

Learning Assessment Guide

Unit Standard 18663 – Version 1

Demonstrate knowledge of and apply sustainable environmental management practices in the workplace

Level 2 – 4 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This Learning Assessment Guide is made up of:

- Your assessment tasks.
- A copy of the “Assessment Guide Summary” which your assessor will use.

The assessment tasks are designed to show your assessor that you can:

1. Describe the effect of a human activity on the environment.
2. Demonstrate knowledge of the effect on the environment, of activities and practices in your workplace.
3. Take actions in your workplace that help to sustain and improve the environment.

What do I do now?

- Read through the information contained in this guide.
- Familiarise yourself with the assessment tasks.
- Contact your assessor if you need to clarify anything you are unsure of.
- Complete the assessment tasks as agreed with your assessor.
- Contact your assessor when you have finished the assessment tasks.
- Make sure you keep a written copy of your completed assessment tasks if you are mailing the original copy to your assessor.

Definitions:

human effects and/or practices includes both a positive or a negative effect;

practices and procedures means specified ways to complete workplace tasks as outlined in organisation’s documented requirements and procedures;

management means the actions of planning, organising, leadership of people, deployment of resources, and control of systems to achieve predetermined results;

sustainable environmental management means management that recognises and harmonises linkages between ecology, society and the economy, allows for the finite nature of natural resources, and takes responsibility for the efficient and effective management of resources in a way that ensures they are available for future generations;

Assessment Task One – Elements 1 and 2

Introduction

This assessment is designed to assess your ability to:

- Describe the effect of a human activity on the environment.
- Demonstrate knowledge of environmental impacts as they apply in your workplace.

Task Instructions

Complete the following task sheets. The answers may be given orally or in writing. If done orally, your assessor will record your responses in the spaces provided in this guide. Please use extra space if necessary.

The completed assessment for this task will include:

- Completed task sheets.

Task Sheets: Task One

1 The human activities that can impact on the environment can include:

- our use of energy
- transportation
- production systems
- waste management
- population density
- bio-security, and
- noise.

Complete the following chart.

For each part of our environment (listed in the left column below), choose one way that human activity affects it, and give two ways in which we can minimise that affect.

The first one has been done as an example for you.

Part of Environment	Human activity that effects this aspect of the environment	Minimising the effect Method One	Minimising the effect Method Two
<i>Example:</i> Ocean	<i>Example:</i> Transportation	<i>Example:</i> Don't get rid of rubbish from ships over the side.	<i>Example:</i> Use clean fuels that don't pollute the water
Water			
Coast			
Air			
Land			
Minerals			
Plants			
Animals			

- 2 What legislation and regulations apply to your workplace that effect how you look after the environment?

- 3 What local bylaws apply in your workplace that effect how you look after the environment?

- 4 Does your organisation or industry have a code of practice aimed to minimise the effect of your workplace activities on the environment? If yes, please give its name and where you can find it. Give an example of something in that code that impacts on how you do your job in a way that helps you look after the environment.

- 5 Complete the following chart. You are asked to identify five different activities and / or practices in your workplace that affect the environment. For each of these, you are asked to identify how your workplace practices have been designed to minimise any negative effect on the environment.

One has been done as an example for you.

List here five workplace activities that affect the environment, and describe how it affects the environment	For each activity, identify a workplace practice that has been designed to reduce any negative effect of this activity on the environment	For each workplace practice, say how it actually does reduce the negative effect on the environment
<p><i>Example:</i> Photocopying. Copiers produce heat and noise, use chemicals and require paper which uses natural resources</p>	<p><i>Example:</i> Organisational policy says we must use both sides of the paper wherever possible.</p>	<p><i>Example:</i> Reduces the need for chemicals which are pollutants and less paper is needed so less trees are cut down.</p>

Assessment Task Two – Element 3

Introduction

This assessment is designed to assess your ability to take actions in your workplace that help sustain and improve the environment. You need to think of five different workplace activities.

Task Instructions

You must now show that you actually apply work practices that help reduce the negative effects on the environment and contribute to sustainable management.

You will need to get sign off from your manager or supervisor confirming that you regularly apply these work practices.

These work practices must be undertaken in a real work environment – they cannot be completed in a simulated or an off job situation.

The completed assessment for this task will include:

1. Completed task sheet describing your work practices.
2. Manager or supervisor sign off.

Task Sheets: Task Two

In terms of your own work, identify five of your workplace practices that minimise any negative effects on the environment.

The practices may be in relation to (but are not limited to) – energy use, air, noise, transportation, production systems, waste management, or contamination.

One has been done as an example for you

Your workplace practice	How the practice minimises negative environmental effects and contributes to sustainable management
<i>Example</i> <i>I turn lights off when I leave a room empty.</i>	<i>This reduces energy use. This in turn reduces the need to produce energy and use up non-renewable or limited resources.</i>
1	
2	
3	
4	
5	

Supervisor signature _____

(please also complete the following page)

Manager / Supervisor Verification

I verify that _____ regularly follows
the above practices during their every day work.

Signed: _____

Name: _____

Position in relation to learner (supervisor / manager) _____

How long have you had responsibility for monitoring the learner's work? _____

Contact phone number _____

Thank you for your assistance.

Assessment Guide

The following guide will be used to assess your competence with unit standard 18663 version 1: Demonstrate knowledge of sustainable environmental management practices in the workplace.

Task / Element	Evidence Required	Judgement	Checklist
<p><i>Task 1 / Element 1</i></p> <p>Describe the effect of human activity on the environment.</p>	<p>Task sheet – completed in writing by the learner or orally, where the assessor records the results.</p> <p>Two descriptions of human activity on environment given.</p>	<p>Responses in task sheets conform to model answers.</p> <p>Correct descriptions given.</p>	<p>Yes / No</p> <p>Yes / No</p>
<p><i>Task 1 / Element 2</i></p> <p>Demonstrate knowledge of environmental controls and their effect as they apply in your workplace.</p>	<p>Task sheet – completed in writing by the learner or orally, where the assessor records the results.</p> <p>Completed task sheet details relevant legislation, bylaws and codes of practice.</p>	<p>Responses in task sheets conform to model answers.</p> <p>Relevant legislation, bylaws and codes of practice detailed correctly.</p>	<p>Yes / No</p> <p>Yes / No</p>
<p><i>Task 2 / Element 3</i></p> <p>Take actions in the workplace that help sustain and improve the environment.</p>	<p>Task sheet – completed in writing by the learner or orally, where the assessor records the results.</p> <p>Completed task sheet describes five workplace practices that help sustain and improve the environment.</p> <p>Manager / supervisor verification.</p>	<p>Responses in task sheets conform to model answers.</p> <p>Practices described correctly minimise negative effects on the environment and contribute to sustainable management.</p> <p>Manager / supervisor has verified that these are normal practices.</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>