

Unit Title:	Support sustainability in a business environment
OCR unit number	404
Sector unit number	D/601/2556
Level:	4
Credit value:	3
Guided learning hours:	14

Unit purpose and aim

This unit is about taking a leading role in supporting the monitoring and managing of risk within own area of responsibility in a business environment so that an organisation's aims and objectives for minimising risk and ensuring a safe work environment can be supported at all times.

Learning Outcomes	Assessment Criteria	Exemplification
<p>The Learner will:</p> <p>1. Understand the purpose of keeping waste to a minimum in a business environment, and the procedures to follow</p>	<p>The Learner can:</p> <p>1.1 Explain the purpose and benefits of keeping workplace waste to a minimum</p> <p>1.2 Evaluate the main causes of waste that may occur in a business environment</p> <p>1.3 Evaluate ways of minimising waste, including using technology and other procedures and their benefits</p> <p>1.4 Explain the social and legal requirements for recycling and the disposal of waste</p> <p>1.5 Explain the impact of social and legal requirements for recycling and disposal of waste on an organisation</p> <p>1.6 Explain procedures for recycling materials and minimising waste that meet social and legal requirements for an organisation</p> <p>1.7 Describe ways in which waste may be minimised by regularly maintaining equipment and the benefits</p>	<p>Learning outcomes 1, 2 and 3 must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, can be evidenced across units.</p>

	<p>of doing so</p> <p>1.8 Explain procedures that can be used to make sure regular maintenance of equipment minimises waste</p>	
2. Understand procedures for disposal of hazardous materials	<p>2.1 Explain the purpose and benefits of procedures for the recycling and disposal of hazardous materials</p> <p>2.2 Explain procedures for the recycling and disposal of hazardous materials for an organisation</p>	
3. Understand ways of supporting and maintaining sustainability in an organisation	<p>3.1 Explain the benefits to an organisation of working to continuously improve efficiency and minimise waste over time</p> <p>3.2 Explain how to involve all work colleagues in continuously improving working methods and use of technology to achieve maximum efficiency and minimum waste</p> <p>3.3 Evaluate ways of selecting sources of materials, equipment and expertise that will give best value for money and maximum efficiency over time</p> <p>3.4 Explain the purpose and benefits of considering issues of social responsibility when selecting suppliers</p>	
4. Be able to support the minimisation waste in an organisation	<p>4.1 Establish and maintain procedures to minimise waste in own area of responsibility</p> <p>4.2 Make sure work tasks are completed keeping waste to a minimum</p> <p>4.3 Make sure technology is used in work tasks in ways that minimises waste in own area of responsibility</p>	<p>Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to support sustainability in a business</p>
5. Be able to support the maintenance of procedures	<p>5.1 Confirm and agree procedures for recycling</p>	

<p>for the disposal of hazardous waste in an organisation</p>	<p>and disposal of hazardous materials in own area of responsibility</p> <p>5.2 Make sure procedures for recycling and disposal of hazardous materials are followed in own area of responsibility</p>	
<p>6. Be able to support and maintain sustainability in an organisation</p>	<p>6.1 Confirm and maintain procedures for the maintenance of equipment so it supports efficiency and minimises waste in own area of responsibility</p> <p>6.2 Make sure use of equipment maximises efficiency and minimises waste in own area of responsibility</p> <p>6.3 Make sure ways of working efficiently and using technology to improve efficiency are consistently followed and developed in own area of responsibility</p> <p>6.4 Make sure sources of equipment, materials and expertise that provide best value for money and reflect social responsibility are selected used in own area of responsibility</p> <p>6.5. Confirm and maintain procedures within own area of responsibility that will help to develop and support other people in ways that maximises their efficiency, and their value to an organisation, over time</p>	

Assessment

This unit is centre assessed and externally verified. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)

- looking at learner statements
- recognising prior learning

Evidence requirements

A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Annotated organisational policies and procedures including sustainability
- Documentation relating to disposal of hazardous materials
- Documentation/contracts relating to maintenance of equipment
- Operating instructions
- Research and quotes relating to purchase/replacement of equipment
- Working method plans
- Meeting minutes
- Training records
- Induction agenda/programme
- Technology efficiency reviews
- Office waste monitoring records

Guidance on assessment and evidence requirements

Refer to sections on Assessment and Evidence requirements above.

National Occupational Standards (NOS) mapping/signposting

This unit is based on the BAF174 Work in a business environment

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards <http://www.gcda.gov.uk/15565.aspx>

Functional Skills Standards					
English		Mathematics		ICT	
Speaking and Listening	✓	Representing	✓	Use ICT systems	✓
Reading	✓	Analysing	✓	Find and select information	✓
Writing	✓	Interpreting	✓	Develop, present and communicate information	✓

Resources

Access to a working environment with associated equipment and resources

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website www.ocr.org.uk .