

Quick Guide: Core Module

The Core Module helps a school understand what sustainability actions they currently do and how to improve on these.

This guide helps a school to work through the Core Module. Where activities link to module actions, the action number is noted in brackets.

To get Core Module certified, all actions in the Module checklist need to be completed.

Kickstart Core Module

- Meet with your ResourceSmart Schools (RSS) Facilitator to establish the best way to deliver a professional development session to introduce the RSS Program to school staff. During this meeting discuss sustainability achievements to date and future goals – this will form the basis of your School Environmental Management Plan (SEMP). You might also begin to develop your sustainability vision statement. Refer to the Creating a School Vision Statement Quick Guide to assist you. (A1.4, B1.2)
- Establish a sustainability team which could include staff, students, and community members. The team can work on the implementation of sustainability actions across your school. Refer to the Building a Sustainability Team – Quick Guide to support you. (B1.3, C1.2)

Progress Core Module

- Enter your resource bills (energy, waste and water) into RSS Online to establish your baseline and see where your school is operating compared to RSS benchmarks. (A1.3, A1.7)
- Use the Current Infrastructure and Daily Operations Overview template to capture with your sustainability team what currently happens in your school. (A1.4, A1.5)
- Develop sustainability goals and establish targets for resource use and biodiversity improvement. Record this information in your SEM and related policies. (A1.5)
- Develop a Sustainability Policy that outlines your school's vision and implementation. Refer to the template available. (A1.6)
- Develop a Green Purchasing Policy that outlines your school's approach to sustainable procurement. Refer to the template available. (A1.8)

- Review your current curriculum or teaching and learning plan to establish where sustainability is covered. (B1.1)
- Let your school and community know you have become a ResourceSmart School. Refer to the Introducing Your School Quick Guide for example text you could use in your school newsletter and website. (C1.1)
- Think about how to share sustainability activities and success within your school and with the wider community. (C1.3, C1.4, C1.5) You could:
 - dedicate a section of your school website to sustainability
 - have a regular column in your newsletter or school blog
 - set up a school social media page.
- Report to school council/board on your school's resource reductions or projects you have completed as part of your participation in RSS. (C1.6)

Reach out for assistance

RSS Facilitators can help you:

- plan or promote your program
- locate additional resources that will assist you to complete the module
- conduct audits with students
- organise activities for your student action team
- find networks of like-minded staff and students to support your work
- progress your RSS module completion and certification.

To connect with your local facilitator email schools@sustainability.vic.gov.au

For support with RSS Online email help@resourcesmartschools.vic.gov.au

ResourceSmart Schools is a free program offered by Sustainability Victoria that supports Victorian schools to embed sustainability across the school facilities, community and curriculum, while saving resources and money for the school.

To register to become a ResourceSmart School, visit:

<https://my.resourcesmartschools.vic.gov.au/>

or email schools@sustainability.vic.gov.au