peak
services

LGASS00010 MANAGE WORKPLACE SUSTAINABILITY

Integrating climate risk management and unlocking
opportunities presented by a changing climate

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Working in state and local government requires a broad range of managerial, coordination and planning skills.

The LGSSS00010 Manage Workplace Sustainability Skill Set reflects the role of individuals who are engaged in workplace sustainability in a range of state and local government contexts including asset management, risk management, land use planning, policy development, strategic planning and sustainability management.

Successful completion of this skill set broadens your skills and knowledge to assist in developing councils' ability to implement, monitor and manage environmentally sustainable work practices, specifically climate change resilience, relating to local government.

PRE-REQUISITES

- Have a minimum of 12 months' full-time employment, working within local or State Government or with an allied organisation.

AND

- Hold a position which requires you to undertake tasks and projects within local or State Government or an allied organisation's operations.

OR

- Acquired a completed Performance Appraisal statement within the last twelve months, confirming your competencies within local or State Government or an allied organisation.

HOW IS THE LEARNING AND ASSESSMENT CONDUCTED?

- All assessment tasks are undertaken in class under the observation of a qualified assessor.
- The learning is a combination of in-class course content delivery, group activities, discussion and assessment work.

  Post-course access to our Facilitators and Senior Advisors is available via both phone and email for support as required.

DELIVERY MODE

- The course is comprised of 8 days' mandatory attendance to cover course content, presentations and in-class assessments. Course delivery will be over a period of approximately 4-6 months, typically in 4 x 2-day blocks.
- Attendance dates are confirmed in writing to you prior to commencement.
- On Day 1 of the course, you will be provided with course guidelines, reference materials, websites and assessment tips.
- To achieve the skill set, you will need to successfully complete 5 national units of competency.

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ASSESSMENT

- All content and assessment benchmarks will be discussed at commencement of the course. All information required to complete assessment items is contained in the material presented during training and assessment days.

- A qualified assessor will assess tasks completed during the course attendance days.

- Assessment is issued for each of the 5 units. Assessments include a combination of short answer questions and worksheets, group work and simulated workplace scenarios.

All assessment documents require sign-off by the qualified assessor following the course attendance days.

RECOGNITION OF PRIOR LEARNING (RPL)

- RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.

- RPL recognises any prior knowledge and experience and measures it against the qualification in which students are enrolled. The individual may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

For further information on RPL, please contact Peak Services training@wearepeak.com.au

FULL DETAILS OF THE SKILL SET CAN BE FOUND AT
https://training.gov.au/Training/Details/LGASS00010

Block One: RECOGNISE
Understand the risks a changing climate presents to communities, businesses and the natural environment, and the economic opportunities for new sustainable industries.

	Unit Code	
In this block environmentally sustainable work practices are contextualised as aspects of climate risk management and resilience. During this block participants will gain knowledge in: • International and national responses to climate change projections • State and local government responses to climate change • Climate governance for Queensland • Managing transition risk • Climate hazards in Queensland • A sectoral response to climate change • Systems thinking and adaptive pathways • Monitoring and evaluation of climate change risk management • The context of climate change adaptation decision making.	**BSBSUS411 Implement and monitor environmentally sustainable work practices**	This unit describes the skills and knowledge required to analyse and implement improvements to the environmental sustainability of work practices and monitor their effectiveness. The unit applies to individuals with responsibility for the practices of a specific work area or who lead a work group or team.

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Block Two: EQUIP
The best available science and risk-analysis tools to support adaptation decisions.

In this block risk management practices and mentoring in the workplace are contextualised as aspects of climate change resilience. During this block participants will gain knowledge in:

- Influencing an organisation towards climate change action
- Climate change model and projections of future hazards
- Identifying acute climate change risks
- Determining the level of acute climate change risks
- Chronic risks and resilient social ecological systems
- Systems thing
- Pathways to action.

Unit Code	
TAEDEL404 Mentor in the workplace	This unit describes the skills and knowledge required to establish and develop a professional mentoring relationship with an individual in a workplace. It applies to workplace supervisors or other work colleagues who work under limited supervision and who have responsibility for mentoring one or more individuals in the workplace. This may include, but is not limited to, those who mentor an apprentice or trainee employed by, or undertaking a work placement within, an organisation.
BSBOPS403 Apply business risk management processes	This unit describes the skills and knowledge required to identify business risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the work role. The unit applies to individuals with a broad knowledge of risk analysis or project management who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They may have responsibility to provide guidance or delegate aspects of these tasks to others. Risks applicable to own work responsibilities and area of operation may include projects being undertaken individually or by a team, or operations within a section of the organisation.

Block Three: INTEGRATE
Integrate climate adaptation and mitigation considerations into policies and processes

In this block workplace policies and procedures for sustainability and mentoring in the workplace are contextualised as aspects of climate risk management and resilience. During this block participants will gain knowledge in:

- Identifying material climate change issues for vulnerable stakeholders
- Climate change adaptation and the planning system
- Adaptation in planning and operations – roles and responsibilities
- Responding to climate change by sector
- Planning for climate change transition risk
- Monitoring and evaluation of adaptation actions
- Measuring progress in adaptation – indicators and ratings schemes
- How well are we adapting?

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BSBSUS511 Develop workplace policies and procedures for sustainability	This unit describes the skills and knowledge required to develop and implement workplace sustainability policies and to modify the policy to suit changed circumstances. The unit applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces. These individuals also engage with a range of relevant stakeholders and specialists. 'Sustainability' in this unit refers to a broad approach that focuses on the minimisation of an organisation's social, economic and environmental impact, as well as proactive value creation in these areas.

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Block Four: COLLABORATE
Achieve effective climate responses through partnerships across communities, educational institutions, governments and industries.

In this block, community consultation and mentoring in the workplace are contextualised as aspects of climate risk management and resilience. During this block participants will gain knowledge in:

- The social psychology of climate communications and framing
- Community engagement on climate risk, frameworks and guidance
- Aligning community engagement with organisational adaptation strategy
- Mapping existing networks and identifying key champions
- Getting the details right – key messages and managing conflict
- Getting the details right – choosing communications instruments
- Resourcing community engagement: supporting key champions
- Reporting on consultation results: A case study
- Conducting a community conversation about climate change
- The role of M&E in community engagement on adaptation.

Unit Code	
TAEDEL404 Mentor in the workplace	This unit describes the skills and knowledge required to establish and develop a professional mentoring relationship with an individual in a workplace. It applies to workplace supervisors or other work colleagues who work under limited supervision and who have responsibility for mentoring one or more individuals in the workplace. This may include, but is not limited to, those who mentor an apprentice or trainee employed by, or undertaking a work placement within, an organisation.
LGACOR007 Conduct community consultations	This unit describes the performance outcomes, skills and knowledge required to plan, conduct and report on community consultations. It requires the ability to engage and consult with communities to recognise and respond to the needs of the community in a timely and effective manner. This unit applies to individuals who work in local government.

Peak's nationally recognised and local government specific qualifications are scheduled regularly as public courses and are available as contextualised in-house deliveries.

Contact Peak today for further information.

peak services

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