

Unit Title: Supporting Sustainability in an Office Environment	
Level:	Two
Credit Value:	2
GLH:	16
OCNLR Unit Code:	AA3/2/LQ/005
Ofqual Unit Reference Number:	M/504/7849

This unit has 2 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know how to support sustainability and efficiency in an office environment.	1.1. Outline why it is important to keep waste to a minimum in the office environment. 1.2. Identify the main causes of waste in an office environment. 1.3. Describe how to minimise waste in an office environment. 1.4. Describe safe and efficient ways to deal with waste in an office environment, including any hazardous waste. 1.5. Describe ways to improve work efficiency in the office, including through the use of technology.
2. Be able to support sustainability in an office environment.	2.1. Keep waste to a minimum. 2.2. Follow procedures for recycling. 2.3. Follow procedures for the disposal of waste, including any hazardous materials. 2.4. Follow procedures for the maintenance of equipment. 2.5. Make best use of technology to work in an efficient way.

Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	O
Written question & answer/test/exam		Role play/simulation	
Essay	O	Practical demonstration	O
Report	O	Group discussion	
Oral question and answer		Performance/exhibition	
Written description	O	Production of artefact	