### Information, Digital Media & Technology Competency Assessment - Event 7

**School:** Wyong High School (HSC)  
**Assessment Issue Date:** 21st October 2013  
**Student Name:**  
**Assessment Due Date:** 11th November, 2013  
**Event Name:** Building upon my Business  
**Qualification Code:** Certificate III in Information, Digital Media and Technology  
**Framework:** Information Technology ICA30111

<table>
<thead>
<tr>
<th>Unit Code/Unit of Competency</th>
<th>Element</th>
<th>Performance Criteria</th>
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| BSBSUS301A  
Implement & monitor environmentally sustainable work practices | 1. Investigate current practices in relation to resource usage | 1.1. Identify environmental regulations applying to the enterprise  
1.2. Analyse procedures for assessing compliance with environmental/sustainability regulations  
1.3. Collect information on environmental and resource efficiency systems and procedures, and provide to the work group where appropriate  
1.4. Collect, analyse and organise information from a range of sources to provide information/advice and tools/resources for improvement opportunities  
1.5. Measure and document current resource usage of members of the work group  
1.6 Analyse and document current purchasing strategies  
1.7. Analyse current work processes to access information and data to assist in identifying areas for improvement |
| 2. Set targets for improvements | 2.1. See input from stakeholders, key personnel and specialists  
2.2. Access external sources of information and data as required  
2.3. Evaluate alternative solutions to workplace environmental issues  
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  
3.2. Apply continuous improvement strategies to own work are of responsibility, including ideas and possible solutions to communicate to the work group and management  
3.3. Implement and integrate environmental and resource efficiency improvement plans for own work group with other operational activities  
3.4. Supervise and support team members to identify possible areas for improved practices and resource efficiency in work area  
3.5. Seek suggestions and ideas about environmental and resource efficiency management from stakeholders and act upon where appropriate  
3.6. Implement costing strategies to fully value environmental assets |
| 4. Monitor performance | 4.1. Use and/or develop evaluation and monitoring, tools and technology  
4.2. Document and communicate outcomes to report on efficiency targets to key personnel and stakeholders  
4.3 Set new efficiency targets, and investigate and apply new tools and strategies  
4.5. Promote successful strategies and reward participants where possible |

### Employability Skills

- [ ] Self-management  
- [ ] Initiative and enterprise  
- [ ] Learning  
- [ ] Communication  
- [ ] Cross-cultural understanding  
- [ ] Teamwork  
- [x] Planning and organising  
- [ ] Problem solving  
- [ ] Technology
Event Description and Instructions to Students

Your task is to show that you can implement and monitor environmentally sustainable work practices by creating a report on implementing and monitoring sustainable work practices for the following scenario.

Your report will be based on your findings and recommendations made through your observations.

Your report should address the following content:

1. **Conducting an environmental review (or audit) of at least one area of resource usage**
   1.1. identify the environmental aspects (ie: cause) and impacts (ie: effect)
   1.2. identify resources consumed
   1.3. identify purchasing practices,
   1.4. identify any environmental regulations and policies that might apply.
   1.5. identify any areas of non-compliance to these regulations and policies.
   1.6. Suggest two (2) possible improvements to this one area.

2. **Identifying improvements in practices for sustainability**
   For each of the above suggestions from Task 1,
   2.1 identify and list possible strategies and actions to achieve the improvement.
   2.2 identify and list specific objectives and measurable targets for improvements in environmental sustainability and resource efficiency.

3. **Implementing performance improvements**
   3.1 Outline how your performance improvement strategies will be implemented
   3.2 identify who is responsible for their implementation.
   3.3 Describe suggested tools and strategies that will measure and monitor the effectiveness of the recommended practices.

4. **Reporting on, promoting and reviewing the sustainability targets and improvement strategies**
   Explain how the sustainability performance outcomes can be reviewed, reported on and promoted to ensure continual improvement to the following groups:
   4.1 the organisations senior management
   4.2 the staff
   4.3 the external stakeholders
### Some Information that may assist with your research

**Compliance may include:**
- Meeting relevant laws, by-laws and regulations or best practice or codes of practice to support compliance in environmental performance and sustainability at each level as required (such as Environmental Protection or Biodiversity Conservation Act):
  - International
  - Commonwealth
  - State/territory
  - Industry
  - Organisation

**Purchasing strategies may include:**
- Influencing suppliers to take up environmental sustainability approaches
- Researching and participating in programs such as a supply chain program to purchase sustainable products

**Techniques and tools may include:**
- Examination of invoices from suppliers
- Examination of relevant information and data
- Measurements made under different conditions
- Others as appropriate to the specific industry context

**Environmental and resource efficiency improvement plans may include:**
- Addressing environmental and resource sustainability initiatives such as environmental management systems, action plans, green office programs, surveys and audits.
- Applying the waste management hierarchy in the workplace
- Determining organisations most appropriate waste treatment, including waste to landfill, recycling, re-use, recoverable resources and wastewater treatment.
- Initiating and/or maintaining appropriate organisation procedures for operational energy consumption, including stationary energy and non-stationary (transport).
- Preventing and minimising, and maximising opportunities such as:
  - improving resource/energy efficiency
  - reducing emissions of greenhouse gases
  - reducing use of non-renewable resources
- Referencing standards, guidelines and approaches such as
  - Ecological footprinting
  - Energy Efficiency Opportunities Bill 2005
  - Global Reporting initiative
  - Green office program – a cultural change program
  - Green purchasing
  - Greenhouse Challenge Plus (Australian government initiative)
  - ISO 14001:1996 Environmental management systems life cycle analyses
  - Product stewardship
  - Supply chain management
  - Sustainability covenants/compacts
  - Triple bottom line reporting

