

BSBSUS401 Matrix Map

(Generated Thursday, 01 September 2016)

ELEMENTS AND PERFORMANCE CRITERIA

Element	Performance Criteria	Task / Question Map
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>	
<i>1. Investigate current practices in relation to resource usage</i>	<i>1.1 Identify environmental regulations applying to the enterprise</i>	<i>Complying with Environmental Regulations: Q1 Q2</i>
	<i>1.2 Analyse procedures for assessing compliance with environmental/sustainability regulations</i>	<i>Business and Sustainability: Q1 Q2 Complying with Environmental Regulations: Q1 Q2</i>
	<i>1.3 Collect information on environmental and resource efficiency systems and procedures, and provide to the work group where appropriate</i>	<i>Electricity Audit Scenario: Q1 Q2 Q3 Own workplace audit - air-conditioning: Q1 Q2</i>
	<i>1.4 Collect, analyse and organise information from a range of sources to provide information/advice and tools/resources for improvement opportunities</i>	<i>Own workplace audit - air-conditioning: Q1 Q2 Practical: Measuring Current Sustainability Practices: Q1 Q2</i>
	<i>1.5 Measure and document current resource usage of members of the work group</i>	<i>Electricity Audit Scenario: Q1 Q2 Q3 Water Usage Audit: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Own workplace audit - air-conditioning: Q1 Q2 Practical: Measuring Current Sustainability Practices: Q1 Q2</i>
	<i>1.6 Analyse and document current purchasing strategies</i>	<i>Analyse Current Processes and Products: Q1 Q2 Practical: Measuring Current Sustainability Practices: Q1 Q2 Greening Your Supply Chain: Q1 Q2 Q3</i>

	1.7 Analyse current work processes to access information and data to assist in identifying areas for improvement	Water Usage Audit: Q9 Own workplace audit - air-conditioning: Q1 Q2 Practical: Measuring Current Sustainability Practices: Q1 Q2
2. Set targets for improvements	2.1 Seek input from stakeholders, key personnel and specialists	Practical: Measuring Current Sustainability Practices: Q1 Q2
	2.2 Access external sources of information and data as required	Greening Your Supply Chain: Q1 Q2 Q3
	2.3 Evaluate alternative solutions to workplace environmental issues	Greening Your Supply Chain: Q1 Q2 Q3
	2.4 Set efficiency targets	
3. Implement performance improvement strategies	3.1 Source and use appropriate techniques and tools to assist in achieving efficiency targets	Water Usage Audit: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Greening Your Supply Chain: Q1 Q2 Q3
	3.2 Apply continuous improvement strategies to own work area of responsibility, including ideas and possible solutions to communicate to the work group and management	Sourcing New Techniques and Tools: Q1 Q2
	3.3 Implement and integrate environmental and resource efficiency improvement plans for own work group with other operational activities	Sourcing New Techniques and Tools: Q1 Q2
	3.4 Supervise and support team members to identify possible areas for improved practices and resource efficiency in work area	Follow Workplace Plan to Improve Workplace Practices: Q1 Q2 Q3 Q4 Q5 Teamwork and strategies for improvement: Q1 Q2 Q3 Analyse Current Processes and Products: Q2 Sourcing New Techniques and Tools: Q1 Q2
	3.5 Seek suggestions and ideas about environmental and resource efficiency management from stakeholders and act upon where appropriate	Teamwork and strategies for improvement: Q1 Q2 Q3
	3.6 Implement costing strategies to fully utilise environmental assets	Water Usage Audit: Q9

4. Monitor performance	4.1 Use and/or develop evaluation and monitoring, tools and technology	Water Usage Audit: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Teamwork and strategies for improvement: Q1 Q2 Q3 Evaluating Your Sustainability Strategies: Q1 Q2
	4.2 Document and communicate outcomes to report on efficiency targets to key personnel and stakeholders	Evaluating Your Sustainability Strategies: Q1 Q2
	4.3 Evaluate strategies and improvement plans	Evaluating Your Sustainability Strategies: Q1 Q2
	4.4 Set new efficiency targets, and investigate and apply new tools and strategies	Evaluating Your Sustainability Strategies: Q1 Q2
	4.5 Promote successful strategies and reward participants where possible	Rewarding Sustainability Success: Q1

