



BSBSUS411 BSBSUS412

Develop, implement and monitor sustainable work practices and plans

Assessment 5 of 5

Project

Assessor Guide



Assessment details

This section is for SUT VE Quality and Compliance review and feedback and must be deleted in the student version of the assessment.

SECTION 1		
UNIT OF COMPETENCY DETAILS		
Code	Title	
BSBSUS411	Implement and monitor environmentally sustainable work practices	
BSBSUS412	Develop and implement workplace sustainability plans	
COURSE AND MODULE DETAILS		
<i>Assessments may be published in more than one course. Add lines for additional courses as needed.</i>		
Course Code (UPed)	Module Number (Order)	Module Code (UPed)
SOE4BS1A	09	M00882A
SOE4BS1A	10	M00883A
ASSESSMENT TYPE		
Assessment Method: <i>Select all that apply.</i>	Portfolio	Questioning Choose an item.

SECTION 2

STUDENT INSTRUCTIONS

The following instructions detail the requirements of the assessment and are captured in the LMS assessment page. This includes a description of the student instructions, associated files and submission instructions.

Student instructions

This is assessment 05 of 05 knowledge assessments for BSBSUS411 Implement and monitor environmentally sustainable work practices and BSBSIS412 Develop and implement workplace sustainability plans.

This assessment requires you to answer 2 tasks with associated questions to test your knowledge and understanding required of this unit.

To be assessed as competent, you must correctly complete all tasks in the spaces required.

Download your assessment by selecting the document icon below **'Let's begin'**.

To submit your assessment, upload the completed assessment document as a PDF file.

Supporting documents

Include all documents referenced in the assessment and files used for submission. Delete if not appropriate and replace with "Not applicable".

To answer some of the questions, you will need to access the following documents:

[Policy and Procedure Documents]

[Templates]

[Additional Resources]

Files for submission

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Submit the assessment document with all tasks completed in the spaces provided.

Submission instructions

PDF File Submissions

Please save all Word documents as PDF files before submitting.

IMPORTANT: Word documents will not be accepted.

Most modern web browsers can open and display a PDF file. If you have an older operating system, however, you may need a PDF reader installed on your device such as the Acrobat Reader, available from Adobe.

Windows: Word 2013 and newer

Choose **File > Export > Create PDF/XPS**.

Windows: Word 2010

1. Click the **File** tab
2. Click **Save As**
 - To see the **Save As** dialogue box in Word 2013 and Word 2016, you have to choose a location and folder
3. In the **File Name** box, enter a name for the file, if you haven't already
4. In the **Save As** type list, click PDF (*.pdf).
 - If you want the file to open in the selected format after saving, select the **Open file after publishing** check box.
 - If the document requires high print quality, click Standard (publishing online and printing).
 - If the file size is more important than print quality, click Minimum size (publishing online).
5. Click **Options** to set the page to be printed, to choose whether markup should be printed, and to select output options. Click **OK** when finished.
6. Click **Save**.

macOS: Office for Mac

To save your file as a PDF in Office for Mac follow these easy steps:

1. Click the **File**
2. Click **Save As**
3. Click **File Format** towards the bottom of the window
4. Select **PDF** from the list of available file formats
5. Give your file a name, if it doesn't already have one, then click **Export**.

For more detailed instructions refer to [Microsoft Support](#).

SECTION 3

ASSESSMENT TASK CRITERIA AND OUTCOME

This assessment will be graded as Satisfactory (S) or Not Yet Satisfactory (NYS).

To achieve Satisfactory; valid, sufficient, authentic, and current evidence of meeting the criteria must be submitted.

Refer to the mapping spreadsheet for details for this unit.

SECTION 4

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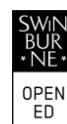
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ASSESSMENT DETAILS

Please refer to SECTION 2 to confirm how the assessment tools will be built and the methods that will be used to collect evidence i.e., Student's will type answers directly into LMS or will upload of files of completed assessment tasks.

