

# Learning Assessment Guide

## Unit Standard 18664 – Version 2

### Apply sustainable environmental management practices as a workplace supervisor

#### Level 4 – 6 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.

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

- Analyse the effect of a human activity on the physical environment in a specified workplace
- Demonstrate knowledge of sustainable environmental management issues relevant to a supervisor in a specified workplace
- Promote and evaluate sustainable environmental management practices as a workplace supervisor.

This Learning Assessment Guide is made up of:

- Two assessment tasks for you to complete
- Two templates for you to record your analysis
- Assessment Guide that the assessor will use to assess your competence.

## Special notes relating to this unit standard:

1. This unit standard is for people who manage or seek to manage work teams.
2. Legislation relevant to this unit standard includes but is not limited to:
  - Biosecurity Act 1993
  - Conservation Act 1987
  - Environment Act 1986
  - Hazardous Substances and New Organisms Act 1996
  - Ozone Layer Protection Act 1996
  - Resource Management Act 1991.

### 3. Glossary

*Human effects and/or practices* include both a positive and a negative effect. *Practices and procedures* means specified ways to complete workplace tasks as outlined in the 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 to meet the need of future generations.

*Specified workplace* means the workplace in which the learner is employed.

*Workplace* refers to a permanent or semi-permanent site where work is undertaken. It may also refer to a specific project undertaken in a workplace.

4. This unit standard will be assessed on the basis of evidence of demonstrated performance in the workplace.

## Assessment Task One – Element 1

### Introduction

Assessment one is designed to assess your ability to analyse the effects of human activity on the environment. There are two tasks associated with assessment one.

### Instructions:

#### Task One:

Identify within your workplace **two practices** that minimise the negative effect of each of the following human activities on the environment

1. energy use
2. transportation
3. production systems
4. waste management
5. population density
6. biosecurity
7. noise

Each practice and human activity will then be linked to one of the following environmental issues using the 'Workplace Environment Analysis' template provided in the Learning Assessment Guide to record your analysis. Each environmental issue must be referred to at least once.

- water
- coast
- air
- land
- minerals
- plants
- animals

One example of this task is provided below.

#### Example:

#### **Workplace Environment Analysis Template**

<b>Human Activity</b>	<b>Workplace practices</b>	<b>How does this practice minimise the negative effect of human activity on the environment?</b>	<b>Which aspect of the environment does this practice affect?</b>
Transportation	1. Encourage/co-ordinate car pooling options for staff	Reduce the carbon dioxide emissions from staff transport to and from work.	Air
Transportation	2. Purchasing locally made products instead of global products.	Minimising the carbon footprint of the organisation.	Air

**Task two:**

What business/industry practices have emerged from environmental legislation enhancing sustainable environmental management?

Identify **two business practices** that have emerged from each of the following legislation.

- Biosecurity Act 1993
- Conservation Act 1987
- Environment Act 1986
- Hazardous Substances and New Organisms Act 1996
- Ozone Layer Protection Act 1996
- Resource Management Act 1991

Link each practice to one of the environmental factors that it effects below. Each environmental issue must be referred to at least once.

- water
- coast
- air
- land
- minerals
- plants
- animals

Use the 'Effects from Environmental Legislation' template in this Learning Assessment Guide to record your analysis.

One example of this task is provided below.

**Example:*****Effects from Environmental Legislation on Business/Industry***

<b>Legislation</b>	<b>Business practice</b>	<b>Environmental Factor</b>	<b>Effects on business/industry</b>
<i>Ozone Layer Protection Act 1996</i>	<i>Adopting flexible working practices enabling staff to work from home</i>	<i>Air</i>	<i>Reduce the carbon dioxide emissions from staff transport to and from work.</i>
	<i>2. Ensuring that air-conditioning/central heating systems comply</i>	<i>Air</i>	<i>Reduce carbon dioxide and/or fluorocarbon emissions from cooling/heating systems.</i>

**The completed assessment for assessment one will include:**

- 1 completed 'Workplace Environment Analysis' template
- 1 completed 'Effects from Environmental Legislation on Business/Industry' template.