PERFORMANCE EVIDENCE

Performance Evidence	Task / Question Map
Evidence of the ability to:	
- analyse information from a range of sources to identify current procedures, practices and compliance requirements in relation to environmental and resource sustainability	Electricity Audit Scenario: Q1 Q2 Q3 Water Usage Audit: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Own workplace audit - air-conditioning: Q1 Q2 Analyse Current Processes and Products: Q1 Q2 Practical: Measuring Current Sustainability Practices: Q1 Q2 Greening Your Supply Chain: Q1 Q2 Q3 Complying with Environmental Regulations: Q1 Q2
- consult and communicate with relevant stakeholders to seek input and encourage engagement with developing and implementing sustainability improvements, encourage feedback and suggestions and report on outcomes	Analyse Current Processes and Products: Q2 Sourcing New Techniques and Tools: Q1 Q2 Evaluating Your Sustainability Strategies: Q1 Q2
- plan and organise work group activities to:	
- measure current resource usage	Electricity Audit Scenario: Q1 Q2 Q3 Water Usage Audit: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Own workplace audit - air-conditioning: Q1 Q2 Practical: Measuring Current Sustainability Practices: Q1 Q2
- solve problems and generate ideas for improvements	Evaluating Your Sustainability Strategies: Q1 Q2
- evaluate and implement strategies to improve resource usage	Water Usage Audit: Q9 Greening Your Supply Chain: Q1 Q2 Q3 Evaluating Your Sustainability Strategies: Q1 Q2
- plan, implement and integrate improvements into operations	Greening Your Supply Chain: Q1 Q2 Q3 Sourcing New Techniques and Tools: Q1 Q2 Evaluating Your Sustainability Strategies: Q1 Q2
- meet environmental requirements	Complying with Environmental Regulations: Q1 Q2

<p>- <i>apply continuous improvement approach to sustainability performance</i></p>	<p><i>Teamwork and strategies for improvement: Q1 Q2 Q3</i> <i>Evaluating Your Sustainability Strategies: Q1 Q2</i> <i>Business and Sustainability: Q1 Q2</i></p>
<p>- <i>apply change management techniques to support sustainability performance.</i></p>	<p><i>Follow Workplace Plan to Improve Workplace Practices: Q1 Q2 Q3 Q4 Q5</i> <i>Evaluating Your Sustainability Strategies: Q1 Q2</i> <i>Rewarding Sustainability Success: Q1</i></p>

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

KNOWLEDGE EVIDENCE

Knowledge Evidence	Task / Question Map
To complete the unit requirements safely and effectively, the individual must:	
- identify relevant internal and external sources of information and explain how they can be used to identify sustainability improvements	Own workplace audit - air-conditioning: Q1 Q2 Greening Your Supply Chain: Q1 Q2 Q3 Complying with Environmental Regulations: Q1 Q2
- explain the compliance requirements for the work area with reference to legislation, regulations, codes of practice and workplace procedures that relate to environmental and resource issues	Complying with Environmental Regulations: Q1 Q2
- outline common environmental and energy efficiency issues within the industry	Practical: Measuring Current Sustainability Practices: Q1 Q2
- give examples of benchmarks for environmental and resource sustainability that are relevant to the organisation	Greening Your Supply Chain: Q1 Q2 Q3 Evaluating Your Sustainability Strategies: Q1 Q2
- outline organisational systems and procedures that relate to environmental and resource sustainability improvements including:	
- supply chain, procurement and purchasing	Greening Your Supply Chain: Q1 Q2 Q3
- quality assurance	
- making recommendations and seeking approvals	Water Usage Audit: Q9 Greening Your Supply Chain: Q1 Q2 Q3 Sourcing New Techniques and Tools: Q1 Q2 Evaluating Your Sustainability Strategies: Q1 Q2

