**Task 3 - Your task**

In this task, you have settled into Anjark Services and have become a member of the administration team. The company is preparing for an environmental audit when persons external to the business come and review how well Anjark Services promotes and carries its environmental responsibilities. The company is going through this process so that it may be certified as a member of a Sustaining The Environment Network – this has quite a bit of marketing potential attached to it as well as being offered access to funds to support environmental initiatives.

You have been provided with administrative tasks associated with this review to complete. You are expected to complete all your work promptly and accurately – no mistakes at all (i.e. punctuation, spelling, grammar, layout, etc.) – and your work must be handed in on time!

**Some hints for you…**

To successfully complete this task, you are required to:

* Demonstrate that you can communicate in the workplace including gathering, conveying and receiving information and completing routine written correspondence.
* You will need to assemble a portfolio of work from your office tasks to submit to your supervisor (teacher). Some of this is listed below and other parts will have come through the resources in the Learning Resources.
* Undertake word processing training to the level needed to produce simple office documents.
* Undertake email software training to the level needed to produce simple business level emails.
* Carry out an Environmental Risk Assessment of the resource use in your work area, home office/classroom or training site. List all the existing and potential environmental risks and based on this risk assessment, prioritise the potential environmental risks. Include the following in your report:
  + Identify any environmental resource use issues – that is identify where resource use is too high or any resources that you use that could be considered harmful or potentially harmful to the environment.
  + Identify resources used by you during your work or ‘learning’ day – create a list of all resources used and how much of each that you use. Where appropriate comment on how the use of each resource could be considered harmful to the environment. Using appropriate technology and current workplace procedures, store this information in a digital format.
* Identify four potential hazards that exist in your workplace or learning centre. Complete a Hazard Report form for each of these.
* List two ways an office workplace could enhance its efficiency in terms of environmental sustainability. Describe the ways in which management ensures that workers meet these practices.
* You have observed a breach or potential breach of the Regulations. Identify what the breach may be and write a brief memo reporting this to the appropriate person in your organisation.
* Draft a memo or email to your manager that examines an environmental issue that you can see in your workplace or learning centre. If you cannot find one, use your imagination. Suggest a way of resolving this issue.

You may suggest making a new policy or procedure or you may make changes to an existing policy or procedure. Briefly discuss the environmental issue that exists, describe its effects, identify the policy or procedure for which you are suggesting change, as well as what changes you would make. Address the memo to your supervising officer.

Your memo must be a minimum of 500 words in length.

* One of the directors has sent you a list of questions from the staff about the organisation’s environmental initiative. She wants you to draft some answers that can be used by her in her response to the staff and then also be used as FAQs on the staff’s Intranet. (The questions can be downloaded from the Task 3 page).
* Undertake a short workplace quiz on environmental sustainability in an office workplace.
* Use email to submit the required portfolio to your supervisor (teacher).

**What you must do:**

Refer to the Task Planning Sheet to assist you in completing this task.