

# **Sustainability 101**

## **Trainers Guide**

## Introduction

### Welcome to Sustainability 101

**Environmental awareness projects aimed at students that can be applied to any industry sector.**

Sustainability 101 has developed a series of 12 environmental projects that students can complete whilst in a workplace, where this environmental knowledge could be shared with the business, and assist the student to better understand the environmental sustainability improvements that could be implemented within their industry and/or workplace.

Currently many training packages in Australia have limited competencies aimed specifically at environmental sustainability. **The 12 environmental projects have been developed “holistically” so they can be applied to any industry sector**, and have been mapped against various communication and project units of competencies across various training packages / industry sectors.

The 12 environmental projects can be undertaken individually, or students can progressively work through the projects to increase their knowledge. As you can see from the table below, the projects increase in their complexity as they progress through to the higher AQTF Certificate levels.

Project	Aim	Applicable Units
<b>Project 1 Workplace Governance</b>	This project aims to identify the level of environmental governance for your workplace. All industry sectors have a range of laws and regulations to protect the environment. These laws and regulations are types of Governance.	CPCCCM1003A Plan and organise work MEM14004A Plan to undertake a routine task BSBINM201A Process and maintain workplace information BSBWOR202A Organise and complete daily work activities
<b>Project 2 Workplace Practices</b>	This project aims to identify workplace practices that have an environmental impact that could be improved to minimise that impact.	CPCCCM1003A Plan and organise work MEM14004A Plan to undertake a routine task BSBINM201A Process and maintain workplace information BSBWOR202A Organise and complete daily work activities
<b>Project 3 Evidence Gathering</b>	This project aims to collect evidence on current workplaces that impact on the environment. The evidence collected can be used to measure utility and material usage in the workplace and can be used further as the basis of forming improvement ideas. Parts of this project will require you to work with a small group or at least one other person.	CPCCCM1003A Plan and organise work MEM14004A Plan to undertake a routine task MEM16007A Work with others in a manufacturing, engineering or related environment BSBINM201A Process and maintain workplace information BSBWOR202A Organise and complete daily work activities
<b>Project 4 Review Current Workplace Practices</b>	This project aims to establish a working group in your workplace to review current workplace practices that have an impact on the environment and then forming improvement	BSBCMM201A Communicate in the workplace BSBINM201A Process and maintain workplace information BSBINN201A Contribute to workplace innovation BSBSUS201A Participate in environmentally

Project	Aim	Applicable Units
	ideas that could reduce the environmental impact.	sustainable work practices MEM16006A Organise and communicate information AUM8001B Contribute to workplace relationships and processes BSBADM311A Maintain business resources BSBITU306A Produce business documents BSBINM301A Organise workplace information BSBINN301A Promote innovation in a team environment MEM14005A Plan a complete activity
<b>Project 5 Sustainability Presentation</b>	This project aims to increase staff awareness of the environmental impact of workplace practices and potentially change workplace culture to be more environmentally focused.	BSBCMM201A Communicate in the workplace BSBINM201A Process and maintain workplace information BSBINN201A Contribute to workplace innovation BSBSUS201A Participate in environmentally sustainable work practices MEM16006A Organise and communicate information AUM8001B Contribute to workplace relationships and processes BSBITU306A Produce business documents BSBINM301A Organise workplace information BSBINN301A Promote innovation in a team environment MEM14005A Plan a complete activity
<b>Project 6 Improve Own Work Practices</b>	This project aims to improve your own work practices to be more environmentally sustainable by reducing use and wastage of resources.	BSBCMM201A Communicate in the workplace BSBINM201A Process and maintain workplace information BSBINN201A Contribute to workplace innovation BSBSUS201A Participate in environmentally sustainable work practices MEM16006A Organise and communicate information MSACMC210A Manage the impact of change on own work AUM8001B Contribute to workplace relationships and processes BSBADM311A Maintain business resources BSBITU306A Produce business documents BSBINM301A Organise workplace information BSBINN301A Promote innovation in a team environment BSBPUR301B Purchase goods and services BSBSUS301A Implement and monitor environmentally sustainable work practices MEM14005A Plan a complete activity
<b>Project 7 Improve Organisational Work Practices</b>	This project aims to implement changes to organisation-wide work practices to be more environmentally sustainable by reducing use and wastage of resources. For this project you will be required to work in a group.	AUM8001B Contribute to workplace relationships and processes BSBADM311A Maintain business resources BSBITU306A Produce business documents BSBINM301A Organise workplace information BSBINN301A Promote innovation in a team environment BSBSUS301A Implement and monitor environmentally sustainable work practices MEM14005A Plan a complete activity BSBMGT403A Implement continuous

