



BSBSUS411

# Implement and monitor environmentally sustainable work practices

Assessment 1 of 3

Short Answer Questions

Assessor Guide



## Assessment Instructions

### Task overview

This assessment consists of eleven (11) questions. Read each question carefully before typing your response in the space provided.

### Additional resources and supporting documents

To complete this assessment, you will need to access:

- Relevant environmental legislation, regulations and standards, such as:
  - Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)
  - Education and Care Services National Regulations 2011
  - National Quality Standards
- Little.ly Early Learning Centre's *Sustainability Policy and Procedure*



## Assessment Information

### Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

### Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment (e.g. allowing additional time)
- the evidence gathering techniques (e.g. oral rather than written questioning, use of a scribe, modifications to equipment)

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

## Question 1

Access Little.ly Early Learning Centre's *Sustainability Policy and Procedure*, and for each requirement briefly explain how the service meets the compliance requirements set by relevant legislation, regulations and standards.

### Assessor instructions:

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include a brief explanation for each legislative requirement regarding how the service meets the service complies with legislation, regulation and standards, as indicated in sample answers. Key points are bolded for convenience.

Sample answer is provided below.

Requirements	How does the service meet requirements? (20-60 words)
Environment Protection and Biodiversity Conservation Act 1999 [EPBC Act]	<ul style="list-style-type: none"> <li>• <b>Through the policy and procedure</b>, Little.ly is committed to <b>reduce and eliminate the discharge of pollutants</b> into the air, land and water.</li> <li>• They encourage <b>awareness of environmental responsibilities</b> and <b>implement practices</b> that contribute to a sustainable future.</li> <li>• <b>Throughout daily programs and practices</b>, children are supported to become environmentally responsible and show respect for the environment.</li> </ul>
Regulation 113 of the <i>Education and Care Services National Regulations 2011</i>	Little.ly is committed to <b>providing outdoor spaces</b> that allow children to explore and experience the natural environment, such as trees, sand and natural vegetation.
Element 3.2.3 of the <i>National Quality Standards</i> [NQS]	Little.ly is committed to <b>protecting the environment</b> to ensure a sustainable future for the children and supports <b>children to become environmentally responsible</b> .

## Question 2

Access Little.ly Early Learning Centre's *Sustainability Policy and Procedure* document and list the **five [5]** sustainable practices Little.ly is committed to implement in their daily operation. Provide an example for each sustainable practice.

### Assessor instructions:

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the five (5) sustainable practices Little.ly provided in sample answer, based on the policy document and provide one example for each.

Sample answer is provided below.

Nr.	Sustainable practices (1-2 words)	Example (5-10 words)
1.	Recycling	<p>Student can choose any example from the following:</p> <ul style="list-style-type: none"> <li>• Recycling materials per room and in office</li> <li>• Reusing materials where possible</li> <li>• Sending broken resources to men's shed for fixing</li> <li>• Toy swap shop between educators and families</li> <li>• Replace disposable products, such as plastic/polystyrene cups, with reusable ones</li> <li>• Refill toner and ink cartridges instead of buying new ones or recycle them.</li> <li>• Use 100% recycled paper and chlorine free paper</li> </ul>
2.	Gardening	<p>Student can choose any example from the following:</p> <ul style="list-style-type: none"> <li>• The sustainability leader and chef work together to implement</li> <li>• Establishing a Worm Farm</li> <li>• Give food scraps to worms or the animals daily</li> <li>• Plant Australian flora with low water requirements</li> <li>• Use of only natural grass and plants</li> <li>• Children to be responsible for looking after our garden</li> <li>• Fruit and veg swap with the local community</li> </ul>
3.	Energy Conservation	<p>Student can choose any example from the following:</p> <ul style="list-style-type: none"> <li>• Turn off lights and switches when not in use</li> <li>• Use washing line instead of dryer</li> <li>• Use natural light and heat when appropriate</li> <li>• Turn printer and computer off when not in use</li> <li>• Using the most energy efficient lighting</li> <li>• Using power saving functions on equipment</li> <li>• Turn off electrical equipment when not in use</li> <li>• Open windows for ventilation to minimise use of air conditioning use</li> <li>• Use indoor plants to clean air</li> </ul>
4.	Water Conservation	<p>Student can choose any example from the following:</p> <ul style="list-style-type: none"> <li>• Using half flush on the toilet</li> <li>• Turning off the water when not in use</li> <li>• Use half flow taps</li> <li>• Encourage children to minimise water</li> <li>• Use leftover water to water the garden</li> </ul>

