

# UNIT OUTLINE



## BSBSUS501 DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY

This unit describes the performance outcomes, skills and knowledge required to develop and implement a workplace sustainability policy, including the modification of the policy to suit changed circumstances. This unit requires the ability to access industry information, applicable legislative and occupational health and safety (OHS) guidelines.

### UNIT OBJECTIVES

On successful completion of this unit you will be able to:

1. Develop workplace sustainability policy
2. Communicate workplace sustainability policy
3. Implement workplace sustainability policy
4. Review workplace sustainability policy implementation

### TRAINING AND SKILL PRACTICE

You will receive a copy of the smallPrint text book to support training in this unit.

The book focuses on the elements required to be successful in developing a workplace sustainability policy and procedure.

To support your training, you will be given a series of activities to complete which include identifying and gathering feedback from stakeholders, researching industry regulations and standards, performing analysis and review, communicating with others to ensure effective implementation.

You are required to practice skills such as communication, research, business document writing, analysis, and continuous improvement.

### ASSESSMENT TASKS

For this unit assessment consists of a theory test and projects which build on the skills and knowledge required to determine the sustainability expectations and requirements for the industry, communicate with others to ensure understanding and support effective implementation, produce a sustainability policy and procedure, and perform reviews and quality improvement practices.

### FEEDBACK

Regular feedback is encouraged, and you can provide this to your Trainer at each visit or you are welcome to forward your comments direct to our administrative team. There is also a feedback section on our website which provides another option for you.

Should you wish to make a complaint or lodge an appeal please refer to your Terms and Conditions or our website for information on the procedure for this.

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## AVAILABLE SUPPORT

Your Trainer is available to you from 8:30am to 4:30pm each weekday and will provide you their contact details.

Alternately our office is available 8:30am to 4:30pm each weekday and our CEO is available 24 / 7.

Full contact details for our team are available on our website.

## REFERENCE MATERIAL

You will need access to information about the legal requirements for sustainability in your industry including any OSH regulations.

Access to the other team members, quality standards and company policies and procedures is also necessary.

Other reference material to support your training and assessment is listed at the end of the relevant textbook chapter.