**Purpose**

The Student Assessment Guide provides you with information on how the assessment for this unit will be conducted and the assessment evidence you will need to provide that demonstrates your competency in the unit.

**1. Unit and VET Lecturer Details**

|  |  |
| --- | --- |
| **Unit Code** | BSBSUS401 |
| **Unit Title** | Implement and monitor environmentally sustainable work practices |
| **VET Lecturer Name** |  |
| **Location** |  |
| **Phone** |  |
| **Email** |  |
| **Application** | This unit describes the skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.  It applies to individuals with responsibility for a specific area of work or who lead a work group or team and addresses the knowledge, processes and techniques necessary to implement and monitor environmentally sustainable work practices, including the development of processes and tools.  No licensing, legislative or certification requirements apply to this unit at the time of publication. |

**2. Assessment Information**

**Part A consists of 12 written answer questions**

The questions may be completed on your personal computer in class or in Learner support using MS Word or at home.

They must be submitted to your lecturer by the due date via email to our generic address:

[ICT.submit@cdu.edu.au](mailto:ICT.submit@cdu.edu.au)

The subject line must contain the student number, unit code and lecturers name

Assessment Part A may be completed without supervision, however the lecturer may ask additional questions if deemed necessary for authenticity

Students may use the supplied notes to answer questions and complete tasks. They may also use the internet for research

**Part B is a project consisting of 5 exercises**

The project may be completed on your personal computer in class or in Learner support using MS Word or at home. Any existing workplace documents may be used but the source of the document must be acknowledged

Files created or used for the project must be submitted to your lecturer by the due date in a zipped file via email to our generic address:

[ICT.submit@cdu.edu.au](mailto:ICT.submit@cdu.edu.au)

The subject line must contain the student number, unit code and lecturers name

Assessment Part B may be completed without supervision, however the lecturer may ask additional questions if deemed necessary for authenticity

Students may use the supplied notes to answer questions and complete tasks. They may also use the internet for research

**Disclaimer**

Charles Darwin University is collecting information for the purpose of assessing students. Only CDU authorised staff have access to this information. If required for audit purposes, your details may be forwarded to officers from Australian Skills Quality Authority, Australian Government’s national regulator for the vocational education and training sector or other technical experts/advisors. If you are an apprentice/trainee, your personal information, attendance details, progress and results will be disclosed to your employer. If you are under the age of 18 years your personal information, attendance details and results may be disclosed to your parent/guardian. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Written Answer Questions Assessment** | | |
|  | | | |
| **Assessment Task Number:** Part A | | | |
| **Student Name:** | | | **Student Number:** |
| **VET Lecturer/Assessor Name:** | | | |
| **Unit Code: BSBSUS401** | | **Unit Title: Implement and monitor environmentally sustainable work practices** | |
| **Due Date:** | | **Date Submitted:** | **Number of attempts allowed: 2** |
| **Instructions to Student** | | | |
| To successfully demonstrate competency, you must:  The questions may be completed on your personal computer in class or in Learner support using MS Word or at home.  They must be submitted to your lecturer by the due date via email to our generic address:  [ICT.submit@cdu.edu.au](mailto:ICT.submit@cdu.edu.au)  The subject line must contain the student number, unit code and lecturers name  Assessment Part A may be completed without supervision, however the lecturer may ask additional questions if deemed necessary for authenticity  Students may use the supplied notes to answer questions and complete tasks. They may also use the internet for research | | | |
| **Reasonable Adjustment** | | | |
| The assessor must record any adjustment made available to the student for this assessment– e.g. written assessment given orally, time extensions, etc. | | | |
| **Student Declaration** | | | |
| I declare that no part of this assessment/assignment has been copied from any other person's work, except where due acknowledgment is made in the text, and no part of this assessment/assignment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.  **Student Signature: Date:** | | | |