		<ul style="list-style-type: none"> <li>• Use tank water to wash and feed an animal</li> <li>• Store and re-use rainwater where possible</li> <li>• Use the minimum amount of water required – for example if boiling a kettle for one drink, only fill it with that specific amount</li> <li>• Fix any leaking or dripping taps</li> <li>• Avoid using water wherever possible – for example using a broom to clean something instead of water</li> </ul>
5.	Natural resources and equipment	<p>Student can choose any example from the following:</p> <ul style="list-style-type: none"> <li>• Use natural materials where possible – fallen bark, boxes</li> <li>• Educating children in the natural materials</li> <li>• Educating children on how to care for pets, letting them act</li> <li>• Protect bugs and insects outside</li> <li>• Refrain from picking plants and trees</li> <li>• Use natural-based chemicals where possible</li> <li>• Use face washers and hand towels to replace buying material</li> <li>• Membership at reverse art for recyclable materials</li> </ul>

### Question 3

Identify **two [2]** internal and **two [2]** external sources of information that can assist a service to develop efficiency targets.

#### Assessor instructions:

Student responses must include any two [2] from the provided sample answers for both internal and external sources. Students are not required to include websites of the authorities or agencies; however, they may.

Sample answer is provided below.

Two [2] internal sources	1. Quality Improvement Plan (QIP)
	2. Survey /Questionnaire / Stakeholder consultation
	<p><b>Additional response:</b></p> <ul style="list-style-type: none"> <li>• Workplace policies and procedures regarding environment and/or sustainability</li> <li>• Communication with internal stakeholders such as staff members, managers, families and children.</li> </ul>
Two [2] external sources	1. Environment Protection Authority (EPA) relevant to individual states and territories
	2. International Energy Agency (IEA)
	<p><b>Additional response:</b></p> <ul style="list-style-type: none"> <li>• Department of Climate Change, Energy, the Environment and Water</li> <li>• Local council</li> <li>• NQF and NQS</li> <li>• Other early childhood education and care services</li> </ul>

### Question 4

List **three (3)** resources that a service can use as a benchmark when improving their environmental and resource sustainability.

[Approximate word count: 10-15 words]

**Assessor instructions:**

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include three (3) things that a service can use as a benchmark when improving their environmental and resource sustainability.

Sample answer is provided below.

1.	Guide to NQF
2.	NQS
3.	ACECQA's resources and newsletters sharing best practices and showcasing Excellent-rated services' practice

**Question 5**

List **three (3)** best practice examples of how sustainability can be embedded into an early learning centre.

[Approximate word count: 5-15 words each]

**Assessor instructions:**

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include any three (3) best practice examples from sample answers provided

Sample answer is provided below.

1.	Recycling systems for plastic and cardboard.
2.	Composting food leftovers from lunch and snack times.
3.	Use of native plants and mulch on garden areas to save water.

Additional answers:

- Turning off office equipment such as computers, printers and faxes when not in use.
- Turning off lights and opening windows to save energy.
- Changing filter baskets on clothes dryers to ensure efficiency of equipment and save energy.
- Hanging laundry inside or undercover rather than using the clothes dryer.
- Solar energy systems.

- Graywater and water tanks.
- Green cleaning products.
- Half-flush systems installed on all toilets.
- Use of cloth nappies rather than disposable nappies.
- Sustainability projects that are empowering for children:
  - recycling plastic/carboard
  - composting leftovers such as fruit and vegetables
  - creating a worm farm.

### Question 6

In your own words, briefly explain the theory of Corporate Social Responsibility [CSR].

[Approximate word count: 50-60 words]

#### Assessor instructions:

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include a brief explanation of briefly explain the theory of Corporate Social Responsibility [CSR].

Sample answer is provided below.

Corporate social responsibility [CSR] is a business practice that considers the impact a company has on society, employees, and other stakeholders. A CSR strategy is implemented by an organization to: minimize harm, practice fair business, be responsible along a global supply chain, exercise philanthropy and create a self-oriented human resource management system.

### Question 7

In your own words, briefly explain the interrelation between corporate social responsibility and corporate social sustainability.

[Approximate word count: 30-40 words]

#### Assessor instructions:

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include a brief explanation of the interrelation between corporate social responsibility and corporate social sustainability.

Sample answer is provided below.



CSR is a business commitment that contributes to corporate social sustainability. Corporate social sustainability works with employees, their families, local communities and society at large to improve human-life quality, the environment and the economy in the long-term.

### Question 8

List **three (3)** Australian and international standards a company may take to help achieve corporate social sustainability.

[Approximate word count: 5-10 words each]

#### Assessor instructions:

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include any three (3) Australian and international standards listed in the sample answer provided,

Sample answer is provided below.

1.	ISO 26000 Corporate Social Responsibility standard
2.	Global Reporting Initiative (GRI)
3.	United Nations Global Compact (Australia)

Additional answers:

- Corporate Responsibility Index (CRI) – not currently licensed in Australia
- Triple Bottom Line reporting.

### Question 9

List the **three (3)** approaches reinforced by the National Quality Framework (NQF) that promote continuous quality improvement in a service's work practices.

[Approximate word count: 10-20 words each]

#### Assessor instructions:

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the three (3) aspects outlined by the National Quality Framework (NQF) that promote continuous quality improvement in a service.

Sample answer is provided below.

1.	Continuous self-assessment against the National Quality Standard and the relevant requirements of the National Law and National Regulations
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2.	Development and implementation of a Quality Improvement Plan (QIP)
3.	Regular assessment and rating conducted by the relevant state or territory Regulatory Authority

### Question 10

Provide a brief explanation for each resource listed in table below on how they are used to monitor sustainable work practices.

#### Assessor instructions:

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include a brief explanation on how the resources listed in the table are used to monitor sustainable work practices.

Sample answer is provided below.

Resources	How each resource is used to monitor sustainable work practices (25-50 words)
a) Questionnaires and surveys	<ul style="list-style-type: none"> <li>• Questionnaires and surveys are used for gathering statistical information about the attributes, attitudes, or actions of stakeholders by asking a structured set of questions.</li> <li>• They allow the service to find out how others feel about the impact of practices.</li> <li>• They also allow the service to ask questions to elicit specific information.</li> </ul>
b) Visual calculations	<ul style="list-style-type: none"> <li>• Visual calculations are used to compare data. They allow for instantaneous assessment that allows to action things that require change straight away.</li> <li>• Allow the service to actually see the impact of processes for yourself rather than receiving them second hand.</li> </ul>
c) Supply records and invoices	<p>Existing supply records and invoices allow to work out:</p> <ul style="list-style-type: none"> <li>• the business growth/profits</li> <li>• if the costs are sustainable in the processes being used.</li> </ul> <p>They also establish a cost basis to compare.</p>
d) Previous internal and external audit documents	<p>Looking at previous audit documents gives a foundation or basis to compare the changes occurring from practices and to work on improving those practices.</p>

### Question 11

Provide a brief explanation for each organisational systems and procedures listed in table below on how they are related to environmental and resource sustainability improvements.

#### Assessor instructions:

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Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include a brief explanation on how the organisational systems and procedures listed in the table are related to environmental and resource sustainability improvements.

Sample answer is provided below.

Organisational systems and procedures	How they are related to environmental and resource sustainability improvements (70-100 words)
a) Supply chain, procurement and costing strategies	<p>The development of supply chains is driven by measures like costs and customer service. By considering the environmental constraints such as carbon taxes, emission trading schemes or green-house gas emissions to the supply chain the choice of the everyday practices is altered. The decision for procurement of product and/or services is often a trade-off between the economic and environmental performance measures. It is not always feasible for a business to commit to ensuring all practices will ensure maximum improvement in their environmental and resource sustainability due to the cost and time involved.</p>
b) Quality assurance	<p>Quality assurance:</p> <ul style="list-style-type: none"> <li>• Provides a framework for setting quality objectives.</li> <li>• Monitoring quality performance regularly allows the set objectives and targets to be adjusted for further improvement.</li> <li>• In order to achieve sustained improvements and profitable growth, services provided must consistently exceed the needs and expectations of customers. The focus on the level of quality of products and services will ultimately determine the success of improvement targets.</li> <li>• Businesses must maintain an effective Quality Assurance System that supports the strategic direction, and purpose of the business in order to maintain improvements.</li> </ul>
c) Recommendation development and seeking approvals	<ul style="list-style-type: none"> <li>• Making recommendations keeps ideas flowing.</li> <li>• Seeking approval allows those with more knowledge of the business direction to be a part of the decision to agree or decline suggestions.</li> <li>• Gaining approval ensures and any potential negative impacts are carefully considered, before changes or developments are approved.</li> </ul>
d) Sales strategies and operations	<ul style="list-style-type: none"> <li>• A business's must ensure their sales strategies and operations are aligned to the environmental</li> </ul>

and resource sustainability improvements for them to succeed.

- The financial position and strategy of a business determines the available resources to implement practices, ensuring improvements come to fruition.

### Assessment checklist:

Students must have completed all questions within this assessment before submitting. This includes:

11 short answer questions to be completed in the spaces provided.	<input type="checkbox"/>
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**Congratulations you have reached the end of Assessment 1!**

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