

# ENVIRONMENTAL LITERACY

**UNIT CODE:** BUS/CU/HRM/BC/06/5/A

## **Relationship to Occupational Standards**

This unit addresses the unit of competency: Demonstrate Environmental Literacy

**Duration of Unit:** 25 hours

## **Unit Description**

This unit describes the competencies required to control environmental hazard, control environmental pollution, comply with workplace sustainable resource use, evaluate current practices in relation to resource usage, identify environmental legislations/conventions for environmental concerns, implement specific environmental programs and monitor activities on environmental protection/programs.

## **Summary of Learning Outcomes**

1. Control environmental hazard
2. Control environmental pollution
3. Demonstrate sustainable resource use
4. Evaluate current practices in relation to resource usage
5. Identify environmental legislations/conventions for environmental concerns
6. Implement specific environmental programs
7. Monitor activities on environmental protection/programs

## Learning Outcomes, Content and Suggested Assessment Methods

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
1. Control environmental hazard	<ul style="list-style-type: none"> <li>• Purposes and content of Environmental Management and Coordination Act 1999</li> <li>• Purposes and content of Solid Waste Act</li> <li>• Storage methods for environmentally hazardous materials</li> <li>• Disposal methods of hazardous wastes</li> <li>• Types and uses of Personal Protective Equipment (PPE) in line with environmental regulations</li> <li>• Occupational Safety and Health Standards</li> </ul>	<ul style="list-style-type: none"> <li>• Written questions</li> <li>• Oral questions</li> <li>• Observation of work procedures</li> </ul>

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
	(OSHS)	
2. Control environmental pollution control	<ul style="list-style-type: none"> <li>• Types of pollution</li> <li>• Environmental pollution control measures</li> <li>• Types of solid wastes</li> <li>• Procedures for solid waste management</li> <li>• Different types of noise pollution</li> <li>• Methods for minimizing noise pollution</li> </ul>	<ul style="list-style-type: none"> <li>• Written questions</li> <li>• Oral questions</li> <li>• Observation of work procedures</li> <li>• Role play</li> </ul>
3. Demonstrate sustainable resource use	<ul style="list-style-type: none"> <li>• Types of resources</li> <li>• Techniques in measuring current usage of resources</li> <li>• Calculating current usage of resources</li> <li>• Methods for minimizing</li> </ul>	<ul style="list-style-type: none"> <li>• Written questions</li> <li>• Oral questions</li> <li>• Observation of work procedures</li> <li>• Role play</li> </ul>

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
	wastage <ul style="list-style-type: none"> <li>• Waste management procedures</li> <li>• Principles of 3Rs (Reduce, Reuse, Recycle)</li> <li>• Methods for economizing or reducing resource consumption</li> </ul>	
4. Evaluate current practices in relation to resource usage	<ul style="list-style-type: none"> <li>• Collection of information on environmental and resource efficiency systems and procedures,</li> <li>• Measurement and recording of current resource usage</li> <li>• Analysis and recording of current purchasing strategies.</li> <li>• Analysis of current work</li> </ul>	<ul style="list-style-type: none"> <li>• Written questions</li> <li>• Oral questions</li> <li>• Observation of work procedures</li> <li>• Role play</li> </ul>

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
	<p>processes to access information and data</p> <ul style="list-style-type: none"> <li>• Identification of areas for improvement</li> </ul>	
<p>5. Identify environmental legislations/conventions for environmental concerns</p>	<ul style="list-style-type: none"> <li>• Environmental issues/concerns</li> <li>• Environmental legislations /conventions and local ordinances</li> <li>• Industrial standard /environmental practices</li> <li>• International Environmental Protocols (Montreal, Kyoto)</li> <li>• Features of an environmental strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Written questions</li> <li>• Oral questions</li> <li>• Observation of work procedures</li> </ul>
<p>6. Implement specific environmental programs</p>	<ul style="list-style-type: none"> <li>• Community needs and expectations</li> <li>• Resource</li> </ul>	<ul style="list-style-type: none"> <li>• Written questions</li> <li>• Oral questions</li> </ul>

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
	availability <ul style="list-style-type: none"> <li>• 5 s of good housekeeping</li> <li>• Identification of programs/ Activities</li> <li>• Setting of individual roles /responsibilities</li> <li>• Resolving problems /constraints encountered</li> <li>• Consultation with stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Observation of work procedures</li> <li>• Role play</li> </ul>
7. Monitor activities on environmental protection/ programs	<ul style="list-style-type: none"> <li>• Periodic monitoring and Evaluation of activities</li> <li>• Gathering feedback from stakeholders</li> <li>• Analysing data gathered</li> <li>• Documentation of recommendations and submission</li> <li>• Setting of</li> </ul>	<ul style="list-style-type: none"> <li>• Oral questions</li> <li>• Written tests</li> <li>• Practical test</li> <li>• Observation</li> </ul>

Learning Outcome	Content	Suggested Assessment Methods
	management support systems to sustain and enhance the program • Monitoring and reporting of environmental incidents to concerned /proper authorities	

### **Suggested Delivery Methods**

- Instructor led facilitation of theory
- Demonstration by trainer
- Practical work by trainee
- Viewing of related videos

### **Recommended Resources**

- Standard operating and/or other workplace procedures manuals
- Specific job procedures manuals
- Environmental Management and Coordination Act 1999
- Machine/equipment manufacturer's specifications and instructions
- PPE
- ISO standards

- Company Environmental Management Systems (EMS)
- Montreal Protocol
- Kyoto Protocol

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