The STUDENT INSTRUCTIONS above will be added directly into the LMS.

All associated files will be accessed via the LMS, as will any Assessor Guides, Matrix, Templates etc.

Students and Assessors have restricted permissions in the LMS. Assessor Guides, including model answers, will be available to Assessors ONLY.

The following pages contain the draft assessment which will be built into the LMS once reviewed. This includes:

- Instructions to students
- Questions /tasks
- Templates /tables where applicable
- Links to supporting files /websites
- Instructions to assessors
- Sample answers /examples of benchmark answers

SECTION 5

STAKEHOLDERS AND SIGN OFF

List all that apply for each of the stakeholder roles below.

UPed Learning Designer/Author name	
SOE Quality and Compliance Manager name	
SUT VE Quality Compliance name	
Date approved	

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Assessment Instructions

Task Overview

This assessment task is divided into one task with associated questions. Some questions are made up of multiple parts. Read each question carefully before typing your response in the spaces provided.



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 Learning Platform. 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.

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Simulated Business: CBSA

The following assessment tasks use a simulated business called Complete Business Solutions Australia [CBSA]. To complete the assessment tasks, students will need to access information, templates, policies and procedures associated with CBSA. These documents can be accessed on CBSA's intranet accessible via the website. To access; head to www.cbsa.com.au, navigate to the staff intranet and enter your RTO's username and password prior to completing your assessment tasks.

Website Address: www.cbsa.com.au

Login: SOE

Password:

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Task 1: CBSA Data Report and Board Report

To begin this assessment part, read the following email and its attachment, then complete the tasks that follow:



To: Dave O'Connor (dave.oconnor@cbsa.com.au)
From: Gavin Stead (gavin.stead@cbsa.com.au)
Date/time: Monday 12:30pm
Subject: Business Meeting- Sustainability Plan
Attachments: Board Report docx
CBSA Data Report docx

Good afternoon Dave,

Hope you have had a great weekend! We are reaching the end of month three of the implementation of the Sustainability Plan. At end of this week in the board meeting it is on the agenda to discuss the Sustainability Plan to see how it has gone, how effective it was? What were some of the successful and unsuccessful features of the plan? Evaluate the plan and make amendments to it moving forward so that it can be implemented into CBSA.

I need you to complete a board report that can be presented to the stakeholders during the board meeting. I have attached the report template below the email for you to complete and send to me.

Attached to this email is a data reports generated to help you review the effectiveness of the sustainability plan and to help you to do the board report.

If you can review the data and complete the report to come back to me that would be much appreciated.

Kind regards,

Gavin Stead

Managing Director

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

www.cbsa.com.au



Approximate Word Count: 50-150 each section

Assessor instructions:

In this assessment task the student needs to review data provided on the CBSA Data Report about particulars from the Sustainability Action Plan. Students, once they have reviewed the information they need to complete the CBSA Board Report for Gavin Stead to present to the stakeholders.

Key findings from the CBSA Data Report:

- The company has exceeded the budget each month. In February there was a reduction of cost ut over budget, in March there was a slight spike
- Electricity use has gone down gradually each month
- Water usage has gone down gradually each month
- Waste management has improved each month
- Office supplies from normal non sustainable products is cheaper
- Office supplies have increased by \$600 which is out of budget

CBSA Board Report

The student once reviewing the Data Report needs to complete the board report. In the board report template exemplar answers have been provided for guidance on appropriate answers and wording.

Attachment: CBSA Data Report

CBSA Data Report

Budget- January to July

Category	January	February	March	April	May	June	July
Energy	\$5,000	\$5,000	\$4,800	\$4,800	\$4,600	\$4,600	\$4,500
Water	\$1,200	\$1,200	\$1,150	\$1,150	\$1,100	\$1,100	\$1,050
Waste	\$800	\$800	\$750	\$750	\$700	\$700	\$650
Biodiversity	\$500	\$500	\$500	\$500	\$500	\$500	\$500
Total	\$7,500	\$7,500	\$7,200	\$7,200	\$6,900	\$6,900	\$6,700

Electricity Bill

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Electricity Bill

Customer: CBSA

Account Number: 1233579432

Billing Period: January - March 2024

Description	January	February	March
Meter Reading (kWh)	15,000	12,500	9,000
Energy Charges	\$2,250	\$1,875	\$1,350
Demand Charges	\$500	\$400	\$300
Service Fee	\$50	\$50	\$50
Taxes	\$150	\$125	\$90
Total Due	\$2,950	\$2,450	\$1,790

Water Bill

Water Bill

Customer: CBSA

Account Number: 1233579432

Billing Period: January - March 2024

Description	January	February	March
Meter Reading (Gallons)	50,000	40,000	25,000
Water Charges	\$750	\$600	\$375
Sewer Charges	\$200	\$180	\$150
Service Fee	\$50	\$50	\$50
Taxes	\$75	\$65	\$40
Total Due	\$1,075	\$895	\$615

Garbage Invoice

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Garbage Invoice

Customer: CBSA

Account Number: 1233579432

Billing Period: January - March 2024

Description	January	February	March
Garbage Disposal Fee	\$500	\$450	\$400
Recycling Fee	N/A	\$50	\$50
Service Fee	\$50	\$50	\$50
Taxes	\$75	\$70	\$65
Total Due	\$625	\$620	\$565

Office Supplies Invoice

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Office Supplies Invoice

Customer: CBSA

Account Number: 1233579432

Billing Period: October - December 2023

Description	Quantity	Unit Price (\$)	Total (\$)
Paper	5 reams	\$10	\$50
Paper Towel	2 packs	\$15	\$30
Pens	10 boxes	\$5	\$50
Pencils	5 packs	\$8	\$40
Whiteboard Markers	3 packs	\$12	\$36
Post-it Notes	6 packs	\$6	\$36
Large Post-it Notes	3 packs	\$8	\$24
Colored Paper	3 reams	\$12	\$36
Printer Ink	2 cartridges	\$30	\$60
Laminating Pouches	1 box	\$20	\$20
Binders	5 boxes	\$15	\$75
Folders	10 packs	\$8	\$80
Manila Folders	5 packs	\$10	\$50
Blu Tack	3 packs	\$5	\$15
Sharpie Texters	4 packs	\$10	\$40
Highlighters	3 packs	\$7	\$21
A3 Paper	2 reams	\$15	\$30
A5 Paper	3 reams	\$8	\$24
Total			\$667

Eco Friendly Office Supplies

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Eco-Friendly Office Supplies Invoice

Customer: CBSA

Account Number 1233579432

Billing Period: January – March

Description	Quantity	Unit Price (\$)	Total (\$)
Recycled Paper	5 reams	\$20	\$100
Bamboo Paper Towel	2 packs	\$30	\$60
Recycled Pens	10 boxes	\$10	\$100
Recycled Pencils	5 packs	\$16	\$80
Eco-Friendly Whiteboard Markers	3 packs	\$15	\$45
Recycled Post-it Notes	6 packs	\$10	\$60
Large Recycled Post-it Notes	3 packs	\$12	\$36
Eco-Friendly Colored Paper	3 reams	\$15	\$90
Recycled Printer Ink	2 cartridges	\$40	\$80
Biodegradable Laminating Pouches	1 box	\$30	\$30
Recycled Binders	5 boxes	\$20	\$100
Recycled Folders	10 packs	\$15	\$150
Recycled Manila Folders	5 packs	\$20	\$100
Eco-Friendly Adhesive	3 packs	\$10	\$30
Plant-Based Markers	4 packs	\$15	\$60
Eco-Friendly Highlighters	3 packs	\$12	\$36
Recycled A3 Paper	2 reams	\$20	\$40
Recycled A5 Paper	3 reams	\$12	\$36
Total			\$1,277

Budget- Actuals

Category	January	February	March	April	May	June	July
Energy	\$5,000	\$5,000	\$4,800	\$4,800	\$4,600	\$4,600	\$4,500
Water	\$1,200	\$1,200	\$1,150	\$1,150	\$1,100	\$1,100	\$1,050
Waste	\$800	\$800	\$750	\$750	\$700	\$700	\$650
Biodiversity	\$500	\$500	\$500	\$500	\$500	\$500	\$500
Total	\$7,500	\$7,500	\$7,200	\$7,200	\$6,900	\$6,900	\$6,700
Actual	\$10,850	\$10,001	\$9,720	\$	\$	\$	\$
Variance	\$3350	\$2501	\$2520	\$	\$	\$	\$

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Eco-Friendly Office Supplies Invoice

Customer: CBSA

Account Number

1233579432

Billing Period:

January – March

Description	Quantity	Unit Price (\$)	Total (\$)
Recycled Paper	5 reams	\$20	\$100
Bamboo Paper Towel	2 packs	\$30	\$60
Recycled Pens	10 boxes	\$10	\$100
Recycled Pencils	5 packs	\$16	\$80
Eco-Friendly Whiteboard Markers	3 packs	\$15	\$45
Recycled Post-it Notes	6 packs	\$10	\$60
Large Recycled Post-it Notes	3 packs	\$12	\$36
Eco-Friendly Colored Paper	3 reams	\$15	\$90
Recycled Printer Ink	2 cartridges	\$40	\$80
Biodegradable Laminating Pouches	1 box	\$30	\$30
Recycled Binders	5 boxes	\$20	\$100
Recycled Folders	10 packs	\$15	\$150
Recycled Manila Folders	5 packs	\$20	\$100
Eco-Friendly Adhesive	3 packs	\$10	\$30
Plant-Based Markers	4 packs	\$15	\$60
Eco-Friendly Highlighters	3 packs	\$12	\$36
Recycled A3 Paper	2 reams	\$20	\$40
Recycled A5 Paper	3 reams	\$12	\$36
Total			\$1,277

Sustainable Resources

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Description	Quantity	Unit Price (\$)	Total (\$)
LED Light Bulbs	50	\$5	\$250
Energy-Efficient Powerboards	10	\$20	\$200
Water-Saving Taps	5	\$50	\$250
Sensor Light Switches	10	\$30	\$300
Total			\$1,000

Notes:

- LED light bulbs are energy-efficient and have a longer lifespan compared to traditional incandescent bulbs.
- Energy-efficient powerboards help reduce standby power consumption by automatically turning off connected devices when not in use.
- Water-saving taps are designed to minimize water usage by controlling the flow rate without compromising performance.
- Sensor light switches use motion sensors to automatically turn lights on and off, improving energy efficiency and reducing electricity waste.

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CBSA Board Report

Successful and unsuccessful features of the sustainability plan

Provide at least two (2) examples of both

Approximate Word Count: 20-60 words in each section

Successful	Unsuccessful
<p>The student needs to provide 2 examples of successful features of the sustainability plan. The students answers will vary and need to be positive about the plan. Exemplar answers are provided below.</p> <ul style="list-style-type: none"> • The implementation of sustainability plan • Working towards sustainable practices • Clear goals and objectives • Stakeholder engagement • Integration into business practices • Continuous Improvement 	<p>The student needs to provide 2 examples of unsuccessful features of the sustainability plan. The answers need to demonstrate where the plan has failed or is yet to achieve the desired outcome. Students answers will vary. Exemplar answers are provided below.</p> <ul style="list-style-type: none"> • Purchase of sustainable products being more expensive • The company not staying within budget • Implementation in the process (Assessment 3 Task 4) • Resources increased by \$600 • Budgets are not aligned with spending

Evaluation of the Sustainability Plan

Approximate Word Count: 70-140 words

The student needs to provide an overall evaluation of the sustainability plan. The plan is currently 3 months old and is still a work in progress. Data shows there is improvements in the main focus areas of

- Energy efficiency
- Water Management
- Waste Management

When looking at Biodiversity, currently stocking office supplies and products with eco friendly products is not cost effective. Currently it is costing \$600 plus.