## Workplace Environment Analysis Template

<b>Human Activity</b>	<b>Workplace practices</b>	<b>How does this practice minimise the negative effect of human activity on the environment?</b>	<b>Which aspect of the environment does this practice affect?</b>
Energy use	1.	1.	
	2.	2.	
Transportation	1.	1.	
	2.	2.	
Production systems	1.	1.	
	2.	2.	
Waste management	1.	1.	
	2.	2.	
Population density	1.	1.	
	2.	2.	
Biosecurity	1.	1.	
	2.	2.	
Noise	1.	1.	
	2.	2.	

## Effects from Environmental Legislation on Business/Industry

<b>Legislation</b>	<b>Business Practice</b>	<b>Environmental Factor</b>	<b>Effects on business/industry</b>
Ozone Layer Protection Act 1996	1.		1.
	2.		2.
Biosecurity Act 1993	1.		1.
	2.		2.
Conservation Act 1987	1.		1.
	2.		2.
Hazardous Substances and New Organisms Act 1996	1.		1.
	2.		2.
Environment Act 1986	1.		1.
	2.		2.
Resource Management Act 1991	1.		1.

	2.		2.
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## Assessment Task Two – Elements 2 and 3

### Introduction

Assessment two is designed to assess your knowledge of sustainable environmental management issues relevant to a supervisor in a workplace context. There are three tasks associated with assessment two.

### Instructions:

#### Task one:

How does your workplace contribute to sustainable environmental management? Identify **two examples** of either a workplace practice and/or procedure that you are familiar with. Discuss the implementation of each example and critically analyse how both these practices/procedures efficiently and effectively manage resources.

Ensure your response addresses the following

- Who is responsible for the implementation of this practice/procedure?
- How is it/will it be implemented?
- How will/was this practice/procedure communicated to staff within the organisation?
- How long has this practice/procedure been in effect in the organisation?
- What short-term/long-term goals are envisioned?
- How does this practice/procedure contribute to sustainable environmental management?
- How is it effective?

Provide copies of any organisational documentation that is relevant to the workplace examples you present with your assessment.

#### Task two:

Evaluate the two examples of workplace practice and/or procedures identified in Assessment two: task one for legislative and compliance requirements. Discuss how each of the following regulatory factors impacts upon the two workplace practices/procedures you have identified

- legislation
- regulations
- local authority bylaws
- codes of practice

**Task three:**

Provide evidence of **two activities** that you promote as a workplace supervisor to enhance sustainable environmental management. These activities may be part of the workplace practices you identified in Assessment two: task one, or entirely different.

Prepare a brief report that evaluates the effectiveness of these activities and identify any improvements you would make to these practices/procedures.

**The completed assessment for assessment two will include:**

- 2 examples of workplace practices/procedures that efficiently and effectively manage resources
- Discussion of the implementation of each example and a critical analysis of how effective these practices are
- An analysis of the legislative and compliance requirements of 2 examples of workplace practice/procedures
- 2 examples of activities promoted by you as a workplace supervisor enhancing sustainable environmental management.
- A report evaluating the effectiveness of 2 activities and identifying improvements to workplace practices/procedures.

## Assessment Guide

These are the evidence and judgements that your assessor will use to assess your competence in unit standard 18664.

