

POLICY

ENVIRONMENTAL MANAGEMENT SYSTEMS

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1. Purpose

- 1.1 Allens Training Pty Ltd is a registered training organisation (hereinafter referred to as the RTO) and recognise our responsibility to protect the environment and minimize our environment footprint and impact. We are committed to promoting environmental sustainability and continuous improvement in our operations.

2. Scope

- 2.1 This policy relates to Allens Training PTY Ltd RTO 90909, its trainers and assessors and employed staff. It includes any third party providing services on behalf of the RTO, including their trainers and assessors and administration staff. It also covers students of the RTO and third party providers.

3. Policy Statement

- 3.1 The RTO acknowledges that training and assessment services can have an impact on the environment, and therefore have implemented an Environmental Management Policy that aligns with the relevant environmental legislation and regulations in Australia. The RTO has determined that student assessments usually completed on paper should be completed electronically thus helping sustainable actions towards our commitment to achieving the aims of this policy.

- 3.2 Our Environmental Management Policy includes the following:

Environmental Aspect Identification: We conduct regular assessments to identify environmental aspects associated with our activities, products, and services. This includes identifying potential impacts such as resource consumption, waste generation, and emissions. By understanding these aspects, we can implement targeted measures to mitigate adverse effects on the environment.

Legal and Other Requirements: We comply with all applicable environmental laws, regulations, and other requirements in Australia. We ensure that our staff are informed of their obligations and responsibilities under these regulations through ongoing training and awareness programs.

Objectives and Targets: We have established procedures to effectively implement and operate our Environmental Management System (EMS). This includes defining roles and responsibilities related to environmental management, monitoring and measuring our environmental performance, and identifying opportunities for improvement.

Implementation and Operation: We establish procedures to implement and operate our Environmental Management System (EMS). We identify roles and responsibilities, monitor and measure our environmental performance, and identify opportunities for improvement.

Training and Awareness: We provide appropriate training and awareness programs to our staff to reduce their environmental impact and encourage participation in our EMS. This ensures that all employees understand and contribute to our environmental objectives and targets.

Documentation and Records: We maintain documentation and records to ensure effective implementation and maintenance of our EMS. This includes procedures, work instructions and records of environmental performance and compliance.

Monitoring and Measurement: We have implemented procedures to monitor and measure our environmental performance using indicators and targets. This allows us to track progress towards our objectives and identify areas for further improvement.

Evaluation and Review: We periodically evaluate and review our EMS to ensure its ongoing effectiveness and relevance. This includes assessing the achievement of objectives and targets, identifying emerging environmental issues, and updating our approach accordingly.

3.3 The RTO strives to continuously improve our environmental performance and minimize our environmental impact. We encourage all our stakeholders, including students, contractors, and suppliers, to support our commitment to environmental sustainability.

3.4 By implementing our Environmental Management Policy, we contribute to protecting the environment in Australia and worldwide. We are committed to fostering sustainable practices within our organisation and promoting environmental responsibility among our stakeholders.

4. Responsibilities

Compliance, monitoring and review

4.1 The General Manager of Regulatory Compliance is responsible for implementing, reviewing, monitoring, and ensuring compliance with this policy and will be responsible for communication with the CEO.

Reporting

4.2 No additional reporting is required.

Records management

4.3 All evidence must be maintained in Training Desk.

5. Definitions

Terms and definitions

RTO – Registered Training Organisation

Registered training organisations (RTOs) deliver nationally recognised training in the VET sector. To deliver this training, they need to be approved by ASQA.

RTOs are the only organisations in the Australian VET system authorised to:

- deliver and assess nationally recognised training
- issue nationally recognised qualifications and statements of attainment
- apply for government funding to provide VET services.

Environmental Management – Environmental management can be defined as the management of how humans and companies impact the environment. Environmental management in a business context means taking care of the way an organization impacts the environment.

Environmental Management System - An Environmental Management System (EMS) is usually implemented by top-level management to help define a company's environmental policy, practices and objectives. Results are measured and evaluated regularly to ensure the company is achieving its environmental objectives and enhancing performance.

6. Related Legislation & Documents

[Standards for Registered Training Organisations \(RTOs\) 2015](#)

[National Vocational Education and Training Regulator Act 2011](#)

[Environment Protection and Biodiversity Conservation Act 1999](#)

7. Feedback

7.1 Feedback about this document can be emailed to compliance@allenstraining.com.au.

8. Approval and Review Details

Approval Authority			Next Review Date
CEO			June and December each year
Version	Effective Date	Author(s)	Description
Draft	01.01.2023	Jim Allen	Review
V1.1	13.04.23	Ferne Robinson	Review and implementation of new version
V1.2	30.03.24	Ferne Robinson	Review and minor changes relating to training and awareness.