

- activities to be undertaken
- assigned responsibilities
- record keeping, review and improvement processes
- Consult and communicate with relevant stakeholders to generate engagement with sustainability policy development, implementation and continuous improvement
- Review and improve sustainability policies.

Foundation Skills:

Reading

- Identifies, analyses and evaluates complex textual information to determine legislative and regulatory requirements, trends and outcomes

Writing

- Researches, plans and prepares documentation using format and language appropriate to context, organisational requirements and audience

Oral Communication

- Presents information and seeks advice using language appropriate to audience
- Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding

Numeracy

- Interprets and uses mathematical equations to calculate numerical information relating to time duration and costs

Navigate the world of work

- Develops, monitors and modifies organisational policies and procedures in accordance with legislative requirements and organisation goals

Interact with others

- Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information
- Plays a lead role in consulting and negotiating positive outcomes with a range of stakeholders

Get the work done

- Plans, organises and implements work activities of self and others that ensure compliance with organisational policies and procedures, and legislative requirements
- Sequences and schedules complex activities, monitors implementation, and manages relevant communication

Activity 4A

Estimated Time	15 Minutes																
Objective	To provide you with an opportunity to document outcomes and provide feedback to key personnel and stakeholders.																
Activity	What kind of feedback is generally, provided to stakeholders? In the event that the criticism you wish to impart to your partner can possibly be troublesome, at that point anyway solid your connections is, it is fundamental that you start the discussion by unequivocally expressing your common perspective. When offering input to partners, consistently go furnished with current realities. That is the crude realities, the testing that was finished, the information that was broke down, the outcomes that were handled. These realities ought to be imparted to your partner equitably: attempt to eliminate any feeling from the manner in which you convey them. Let's get straight to the point, that doesn't mean eliminate any feeling from the discussion (we are attempting to assemble a human association), yet try not to weight current realities with our judgment of the result. On the off chance that you can table the realities equitably, you and your partner can cooperate to decipher them. ➤ Contribute time and energy to create trust with your partners: ➤ Base your criticism on a reality based proof ➤ Add your viewpoint ➤ Stroll from your partner's perspective to comprehend their view. Think about your stakeholders – who will be interested in each of the above examples? <table border="1"> <thead> <tr> <th><i>Stakeholder</i></th><th><i>What feedback</i></th></tr> </thead> <tbody> <tr> <td>Customer</td><td>Quality service and food</td></tr> <tr> <td>Supplier</td><td>Sufficient Order of inventory</td></tr> <tr> <td>Owners</td><td>Profit Generated</td></tr> <tr> <td>Staff</td><td>Pay rate and workload</td></tr> <tr> <td>Partners</td><td>% of profit</td></tr> <tr> <td>Advertisers</td><td>Content and promotions</td></tr> <tr> <td>Government</td><td>Regulations</td></tr> </tbody> </table>	<i>Stakeholder</i>	<i>What feedback</i>	Customer	Quality service and food	Supplier	Sufficient Order of inventory	Owners	Profit Generated	Staff	Pay rate and workload	Partners	% of profit	Advertisers	Content and promotions	Government	Regulations
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Skills and Knowledge Activity

Estimated Time	45 Minutes
Objective	To provide you with an opportunity to demonstrate your knowledge of the foundation skills, knowledge evidence and performance evidence.
Activity	Complete the following individually and attach your completed work to your workbook. The answers to the following questions will enable you to demonstrate your knowledge of: ➤ Reading ➤ Writing ➤ Oral Communication ➤ Numeracy ➤ Navigate the world of work ➤ Interact with others ➤ Get the work done ➤ Outline the environmental or sustainability legislation, regulations and codes of practice applicable to the organisation identify internal and external sources of information and explain how they can be used to plan and develop the organisation's sustainability policy ➤ Explain policy development processes and practices ➤ Outline organisational systems and procedures that relate to sustainability ➤ Outline typical barriers to implementing policies and procedures in an organisation and possible strategies to address them. Answer each question in as much detail as possible, considering your organisational requirements for each one. 1. Research <u>Two of the following</u> and write a note: 1. Green purchasing Green Purchasing alludes to the obtainment of items and administrations that have a lesser or diminished impact on human wellbeing and the climate when contrasted and contending items or administrations that fill a similar need. This correlation may think about crude materials obtaining, creation, fabricating, bundling, conveyance, reuse, activity, support or removal of the item or administration. Green buying can permit an association to balance monetary and natural danger, instead of acquiring it from their providers. On the other hand, associations might need to include their providers at the plan arrange or build up an organization to pre-qualify providers that have dependable ecological administration. Evaluations and benchmarking can help an association with the interaction. Green buying can bring significant advantages for its experts:

- ❖ Fuel exchanging;
- ❖ Heater update/streamlining;
- ❖ Flare decrease;
- ❖ Cogeneration; and
- ❖ Interaction gas alleviation.

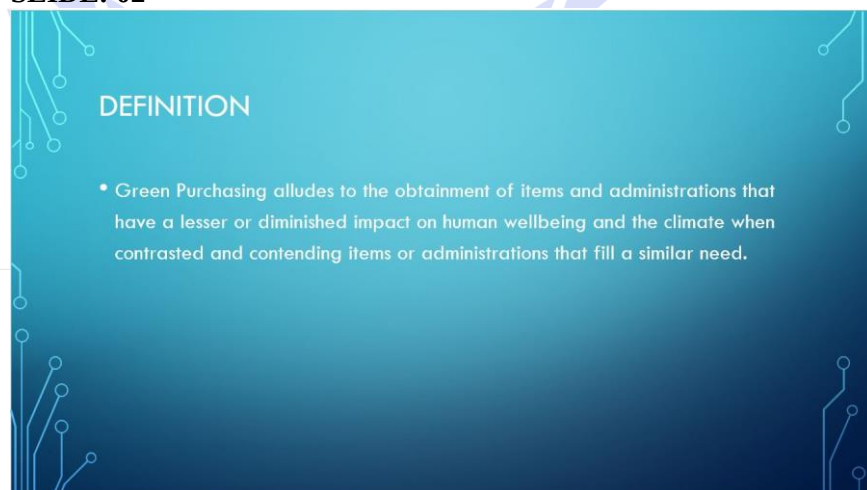
2. Prepare presentation on one topic from the question 1, to share with stakeholders and in the class. (minimum 5 slides: content)

SLIDE: 01



Preview from Notesale.co.uk
Page 29 of 35

SLIDE: 02



SLIDE: 05


ECOLOGICAL IMPACTS

- The ecological advantages of green items are not that they by one way or another fix the climate or have zero effect, but instead that their natural effects are not exactly those of comparative items.
- An item is called green when its life-cycle ecological effects are lower than those of the benchmark.

Major Activity**Estimated Time**

1 hour

Objective

To provide you with an opportunity to demonstrate your knowledge of the entire unit.

Activity

This is a major activity – your instructor will let you know whether you will complete it during class or in your own time.

Attach your completed answers to the workbook.

You must individually, answer the following questions in full to show your competency of each element:

1. Develop workplace sustainability policy
2. Communicate workplace sustainability policy
3. Implement workplace sustainability policy
4. Review workplace sustainability policy implementation

1. Describe your organizational approach to sustainability.

Our organization is keenly working on the approach of human sustainability. Human sustainability is one class, which includes explicit objectives, methodologies and strategies executed to protect and improve the nature of