

ENVIRONMENTAL LITERACY

UNIT CODE : BUS/CU/SC/BC/06/5

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Demonstrate employability skills.

Duration of Unit: 25 Hours

Unit Description

This unit covers competencies required to demonstrate employability skills. It involves competencies for exuding self-awareness and ability to deal with everyday life challenges; demonstrating critical safe work habits and leading a workplace team; planning and organizing work activities; applying learning, creativity and innovativeness in workplace functions; pursuing professional growth and managing time effectively in the workplace.

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
8. Analyze resource use
9. Develop resource conservation plans

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Control environmental hazard	<ul style="list-style-type: none"> • Purposes and content of Environmental Management and Coordination Act 1999 • Storage methods for environmentally hazardous materials • Disposal methods of hazardous wastes • Types and uses of PPE in line with environmental regulations 	<ul style="list-style-type: none"> • Written questions • Oral questions • Observation of work procedures • Role play

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

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

Learning Outcome	Content	Suggested Assessment Methods
	strategies <ul style="list-style-type: none"> • Analysis of current work processes to access information and data • Identification of areas for improvement 	
5. Identify Environmental legislations/ conventions for environmental concerns	<ul style="list-style-type: none"> • Environmental issues/concerns • Environmental legislations/ conventions and local ordinances • Industrial standard/ environmental practices • International Environmental Protocols (Montreal, Kyoto) • Features of an environmental 	<ul style="list-style-type: none"> • Written questions • Oral questions • Observation of work procedures

Learning Outcome	Content	Suggested Assessment Methods
	strategy	
6. Implement specific environmental programs	<ul style="list-style-type: none"> • Community needs and expectations • Resource availability • 5s of good housekeeping • Identification of programs/activities • Setting of individual roles/responsibilities • Resolving problems /constraints encountered • Consultation with stakeholders 	<ul style="list-style-type: none"> • Written questions • Oral questions • Observation of work procedures • Role play
7. Monitor activities on Environmental protection/Programs	<ul style="list-style-type: none"> • Periodic monitoring and Evaluation of activities • Gathering feedback from stakeholders • Analysing data 	<ul style="list-style-type: none"> • Oral questions • Written tests • Practical test • Observation

Learning Outcome	Content	Suggested Assessment Methods
	<p>gathered</p> <ul style="list-style-type: none"> • Documentation of recommendations and submission • Setting of management support systems to sustain and enhance the program • Monitoring and reporting of environmental incidents to concerned /proper authorities 	
8. Analyze resource use	<ul style="list-style-type: none"> • Identification of resource consuming processes • Determination of quantity and nature of resource consumed 	<ul style="list-style-type: none"> • Written tests • Oral questions • Practical test • Observation

Learning Outcome	Content	Suggested Assessment Methods
	<ul style="list-style-type: none"> • Analysis of resource flow through different parts of the process • Classification of wastes for possible source of resources 	
9. Develop resource Conservation plans	<ul style="list-style-type: none"> • Determination of efficiency of use/conversion of resources • Causes of low efficiency of use of resources • Plans for increasing the efficiency of resource use 	<ul style="list-style-type: none"> • Written tests • Oral questions • Practical test • Observation

Suggested Delivery Methods

- Instructor led facilitation of theory
- Practical demonstration of tasks by trainer
- Practice by trainees
- Observations and comments and corrections by trainers

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
- Personal Protective Equipment (PPE)
- ISO standards
- Company environmental management systems (EMS)
- Montreal Protocol
- Kyoto Protocol

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