The company budgets are currently over budget. The budget is fluctuating. The bills provided have shown that there is a decrease in cost, which demonstrates the effectiveness of the plan.

Students answers will vary based on their interpretation of the plan and data. The data demonstrates that it is being effective and longer time period is needed to gain data.

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Recommendation for amendments for future operation of the sustainability plan

Provide at least three (3) recommendations

Approximate Word Count: 15-45 words

Students answers will vary based on their interpretation of the plan and data. The student needs to provide 3 recommendations for amendments to the plan. The student's answers need to be logical and tangible, using actions to help drive the sustainability action plan.

Some potential answers may include:

- Longer implementation period to see better data and results, making the implementation period over a 6-month period
- Reviewing resources to see if there is anymore cost-effective resources that can be sourced
- Reviewing the budgets to accommodate a better implementation period
- Implementing working from home practices to allow staff to work remotely to help with environmental impact and resource impact
- Better staff training for effective implementation
- Posters and signage to help with the implementation of the plan

Recommendations on resource purchasing

Provide at least one (1) recommendation

Approximate Word Count: 15-45 words

The student needs to provide at least one recommendation on resource purchasing. The recommendation needs to be actionable and aligns with the sustainability plan. Students answers will vary based on their interpretation of the data and the plan.

Some potential answers the student may provide include:

- Bulk buying of resources vs monthly purchasing
- Review all products to see if there can be a gradual implementation. Each month, adding or changing products
- Increasing budgets on eco-friendly purchasing, since other areas there is a saving of funds eventually
- Completing a cost-benefit analysis
- Employee training and awareness

Identify risks and barriers associated with the Sustainability Plan

Provide at least two (2) risks and two (2) barriers

Approximate Word Count:

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The student needs to identify at least 2 potential risks and 2 potential barriers that are associated with the sustainability plan. The student answers need to represent an issue/ risk that will affect the outcomes of the plan. Students answers will vary based on their interpretation.

Potential answers include:

Risks

- Costing: the budget will always be out, making a cost to the company
- The plan not being followed/ implemented long term
- Staff understanding the action/ long term goals

Barriers

- Staff not following directives, losing interest
- Supplier issues, getting resources
- Issues with procurement
-

Task 2: Documenting outcomes to staff

To begin this assessment part, read the following email and its attachment, then complete the tasks that follow:



To: Dave O'Connor (dave.oconnor@cbsa.com.au)

From: Gavin Stead (gavin.stead@cbsa.com.au)

Date/time: Wednesday 9:00am

Subject: Consulting Stakeholders

Attachments: Email template docx

Good afternoon Dave,

Thank you for the amazing work that you and the team have dedicated to this project to get it off the ground and launched to help CBSA commence their journey to sustainability.

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Can you please send an email out to the staff to give them an update on the status of the project and where we are, and where we are heading towards. In the email, can you please explain the following:

- Feedback about the project
- Celebrating successes of the project
- 3 new sustainable work practices we are looking to implement
- Communication moving forward, how is this going to look
- 1 example of how the sustainability team is going to apply a change management technique to one action item in the sustainability plan

If you can create the email and send it out to all staff, that would be much appreciated.

