

Unit PPLHSL28 (HK6P 04) Manage the Environmental Impact of Your Work

I confirm that the evidence detailed in this unit is my own work.

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| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
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I confirm that the candidate has achieved all the requirements of this unit.

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| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
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| **Countersigning — Assessor’s name**  **(if applicable)** |  | **Countersigning — Assessor’s signature**  **(if applicable)** |  | **Date** |
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I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
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| **Countersigning — Internal verifier’s name**  **(if applicable)** |  | **Countersigning — Internal verifier’s signature**  **(if applicable)** |  | **Date** |
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| **External Verifier’s initials and date (if sampled)** |  |

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| **Unit overview** |
| This unit is about managing work activities and resources in your area of responsibility in order to minimise the negative impact and maximise the positive impact they may have on the environment. This unit is for hospitality team leaders, first line managers or supervisors. |

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| **Sufficiency of evidence** |
| There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment. |

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| **Performance criteria** |
| **What you must do:** |
| There must be evidence for **all** Performance Criteria (PC). |
| 1 Organise work activities and the use of resources in your area of responsibility so that they are efficient and effective, comply with legal requirements and environmental policies and minimise the negative and maximise the positive impact on the environment.  2 Identify the environmental impact of work activities and the use of resources in your area of responsibility.  3 Report promptly any identified risks to the environment, which you do not have the ability to control.  4 Encourage people in your area of responsibility to identify opportunities for, and contribute to, improving environmental performance.  5 Identify and implement changes to work activities and the use of resources that will reduce the negative and increase the positive impact on the environment.  6 Communicate the environmental benefits resulting from changes to work activities and the use of resources.  7 Obtain specialist advice, where necessary, to help you identify and manage the environmental impact of your work activities and use of resources. |

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** | | | | | | |
| **What you must do** | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
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| **Knowledge and understanding** | | **Evidence reference**  **and date** |
| **What you must know and understand** | |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). | |
| 1 | How to organise work activities and the use of resources in your area of responsibility so that they are efficient and effective. |  |
| 2 | The importance of organising work activities and the use of resources, so that they minimise their negative and maximise their positive environmental impact and how to do so.. |  |
| 3 | The importance of identifying the environmental impact of work activities and the use of resources in your area of responsibility, and how to do so |  |
| 4 | The importance of reporting promptly any identified risks to the environment which you do not have the ability to control and how to do so. |  |
| 5 | How to encourage people to make contributions. |  |
| 6 | How to identify and implement changes to work activities and the use of resources that will reduce their negative and increase their positive environmental impact. |  |
| 7 | The principles of effective communication and how to apply them. |  |
| **Industry/sector specific knowledge and understanding** | | |
| 8 | Industry/sector requirements for managing environmental performance in your area of responsibility. |  |
| **Context specific knowledge and understanding** | | |
| 9 | Legal requirements and environmental policies and how to comply with them. |  |
| 10 | The types of risks to the environment, which you do not have the ability to control. |  |
| 11 | People in your area of responsibility, who are able to contribute to and identify opportunities for improving environmental performance. |  |
| 12 | The range of environmental specialists that exist inside and/or outside your organisation. |  |
| 13 | Your role, responsibilities and limits of your authority. |  |

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# Supplementary evidence

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| **Evidence** | | **Date** |
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| **Assessor feedback on completion of the unit** |
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