Project	Aim	Applicable Units
		improvement BSBRES401A Analyse and present research information BSBSMB405A Monitor and manage business operations CPCCBC4004A Identify and produce estimated costs for building and construction projects CPCCBC4021A Minimise waste on the building and construction site CPCSUS4001A Implement and monitor environmentally sustainable work practices MSACMC410A Lead change in a manufacturing environment MEM16010A Write reports
<b>Project 8 – Environmentally sustainable work procedures</b>	This project aims to revise the workplace’s procedures to be more inclusive of sustainable practices in an attempt to reduce use and wastage of resources. For this project you will be required to work in a group.	AUM8001B Contribute to workplace relationships and processes BSBADM311A Maintain business resources BSBITU306A Produce business documents BSBINN301A Promote innovation in a team environment BSBPUR301B Purchase goods and services BSBSUS301A Implement and monitor environmentally sustainable work practices MEM14005A Plan a complete activity BSBMGT403A Implement continuous improvement BSBRES401A Analyse and present research information BSBSMB405A Monitor and manage business operations CPCCBC4021A Minimise waste on the building and construction site CPCSUS4001A Implement and monitor environmentally sustainable work practices MSACMC410A Lead change in a manufacturing environment MEM16010A Write reports
<b>Project 9 – Develop an Environmental Policy for Small Business</b>	This project aims to develop an environmental policy for your organisation.  For this project you will be required to work in a group.	AUM8001B Contribute to workplace relationships and processes BSBADM311A Maintain business resources BSBITU306A Produce business documents BSBINN301A Promote innovation in a team environment BSBPUR301B Purchase goods and services BSBSUS301A Implement and monitor environmentally sustainable work practices MEM14005A Plan a complete activity BSBMGT403A Implement continuous improvement BSBRES401A Analyse and present research information CPCCBC4021A Minimise waste on the building and construction site CPCSUS4001A Implement and monitor environmentally sustainable work practices MEM16010A Write reports
<b>Project 10 – Cost-Savings Analysis of Sustainable</b>	This project aims to determine the cost benefit of implementing environmentally sustainable business practices.	BSBFIA402A Report on financial activity BSBRES401A Analyse and present research information CPCCBC4004A Identify and produce estimated costs for building and construction projects

Project	Aim	Applicable Units
<b>Practices</b>		MEM16010A Write reports
<b>Project 11 – Prepare a Business Case for an Environmental Investment</b>	This project aims to develop a business case to support an application for funding for an environmental investment by a business. The fund source may be internal or from an external source such as Government.	BSBRES401A Analyse and present research information CPCBC4004A Identify and produce estimated costs for building and construction projects MEM16010A Write reports
<b>Project 12 – Manage a small-medium project</b>	This project aims to develop your ability in managing a small-medium sized environmental project in your organisation such as the installation of water saving devices or the swap-over of a hot water service.	BSBMGT403A Implement continuous improvement BSBRES401A Analyse and present research information BSBSMB405A Monitor and manage business operations BSBSMB406A Manage small business finances CPCBC4004A Identify and produce estimated costs for building and construction projects CPCBC4007A Plan building or construction work CPCBC4021A Minimise waste on the building and construction site CPCSUS4001A Implement and monitor environmentally sustainable work practices MSACMC410A Lead change in a manufacturing environment MEM16010A Write reports BSBMGT516B Facilitate continuous improvement BSBINN502A Build and sustain an innovative work environment BSBPMG510A Manage projects BSBSUS501A Develop workplace policy and procedures for sustainability CPCBC5010A Manage construction work MEM22004A Manage engineering projects MEM22007A Manage environmental effects of engineering activities

## Project Delivery Methodology

Each of the 12 projects contains information to assist the trainer and student.  
(Separate student / learner & trainer guides)

- AQTF Certificate level and relevant units
- Project Aim
- Objectives
- Discussion Questions
- Examples
- Reference materials
- Assessment guidelines

In addition the guides also contain other tools to assist the trainer, including;

- Underpinning knowledge questions
- Additional website references
- Reference to environmental glossaries, terms and abbreviations.
- Detailed spreadsheet of all mapped / partially mapped units against each project
- A detailed spreadsheet of all units of competences mapped/ partially mapped against each project is available by contacting GTAV Office on 03 9639 3955
- A series of templates for students to use to complete the projects
  - Environmental Governance Record
  - Procedure Register
  - Policy Register
  - Resource Usage Matrix
  - Environmental Priorities / Work Practice Matrix
  - Meeting Record
  - Project Plan
  - Project Review
  - Presentation Feedback Form
  - Report Submission Guidelines
  - Business Case
  - Project Management Plan
  - Project Status Report
  - Project Closure Report