmental and resource hazards/risks.</i></p>	<p><i>Sustainability: Q3</i> <i>Electricity audit scenario: Q1 Q2 Q3</i> <i>Own workplace audit - general salon: Q1 Q2</i> <i>Own workplace audit - airconditioning: Q1</i> <i>Own workplace audit - cleaning: Q1</i> <i>Own workplace audit - waste: Q1</i> <i>Own workplace audit - water: Q1</i> <i>Own workplace audit - office: Q1</i> <i>Own workplace audit - hot water: Q1</i></p>

RANGE STATEMENTS

Range Statements	Task / Question Map	
<i>Environmental and resource efficiency issues may include:</i>	<i>maximising opportunities to improve business environmental performance</i>	
	<i>minimising environmental risks</i>	
	<i>promoting more efficient production and consumption of natural resources, for example minimising waste by participating in or using a waste management system</i>	
	<i>using resources efficiently such as material usage, energy usage (seeking alternative sources of energy or energy conservation) or efficient water usage</i>	
<i>Appropriate techniques may include:</i>	<i>examining and documenting resources in work area</i>	
	<i>examining invoices from suppliers</i>	
	<i>examining relevant information and data</i>	
	<i>measuring resource usage under different conditions</i>	
	<i>reports from other parties involved in the process of identifying and implementing improvements</i>	
Compliance may include:	meeting relevant laws, by-laws and regulations or best practice to support compliance in environmental performance and sustainability at each level as required (such as Environmental Protection or Biodiversity Conservation Act):	
	<i>international</i>	
	<i>commonwealth</i>	
	<i>state/territory</i>	
	<i>local government</i>	
	<i>industry</i>	

	<i>organisation</i>	
<i>Organisational plans may include:</i>	<i>documented policies and procedures</i>	
	<i>work plans to minimise waste or to increase efficiency of resources such as a green office program, supply chain program for purchasing sustainable products or an environmental management framework</i>	
<i>Suggestions may include ideas that help to:</i>	<i>improve energy efficiency</i>	
	<i>increase use of renewable, recyclable, reusable and recoverable resources</i>	
	<i>maximise opportunities such as use of solar power or other alternative forms of energy, where appropriate</i>	
	<i>prevent and minimise risks</i>	
	<i>reduce emissions of greenhouse gases</i>	
	<i>reduce use of non-renewable resources</i>	