## **PPLTT59** **(J8D4 04)**

## Undertake Your Duties in a Sustainable Way in Your Workplace

### Candidate’s statement

I confirm that the evidence detailed in this unit is my own work.

|  |  |
| --- | --- |
| Candidate’s name |  |
| Candidate’s signature |  |
| Date |  |

### Assessor’s statement

I confirm that the candidate has achieved all the requirements of this unit.

|  |  |
| --- | --- |
| Assessor’s name |  |
| Assessor’s signature |  |
| Date |  |
| Countersigning Assessor’s name  (if applicable) |  |
| Countersigning Assessor’s signature  (if applicable) |  |
| Date |  |

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### Internal Verifier’s statement

I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| Internal Verifier’s name |  |
| Internal Verifier’s signature |  |
| Date |  |
| Countersigning Internal Verifier’s name (if applicable) |  |
| Countersigning Internal Verifier’s signature (if applicable) |  |
| Date |  |

|  |  |
| --- | --- |
| External Verifier’s initials (if sampled) |  |
| Date |  |

#### Unit overview

This standard is about working in a sustainable way in your workplace. This involves undertaking your duties according to the workplace sustainability policies and procedures, including avoiding, minimising and disposing of waste.

This also involves reporting opportunities for making improvements which reduce the potential negative effects of working practices on the environment.

#### Sufficiency of evidence

There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment.

#### Performance criteria (What you must do)

There must be evidence for all performance criteria (PC).

The assessor **must** assess PCs 1 and 2 by directly observing the candidate’s work.

PC 3 may be assessed by alternative methods if observation is not possible.

1. Undertake your duties following organisational sustainability policies and procedures.
2. Follow organisational procedures for avoiding, minimising and disposing of waste in your workplace.
3. Follow organisational procedures for reporting opportunities to improve sustainability in your workplace.

#### Performance criteria evidence

| **Evidence reference** | **Evidence description** | **Date** | **PC 1** | **PC 2** | **PC 3** |
| --- | --- | --- | --- | --- | --- |
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#### Scope / range (What you must cover)

Sustainability policies and procedures - there must be performance evidence of the candidate following sustainability policies and procedures relating to:

1.1 resources

1.2 utilities

1.3 equipment

Evidence for any “what you must cover” point not included in the minimum observation requirements may be assessed using alternative assessment methods.

#### Scope / range evidence

| **Evidence reference** | **Evidence description** | **Date** | **1.1** | **1.2** | **1.3** |
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#### Knowledge and understanding (What you must know and understand)

For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning).

| **Knowledge statement** | **Evidence reference** | **Date** |
| --- | --- | --- |
| 1. Your organisation’s policies and procedures in relation to working in a sustainable way in your workplace. |  |  |
| 1. The types of resources, utilities and equipment used in your workplace. |  |  |
| 1. How resources, utilities and equipment are used in your workplace. |  |  |
| 1. The potential sources of waste in your workplace. |  |  |
| 1. How to avoid and minimise waste in line with organisational procedures. |  |  |
| 1. How to reuse and recycle resources in line with organisational procedures. |  |  |
| 1. The types of potential negative impacts workplace operations can have on the environment. |  |  |
| 1. The importance of using resources, utilities and equipment efficiently. |  |  |
| 1. The types of activities and actions which reduce the potential negative impact of working practises on the environment. |  |  |
| 1. Who to report to where you have identified opportunities to improve the sustainability of resources, utilities and equipment in your workplace. |  |  |
| 1. Your organisational procedures for actioning ideas for improvement. |  |  |

#### Supplementary evidence

| **Reference** | **Evidence description** | **Date** |
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#### Assessor feedback on completion of the unit: