Written Task: Topic 3 Improving Performance

### Unit code, name and release number

MSMENV272 - Participate in environmentally sustainable work practices (R2)

### Qualification/Course code, name and release number

MSF31113 Certificate III in Cabinet Making (R6)

## Student details

### Student number

### Student name

## Assessment Declaration

* This assessment is my original work and no part of it has been copied from any other source except where due acknowledgement is made.
* No part of this assessment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.
* I understand that plagiarism is the presentation of the work, idea or creation of another person as though it is your own. Plagiarism occurs when the origin of the material used is not appropriately cited. No part of this assessment is plagiarised.

### Student signature and Date

Version: *1.0*

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This assessment can be found in the: [Learning Bank](https://share.tafensw.edu.au/share/access/searching.do?doc=%3Cxml%2F%3E&in=P7ac4831b-430a-4b8d-8b56-f7b32ed5b9cf&q=&type=standard&sort=rank&dr=AFTER)

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## Assessment instructions

Table 1 Assessment instructions

| Assessment details | Instructions |
| --- | --- |
| **Assessment overview** | The objective of this assessment is to assess your knowledge and performance as would be required to follow workplace procedures for resource efficiency and environmental practices and make suggestions for improvements. |
| **Assessment Event number** | 5 of 5 |
| **Instructions for this assessment** | This is a written assessment and will be assessing you on your knowledge and performance of the unit.  This assessment is in 3 parts:   1. Follow procedures to improve resource efficiency 2. Make suggestions for improvement 3. Assessment feedback   Assessment Feedback is provided at the end of the document |
| **Submission instructions** | On completion of this assessment, you are required to upload it or hand it to your assessor for marking.  Ensure you have written your name at the bottom of each page of this assessment.  It is important that you keep a copy of all electronic and hardcopy assessments submitted to TAFE and complete the assessment declaration when submitting the assessment. |
| **What do I need to do to achieve a satisfactory result?** | To achieve a satisfactory result for this assessment all questions must be answered correctly. |
| **What do I need to provide?** | Calculator, pens, note pad, USB/FLASH to download and store electronic files. Internet access and Computer for students off campus if completing online. |
| **What the assessor will provide?** | Computers, Learner Resources, Activity sheets, reference text, organisational policy etc. referenced in the assessment. These may be hard copy or made available online. |
| **Due date and time allowed** | 60 minutes |
| **Assessment feedback, review or appeals** | Appeals are addressed in accordance with Every Students Guide to Assessment. |

## Specific task instructions

The instructions and the criteria in the tasks and activities below will be used by the assessor to determine whether the tasks and activities have been satisfactorily completed. Use these instructions and criteria to ensure you demonstrate the required knowledge.

**Part 1: Follow procedures to improve resource efficiency**

Read the questions carefully. Your answers should be a minimum of 5words but no longer than 15 words *(unless indicated otherwise).*

To complete this part of the assessment, you will be required to find two examples of a workplace (or TAFE) procedure relating to sustainability and/or resource efficiency and explain what it achieves and what is required by the procedure. For each procedure write down:

• What the procedure aims to achieve

• What you are required to do to comply with the procedure

For example, there might be a written procedure, a sign or verbal instructions given to staff to ensure that lights or equipment are turned off. There might be another one that aims to reduce water usage, minimise waste or sort items for recycling.

**Workplace procedure 1**

Name of the procedure:

In the space below, write down what the procedure aims to achieve.

What are you required to do to comply with the procedure?

**Workplace procedure 2**

Name of procedure:

In the space below, write down what the procedure aims to achieve.

What are you required to do to comply with the procedure?

**Part 2: Make suggestions for improvement**

Read the questions carefully. Your answers should be a minimum of 25 words but no longer than 60 words *(unless indicated otherwise).*

To complete this part of the assessment, you are required to make suggestions to improve environmental legal compliance practices or resource efficiency at work or in TAFE.

What ideas can you think of to improve environmental practices at your workplace or in the TAFE workshop? You might think of a way to reduce electricity, water use or waste. Perhaps there is a way to reuse or recycle items or to reduce the amount of raw materials needed. Alternatively, you might think of a way to improve legal compliance at the business.

Write **two** suggestions in the space below.

How would you communicate these suggestions at work (or in TAFE)?

## Part 3: Assessment Feedback

*NOTE: This section* ***must*** *have the assessor signature and student signature to complete the feedback.*

### Assessment outcome

Satisfactory

Unsatisfactory

### Assessor Feedback

Was the assessment event successfully completed?

If no, was the resubmission/re-assessment successfully completed?

Was reasonable adjustment in place for this assessment event?  
*If yes, ensure it is detailed on the assessment document.*

Comments:

### Assessor name, signature and date:

### Student acknowledgement of assessment outcome

Would you like to make any comments about this assessment?

### Student name, signature and date

***NOTE: Make sure you have written your name at the bottom of each page of your submission before attaching the cover sheet and submitting to your assessor for marking.***