Kind regards,

Gavin Stead

Managing Director

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

www.cbsa.com.au



Approximate Word Count: 100-500 words

Assessor Instructions

In this assessment task, the student is required to create an email to the stakeholders and all staff. The email needs to address the following:

- Feedback about the project
- Celebrating successes of the project
- 3 new sustainable work practices we are looking to implement
- Communication moving forward, how is this going to look

Please find below some guidance on the outlined requirements above:

Feedback about the project

Some examples of potential answers the student may address

- The student needs to explain the project and how the implementation/ project outcomes
- The student will need to take into consideration the data/ feedback they have received in the previous task. Some of the main findings include
 - Energy: Over the course of the 3 months the reduction in energy consumption and costing
 - Waste: The implementation of waste emissions has reduced
 - Water: There has been a reduction in water wastage

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- When looking at Biodiversity, currently stocking office supplies and products with eco friendly products is not cost effective. Currently it is costing \$600 plus.
- The company budgets are currently over budget. The budget is fluctuating. The bills provided have shown that there is a decrease in cost, which demonstrates the effectiveness of the plan.
- Students answers will vary based on their interpretation of the plan and data. The data demonstrates that it is being effective and longer time period is needed to gain data.

Celebrating Successes of the Project

Some examples of potential answerws the student may address

- The company budgets are currently over budget. The budget is fluctuating. The bills provided have shown that there is a decrease in cost, which demonstrates the effectiveness of the plan.
- The implementation of sustainability plan
- Working towards sustainable practices
- Clear goals and objectives
- Stakeholder engagement
- Integration into business practices
- Continuous Improvement

3 new sustainable work practices we are looking to implement

Some examples of potential answerws the student may address. Answers will vary based on the students interactions and understanding of the data and feedback

- Implementation of working from home- allowing staff to work remotely that reduces costs and usage of resources
- Reviewing purchasing materials and looking at ways to reduce wastage, this includes delivery schedules, making the deliveries more frequent and less stock to stop wastage
- Making the office paperless
- Power Management- turning off technology when not in use, power boards to turn off equipment easily
- Removing single-use materials in the kitchen, opting for reusable cups, bottles etc. Could purchase one for each staff member to have at their office station
- Native landscaping: opting for native plants in the office that require less water and support local ecosystems
- Green teams: organising a sustainability team having a person from each department that meets up for a meeting a month to discuss sustainable efforts and ways to improve this

Communication moving forward, how is this going to look

Some examples of potential answerws the student may address. Answers will vary based on the students interactions and understanding of the data and feedback

- Regular email updates
- Newslettters
- Staff meetings

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- Feedback sessions/ meetings
- Website information on CBSA website for everyone to access

1 example of how the sustainability team is going to apply a change management technique to one action item in the sustainability plan

The student needs to provide one example of how they are going to implement change management techniques. These answers will vary based on the student and their answers they have provided.

Some examples of change management technique

- **Stakeholder Engagement:** Engage stakeholders at all levels of the organization, including employees, suppliers, customers, and local communities. Encourage open dialogue to gather diverse perspectives and foster a shared understanding of sustainability goals.
- **Clear Communication:** Clearly communicate the rationale behind sustainability initiatives, the benefits for the organization and its stakeholders, and the expected outcomes. Use various channels such as meetings, newsletters, intranet, and social media to disseminate information.
- **Training and Education:** Provide training and educational programs to build awareness and enhance the skills of employees regarding sustainability practices. Empower them to contribute meaningfully to sustainability initiatives through knowledge and skill development.
- **Leadership Support:** Obtain visible support from senior leadership for sustainability efforts. Leaders should demonstrate commitment by aligning organizational goals with sustainability objectives, allocating resources, and integrating sustainability into decision-making processes.
- **Setting SMART Goals:** Establish Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) goals for sustainability performance. This provides clarity and helps track progress effectively, enabling timely adjustments as needed.
- **Incentives and Recognition:** Implement incentives and recognition programs to motivate employees and teams to actively participate in sustainability initiatives. Celebrate achievements and milestones to reinforce a culture of sustainability within the organization.
- **Cross-functional Collaboration:** Foster collaboration among different departments and teams to break down silos and leverage diverse expertise for sustainability projects. Encourage interdisciplinary approaches to problem-solving and decision-making.
- **Pilot Projects and Continuous Improvement:** Start with small-scale pilot projects to test sustainability interventions before scaling them up. Gather feedback, learn from experiences, and continuously improve processes to enhance sustainability performance over time.
- **Monitoring and Evaluation:** Establish robust monitoring and evaluation mechanisms to track key performance indicators (KPIs) related to sustainability. Regularly assess progress, identify areas for improvement, and make data-driven decisions to drive continuous advancement.
- **Adaptability and Flexibility:** Remain adaptable and flexible in response to changing internal and external circumstances. Anticipate potential barriers and challenges, and proactively adjust strategies to overcome them while staying aligned with sustainability objectives.

