

Unit Title:	Manage the environmental impact of work activities
OCR unit number	423
Sector unit number:	M/600/9712
Level:	4
Credit value:	5
Guided learning hours:	10

Unit purpose and aim

This unit will ensure that learners understand how to, and are able to, assess the environmental impact of their work and operate in such a way as to reduce the impact on the environment.

Learning Outcomes	Assessment Criteria	Exemplification
1 Understand the legal requirements and environmental policies that impact on own area of responsibility	1.1 Explain the legal requirements that impact on own area of responsibility. Explain the environmental policies that impact on own area of responsibility	This may include: <ul style="list-style-type: none">• The range of regulatory and statutory requirements as they relate to own area of responsibility, such as the Framework for UK Environmental Regulations.• The appropriate methods to communicate the effects of EU, UK and organisational policies on own area of to all colleagues in appropriate detail for the audience.
2 Understand how to assess the impact of work activities on the environment and how this can be minimised	2.1 Explain what specialist advice is available to manage the environmental impact of work activities 2.2 Explain how to assess the impact of work activities and resources on the environment 2.3 Explain how to minimise the environmental impact of work activities	This may include: <ul style="list-style-type: none">• Specialist advice available nationally e.g. DEFRA, Environmental Agency, sector specific bodies, local government and organisational specialists.• The methods to communicate effectively with colleagues on the appropriate specialist for specific environmental impact advice.• The work of own area of responsibility and the physical resource needs of such work.• The information gained from specialist advisors and written or e-resources to

		guide colleagues on the reduction of environmental impact on the environment, such as: energy efficient lighting, switching of lights, recycling waste material, safe disposal of hazardous waste, minimising printing of documents which can be read and stored electronically.
3 Be able to assess and report on the environmental impact of work activities in own area of responsibility	<p>3.1 Assess the environmental impact of work activities and resource use</p> <p>3.2 Produce a report on the environmental impact of work activities and resource use, with recommendations for improvement</p>	<p>This may include:</p> <ul style="list-style-type: none"> • The range of work activities and resources used within own area of responsibility. • The purpose of an environmental impact assessment in: <ul style="list-style-type: none"> - Identifying, - Predicting, - Evaluating - Mitigating the effect of work activities on the environment. • The environment impact assessment process in line with organisational, legal, regulatory and sector specific requirements. • Outcomes of the impact assessment which identifies: strengths and weakness in the current environmental impact, predictions of changes in the individual elements of the impact, calculate the costs of current status in financial, legal and environmental terms, options for reducing environmental impact and any associated costs.
4 Be able to organise work activities and resource use to minimise environmental impact	<p>4.1 Adapt the use of resources in own area of responsibility to reduce environmental impact</p> <p>4.2 Organise activities in own area of responsibility to reduce environmental impact</p>	<p>This may include:</p> <ul style="list-style-type: none"> • Be able to develop a plan to reduce environmental impact in own area by modifying usage. • Use appropriate language and methods of communication to ensure all staff fully understand reasons for the changes. • Be able to negotiate

		changes in the working environment with staff to ensure commitment to the implementation of the plan
5 Be able to promote ongoing improvement in environmental performance	5.1 Establish means by which individuals can identify and report opportunities for improving environmental performance 5.2 Communicate environmental benefits resulting from changes to work activities	This may include: <ul style="list-style-type: none"> • Methods for individuals to identify and report opportunities for improving environmental performance such as: specified email address, comment cards, meetings, incentive schemes. • Appropriate language and methods of communication to ensure all staff fully understand reasons for the changes

Assessment

This unit is centre assessed and externally verified. In order to achieve the unit you must produce a portfolio of evidence which, on request, will need to be made available to the OCR external verifier. Portfolios of work must be produced independently and Centres must confirm to OCR that the evidence is authentic. An OCR Centre Authentication form is provided in the Centre Handbook and includes a declaration for assessors to sign. It is a requirement of the Ofqual Common Criteria for all Qualifications that proof of authentication is received.

Evidence requirements

In order to achieve this unit you must demonstrate that you have met all of the stated learning outcomes and assessment criteria. Your assessor must be able to observe you in the workplace or you must provide tangible evidence of your real work activities. Simulation is not allowed for this unit.

Guidance on assessment and evidence requirements

Candidates are encouraged to use evidence, where appropriate across a number of units to reduce repetition. Where ever possible, the evidence should occur naturally within the role of the individual and can include

Reports created for the organisation,

- Relevance of regulatory and statutory requirements to own area.
- Communication with specialists
- Guidance for colleagues
- Environmental impact assessments
- Report on outcomes of impact assessments
- Plans to reduce environmental impact
- Documentation for individuals to identify improvements

- Monitoring
- Identification of issues
- Recommendations for change
- Recommendations for enhancements

In addition, evidence can be sought in a number of ways, when it is not available through normal work or where ephemeral evidence such as that of behaviour is required, these methods may include:

- Witness testimonies from colleagues, managers and subordinates
- observations of tasks and interactions with others
- case studies where the candidate explains and reflects upon specific events which demonstrate competence, where current evidence is not available.
- Professional discussions where the candidate explains the rationale for a particular approach to the assessor.

This is a level four unit and thus the candidate must demonstrate complex skills and knowledge, often covering more than one element of the assessment criteria. The ability to recognise and develop competence across these criteria is to be encouraged but it does mean that reports, whilst aiming for succinctness and clarity of thought will need to be of sufficient depth and breadth to meet the level four standard. Minutes of meetings must demonstrate that the candidate's contribution is significant and contributes to the meeting of assessment criteria and be easily identifiable within the document.

Digital evidence such as recordings of meetings, photographs, scanned documents are also permitted.

Resources

Stationery, USB drive or a CD-rom.

Access to photocopier, PC and printer is desirable but not essential.

Access to sources of under-pinning knowledge such as websites, books, journals, etc, might be of help, but you are not expected to reproduce other people's written work.

- GOLD, J. THORPE, R. and MUMFORD, A. (April, 2010) *Leadership and Management Development*. ISBN: 1843982447
- <http://www.dalecarnegie.com/kc/>
- <http://www.What-are-good-leadershipskills.com> (2010)
- MacBeath, J. (ed) (2008) *Connecting Leadership and Learning: Principles for Practice*
- Northouse G., (2009) *Leadership: Theory and Practice* [Paperback]
- http://www.b_usinesslink.gov.uk
- <http://www.smallbusiness.co.uk>
- Johnson, C. and Keddy, J (2010) *Managing Conflict at Work: Understanding and Resolving Conflict for Productive Working Relationships* **ISBN-10:** 0749459522
- Eckerson, W (2010) *Performance Dashboards: Measuring, Monitoring, and Managing Your Business, 2nd Ed* **ISBN-10:** 0470589833
- www.hse.gov.uk/legislation/index.htm

Details of relationship between the unit and national occupational standards

This unit has been accredited as part of the Qualifications and Credit Framework and is based on MSC E9 Manage the environmental impact of work activities

Additional information

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