FOUNDATION SKILLS

Foundation Skills	Task / Question Map
<i>Description</i>	
<i>Identifies and analyses complex texts to determine legislative, regulatory and business requirements</i>	<i>Complying with Environmental Regulations: Q1 Q2</i>
<i>Reviews reported information to evaluate workplace strategies and improvement practices</i>	<i>Teamwork and strategies for improvement: Q1 Q2 Q3 Sourcing New Techniques and Tools: Q1 Q2 Evaluating Your Sustainability Strategies: Q1 Q2</i>
<i>Documents findings of investigations from written and oral sources according to organisational requirements</i>	<i>Water Usage Audit: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Analyse Current Processes and Products: Q1 Q2 Practical: Measuring Current Sustainability Practices: Q1 Q2 Greening Your Supply Chain: Q1 Q2 Q3 Evaluating Your Sustainability Strategies: Q1 Q2 Complying with Environmental Regulations: Q1 Q2</i>
<i>Provides updates about progress using formats and language appropriate to the audience and context</i>	<i>Evaluating Your Sustainability Strategies: Q1 Q2</i>
<i>Presents information and seeks advice using structure and language appropriate to audience</i>	<i>Practical: Measuring Current Sustainability Practices: Q1 Q2 Sourcing New Techniques and Tools: Q1 Q2 Evaluating Your Sustainability Strategies: Q1 Q2</i>
<i>Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding</i>	<i>Sourcing New Techniques and Tools: Q1 Q2</i>
<i>Analyses numerical information to measure usage and calculates metric measurements, quantities/ratios and financial data using appropriate tools</i>	<i>Electricity Audit Scenario: Q1 Q2 Q3 Water Usage Audit: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Own workplace audit - air-conditioning: Q1 Q2 Evaluating Your Sustainability Strategies: Q1 Q2</i>
<i>Recognises and follows legislative requirements and organisational policies and procedures associated with own role</i>	<i>Complying with Environmental Regulations: Q1 Q2</i>
<i>Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information</i>	<i>Practical: Measuring Current Sustainability Practices: Q1 Q2</i>

<p><i>Collaborates and consults with a range of stakeholders to achieve shared understanding of individual roles in meeting objectives</i></p>	<p><i>Teamwork and strategies for improvement: Q1 Q2 Q3</i> <i>Analyse Current Processes and Products: Q2</i> <i>Practical: Measuring Current Sustainability Practices: Q2</i> <i>Rewarding Sustainability Success: Q1</i></p>
<p><i>Develops plans to manage routine and non-routine tasks for own work group with an awareness of how they contribute to the broader organisation</i></p>	<p><i>Evaluating Your Sustainability Strategies: Q1 Q2</i></p>
<p><i>Uses systematic, analytical processes to set environmental targets, gather relevant information, identify and evaluate alternative approaches</i></p>	<p><i>Evaluating Your Sustainability Strategies: Q1 Q2</i> <i>Business and Sustainability: Q1 Q2</i></p>
<p><i>Evaluates outcomes of decisions to identify opportunities for improvement</i></p>	<p><i>Evaluating Your Sustainability Strategies: Q1 Q2</i></p>
<p><i>Uses the main features and functions of digital tools to complete work tasks and access information</i></p>	<p><i>Electricity Audit Scenario: Q1 Q2 Q3</i> <i>Water Usage Audit: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9</i> <i>Own workplace audit - air-conditioning: Q1 Q2</i></p>

ASSESSMENT CONDITIONS

Assessment Conditions	Task / Question Map
<p>Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the sustainability field of work and include access to:</p>	
<ul style="list-style-type: none"> - relevant legislation, regulations, standards and codes 	<p><i>Complying with Environmental Regulations: Q1 Q2</i></p>
<ul style="list-style-type: none"> - relevant workplace documentation and resources 	<p><i>Electricity Audit Scenario: Q1 Q2 Q3</i> <i>Water Usage Audit: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9</i> <i>Own workplace audit - air-conditioning: Q1 Q2</i> <i>Practical: Measuring Current Sustainability Practices: Q1 Q2</i> <i>Greening Your Supply Chain: Q1 Q2 Q3</i> <i>Evaluating Your Sustainability Strategies: Q1 Q2</i></p>
<ul style="list-style-type: none"> - case studies or, where possible, real situations 	<p><i>Electricity Audit Scenario: Q1 Q2 Q3</i> <i>Water Usage Audit: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9</i> <i>Own workplace audit - air-conditioning: Q1 Q2</i> <i>Practical: Measuring Current Sustainability Practices: Q1 Q2</i> <i>Evaluating Your Sustainability Strategies: Q1 Q2</i></p>
<ul style="list-style-type: none"> - interaction with others. 	<p><i>Follow Workplace Plan to Improve Workplace Practices: Q1 Q2 Q3 Q4 Q5</i> <i>Teamwork and strategies for improvement: Q1 Q2 Q3</i> <i>Analyse Current Processes and Products: Q2</i> <i>Practical: Measuring Current Sustainability Practices: Q2</i> <i>Sourcing New Techniques and Tools: Q1 Q2</i></p>
<p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	