<i>Element</i>	<i>Task</i>	<i>Evidence required</i>	<i>Judgement</i>
<p><i>Element 1</i></p> <p>Analyse the effect of a human activity on the physical environment in a specified workplace</p>	<p><i>Assessment 1 / Task one</i> (P.C.1.1)</p>	<p>Learner completes a workplace environment analysis using the 'Workplace Environment Analysis' template provided.</p>	<p>Completed 'Workplace Environment Analysis' template identifies <b>two practices</b> minimising the negative effect of human activities on the environment for the following range:</p> <ul style="list-style-type: none"> <li>• energy use</li> <li>• transportation</li> <li>• production systems</li> <li>• waste management</li> <li>• population density</li> <li>• biosecurity</li> <li>• noise</li> </ul> <p>Analysis provides a minimum of <b>one workplace practice</b> for each of the following environmental issues:</p> <ul style="list-style-type: none"> <li>• water</li> <li>• coast</li> <li>• air</li> <li>• land</li> <li>• minerals</li> <li>• plants</li> <li>• animals</li> </ul> <p>Practices are probable and congruent with sustainable workplace management practices.</p>
	<p><i>Assessment 1 / Task 2</i> (P.C. 1.2)</p>	<p>Learner identifies business practices emerging from relevant legislation enhancing sustainable environment management using the 'Effects from Environmental Legislation' template provided.</p>	<p>Completed 'Effects from Environmental Legislation' template identifies <b>two business practices</b> emerging from each of the following legislation:</p> <ul style="list-style-type: none"> <li>• Biosecurity Act 1993</li> <li>• Conservation Act 1987</li> <li>• Environment Act 1986</li> <li>• Hazardous Substances &amp; New Organisms Act 1996</li> <li>• Ozone Layer Protection Act 1996</li> <li>• Resource Management Act 1991</li> </ul>

<i>Element</i>	<i>Task</i>	<i>Evidence required</i>	<i>Judgement</i>
		Practices are linked to the effect on the environment and business/industry.	<p><b>Twelve practices</b> in total are identified emerging from legislation. Practices and legislation are accurately linked to each of the following environmental factors:</p> <ul style="list-style-type: none"> <li>• water</li> <li>• coast</li> <li>• air</li> <li>• land</li> <li>• minerals</li> <li>• plants</li> <li>• animals</li> </ul> <p>Practices, legislation and environmental factors are linked to a probable effect on business/industry.</p>
<p><i>Element 2</i></p> <p>Demonstrate knowledge of sustainable environmental management issues relevant to a supervisor in a specified workplace.</p>	<p><i>Assessment 2 / Task one</i> (P.C. 2.2)</p>	<p>Learner identifies examples of either a workplace practice and/or procedure and discusses how each example was implemented.</p> <p>Critical analysis is provided of whether these practices/procedures efficiently and effectively manage resources.</p>	<p><b>Two examples</b> are identified of either a workplace practice and/or procedure.</p> <p>Examples are adequately explained providing sufficient information of the practice/procedure, the organisational context and its implementation.</p> <p>Copies of organisational documented may be included as evidence.</p> <p>Analysis is provided of how practice/procedure contributes to the effective and efficient management of resources.</p>
	<p><i>Assessment 2 / Task two</i> (P.C. 2.1)</p>	<p>Learner analyses examples of workplace practice/procedures provided in Assessment 2 / Task one for legislative and compliance requirements.</p>	<p><b>Two examples</b> in Assessment two: Task one are analysed. Legislative and compliance requirements impacting upon these examples are identified and discussed.</p> <p>One example of each of the following are identified:</p> <ul style="list-style-type: none"> <li>• legislation</li> <li>• regulations</li> <li>• local authority bylaws</li> <li>• codes of practice</li> </ul>

<b>Element</b>	<b>Task</b>	<b>Evidence required</b>	<b>Judgement</b>
			Evidence is provided of how each of the above range impacted upon the implementation of two workplace practices/procedures.
<p><i>Element 3</i></p> <p>Promote and evaluate sustainable environmental management practices as a workplace supervisor</p>	<p><i>Assessment 2 / Task three</i> (P.C. 3.1 – 3.3)</p>	<p>Learner identifies and describes workplace activities promoting sustainable environmental management practice. A brief report evaluating practices and recommending improvements is developed.</p>	<p><b>Two activities</b> enhancing sustainable environmental management promoted by the learner as a workplace supervisor are identified.</p> <p>Examples may be part of the activities identified in Assessment 2 / Task one or different.</p> <p>A report evaluating the effectiveness of activities and identifying improvements to workplace practice/procedures is provided.</p> <p>Report includes a minimum of two recommendations.</p> <p>Recommendations positively contribute to the effective and efficient use of resources.</p>