Some example answers the students may use:

- **Conducting a Sustainability Assessment:** Engage stakeholders across the organization to assess current sustainability practices, identify areas for improvement, and set priorities for action.
- **Developing a Sustainability Strategy:** Facilitate workshops or focus groups to develop a comprehensive sustainability strategy aligned with the organization's values, vision, and goals. Ensure that the strategy includes specific objectives, targets, and action plans.
- **Creating Cross-Functional Sustainability Teams:** Form cross-functional teams comprised of representatives from different departments to drive sustainability initiatives collaboratively. Assign clear roles and responsibilities, and provide training and support as needed.

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- Implementing Green Procurement Practices: Work with procurement teams to integrate environmental criteria into purchasing decisions, such as selecting suppliers with sustainable sourcing practices or choosing products with lower environmental footprints.
- Introducing Energy Efficiency Measures: Implement energy-saving measures such as upgrading lighting systems, optimizing HVAC systems, and investing in renewable energy sources. Engage employees in energy conservation efforts through awareness campaigns and behavior change initiatives.
- Reducing Waste and Promoting Recycling: Launch initiatives to minimize waste generation, improve recycling rates, and divert waste from landfills. Provide bins for recycling and composting, offer incentives for waste reduction, and educate employees on proper waste management practices.
- Encouraging Sustainable Transportation: Promote alternative transportation options such as carpooling, cycling, or using public transit to reduce carbon emissions from commuting. Provide incentives such as subsidies for public transportation passes or installing bike racks.
- Implementing Sustainable Practices in Operations: Integrate sustainable practices into daily operations, such as reducing water consumption, optimizing supply chain logistics to minimize transportation emissions, and implementing green cleaning practices.
- Engaging Employees through Sustainability Awareness Programs: Launch communication campaigns, workshops, and training sessions to raise awareness about sustainability issues and empower employees to adopt sustainable behaviors both at work and in their personal lives.
- Measuring and Reporting Progress: Establish key performance indicators (KPIs) to measure progress towards sustainability goals and regularly report results to stakeholders. Use feedback mechanisms to solicit input, track performance, and make adjustments as needed.

The email needs to be

- Factual
- Audience appropriate
- Good use of grammar and spelling

Email Template:

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Email

To: <<Add name(s) of main email recipients here>>
From: <<Add your email address here>>
CC: <<Add names of carbon copy email recipients here (leave blank if none)>>
BCC: <<Add names of blind carbon copy email recipients here (leave blank if none)>>
Date/time: <<Add the time and date of the email here>>
Subject: <<Add the subject of the email here>>
Attachments: <<Add the name of any attachments here (leave blank if none)>>

To <<Add email recipient(s) here>>,
<<Add message here. Add as much space as necessary.>>

Kind regards,
<<Add your name here>>

<<Add your job position here>>
300 Fictional Way, Sydney, NSW 2000
Phone: 1800 111 222
www.cbsa.com.au



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Assessment submission checklist

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

1	CBSA Board Report	<input type="checkbox"/>
2	Email- Outcomes of Sustainability Plan	<input type="checkbox"/>


Congratulations, you have reached the end of Assessment 5

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