| **Questions** | **Correct** | |
| --- | --- | --- |
| **Y** | **N** |
| **Question 1:**  List the governing body or bodies responsible for environmental issues in the Northern Territory and outline their responsibilities | □ | □ |
| **Question 2:**  List and explain the processes that you could undertake to complete the following tasks:   1. Identify resources utilised in order to complete your daily tasks 2. Record the details of current resource usage 3. Identify and record details of environmental hazards within the workplace | □ | □ |
| **Question 3:**  What processes could you undertake to ensure that your workplace is compliant with company sustainability policies? | □ | □ |
| **Question 4:**  List and explain four activities that could be undertaken to identify and source information in relation to potential environmental issues within a workplace | □ | □ |
| **Question 5:**  Explain why the checking of invoices or other purchasing processes can assist with sustainability and efficiency improvement processes within a workplace | □ | □ |
| **Question 6:**  How can suggested improvements to sustainability practices be raised within a workplace? | □ | □ |
| **Question 7:**  Explain the importance of setting effective environmental targets | □ | □ |
| **Question 8:**  What tools can you implement to assist with the realisation of efficiency targets? | □ | □ |
| **Question 9:**  Outline the processes you could undertake to ensure that continuous improvement processes are in place within a workplace | □ | □ |
| **Question 10:**  Explain why it may be necessary to revisit or reset sustainability targets that have been set within a workplace | □ | □ |
| **Question 11:**  Explain the steps that you would undertake should your investigations identify that targets have not been met | □ | □ |
| **Question 12:**  How can the implementation of reward programs assist with environmental continuous improvement strategies? | □ | □ |

|  |
| --- |
| **Assessor Feedback: Attempt number 1  2**  **Successful  Not Successful** |
| **Assessor Signature: Date:** |
| I have received feedback on my performance:  **Student Signature: Date:** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Project Assessment** | | |
|  | | | |
| **Assessment Task Number:** Part B | | | |
| **Student Name:** | | | **Student Number:** |
| **VET Lecturer/Assessor Name:** | | | |
| **Unit Code: BSBSUS401** | | **Unit Title: Implement and monitor environmentally sustainable work practices** | |
| **Due Date:** | | **Date Submitted:** | **Number of attempts allowed: 2** |
| **Instructions to Student** | | | |
| To successfully demonstrate competency you must:  The project may be completed on your personal computer in class or in Learner support using MS Word or at home. Any existing workplace documents may be used but the source of the document must be acknowledged  Files created or used for the project must be submitted to your lecturer by the due date in a zipped file via email to our generic address:  [ICT.submit@cdu.edu.au](mailto:ICT.submit@cdu.edu.au)  The subject line must contain the student number, unit code and lecturers name  Assessment Part B may be completed without supervision, however the lecturer may ask additional questions if deemed necessary for authenticity  Students may use the supplied notes to answer questions and complete tasks. They may also use the internet for research | | | |
| **Reasonable Adjustment** | | | |
| The assessor must record any adjustment made available to the student for this assessment– e.g. written assessment given orally, time extensions, etc. | | | |
| **Student Declaration** | | | |
| I declare that no part of this assessment/assignment has been copied from any other person's work, except where due acknowledgment is made in the text, and no part of this assessment/assignment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.  **Student Signature: Date:** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items to Submit** | | **Requirements** | **S** | **U** |
| 1. | Outline, create, or provide examples of the following policies and information available within common workplaces:   * Resource usage identification forms. * Efficiency/sustainability analysis forms. * Breach reporting forms/processes. * Any other appropriate policies, procedures or legislations. | Complete the exercise and provide the required samples of evidence | □ | □ |
| 2. | Create a resource and efficiency identification tool and undertake a resource use assessment of your work area.   * Determine at least three potential areas where resource/efficiency improvement processes could be undertaken. * List and provide examples (if possible) of sources of information where assistance with the improvement of resource use could be located. | Complete the exercise and provide the required samples of evidence | □ | □ |
| 3. | Choose one area identified in exercise 2 above and write a brief report to your manager covering the following areas:   * Suggested improvement. * Action plan to implement the improvement. * Compliance requirements of the suggested improvement. * Set targets and/or goals for identified improvement. | Complete the exercise and provide the required samples of evidence | □ | □ |
| 4. | Design an evaluation tool that can be used to analyse any improvements that have been implemented. | Complete the exercise and provide the required samples of evidence | □ | □ |
| 5. | Refer back to your answers to exercises 2 and 3 above and assume that the improvement have not met your identified targets.   * Outline the possible reasons for the failure. * Seek suggestions and list possible alternative improvement methods. * Create a communications tool to distribute information in regarding the changed implementation plans and reward steps for the meeting of new targets. | Complete the exercise and provide the required samples of evidence | □ | □ |

|  |
| --- |
| **Assessor Feedback: Attempt number 1  2**  **Successful  Not Successful** |
| **Assessor Signature: Date:** |
| I have received feedback on my performance:  **Student Signature: Date:** |