**Suggestions may include ideas that help to:**
- Prevent and minimise risks and maximise opportunities such as:
  - Usage of solar or renewable energies where appropriate
  - Reducing emissions of greenhouse gases
  - Reducing use of non-renewable resources
  - Making more efficient use of resources, energy and water
- Maximising opportunities to re-use, recycle and reclaim materials
- Identifying strategies to offset or mitigate environmental impacts:
  - Purchase carbon credits
  - Energy conservation
  - Reducing chemical use
  - Reducing material consumption
- Expressing purchasing power through the selection of suppliers with improved environmental performance eg. Purchasing renewable energy.
- Eliminating the use of hazardous and toxic materials.
Scenario
It has been 5 years since starting your own business and you have just been given the opportunity to expand by buying out an existing printing company, SM Printing about to go bankrupt. This will not replace but incorporate your existing Website business. The workshop is old and extremely out dated. There is no organisation and the staff are extremely unhappy with the workplace environment. This existing business is housed in an old warehouse that you would like to turn into modern updated premises. The previous owner was not concerned about environmentally sustainable work practices.

Your new structure will look like the following.

- General Manager (You) (1)
- Receptionist (2)
- Accounts Clerk/PA (1)
- Design Department (5)
- HTML Coding Department (5)
- Print staff (6)

Some of the current issues and practices include:

- Older style “in window” air conditioning system in Reception and Office 1, portable air conditioning units in Office 2 and Staff room. All these rooms also have individual electric fan heaters for heating in the winter
- Rusted Hot Water System (HWS) in bathroom facilities, overflow hose directed into wash basin
- Old style toilet (leaking) in bathroom facilities, single wash basin with old style taps (hot and cold)
- Shower enclosure with original shower head and exhaust fan
- The staff room has a sink with old style hot and cold taps and a 15 year old dishwasher
- There is older style florescent lighting in all offices, staff room and bathroom. These lights are often left on after the work day has finished
- All these rooms are painted factory brown with a white ceiling
- The factory has high bay lighting that was installed 15 years ago and three single globe lights above the storage bench
- There is a spot light at the front outside of the building, lighting up the signage. This light stays on all night and is often inadvertently left on during the day
- The existing company runs a cable network with 2 computers in reception, 1 in each of the offices and 12 in the workshop space. The server is located in reception and is very noisy. Many of the computers are left on after staff have finished work for the day.
- There is a printer in reception and each office as well as 5 in the workshop space. None of the printers are energy rated and all print single side only. There is a separate fax machine in reception and a separate scanner in the staff room. Both pieces of equipment are about 8 years old
- The company does not have a policy for purchasing computer equipment, buying equipment when required, often purchasing whatever is on special at the time
- Staff buy stationary requirements on an ad hoc basis, often resulting in large stocks of items such as notepads and A grade printer paper
- There is one large garbage bin for all rubbish, including staff room, workshop and bathroom rubbish as well as rejected or unused printouts from the printers
- Old computers, computer parts and printers are stored on the storage bench and eventually put into the garbage bin
SM Printing – Original Workshop and Office Layout

Workshop Space

- Reception
- Office 1
- Office 2
- Bathroom
- Storage Bench
### Conduct an environmental review (or audit) on one area of resource usage

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<thead>
<tr>
<th>Requirement</th>
<th>Satisfactory</th>
<th>Requires additional information</th>
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<tbody>
<tr>
<td>Completed LOG book received</td>
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<tr>
<td>Identify the environmental aspects</td>
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<td>Identify the environmental impacts</td>
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<tr>
<td>Identify the resources</td>
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<tr>
<td>Identify purchasing practices</td>
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<tr>
<td>Identify any environmental regulations and policies that might apply</td>
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<tr>
<td>Suggest 2 possible improvements to this one area</td>
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### Identify improvements I practices for sustainability

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<tr>
<td>Identify and list possible strategies and actions to achieve the improvement</td>
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<td>Identify and list specific objectives and measurable targets for improvements</td>
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### Implementing performance improvements

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<tr>
<td>Demonstrate how your performance improvement strategies will be implemented</td>
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<td>Identify who is responsible for their implementation</td>
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<td>Describe how suggested tools and strategies that will measure and how to monitor the effectiveness of the recommended practices.</td>
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### Reporting on, promoting and reviewing the sustainability targets and improvement strategies

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<td>Explain how the performance improvement strategies are reviewed, reported on and promoted to ensure continual improvement to the following groups:</td>
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<tr>
<td>The organisations senior management</td>
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<tr>
<td>Staff</td>
<td></td>
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<tr>
<td>External stakeholders</td>
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### Plagiarism – Automatic NC for unit

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**Assessor Comment & Strategies for Improvement**

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**Assessor Signature:** ________________________________  **Date:** ________________________________

**Student self evaluation comment:**

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I agree / do not agree with this assessment  (circle correct response)

**Student Signature:** ________________________________  **Date:** ________________________________