



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **FPICOT6205A Prepare an enterprise carbon management report**

**Release: 1**

## **FPICOT6205A Prepare an enterprise carbon management report**

### **Modification History**

Not Applicable

## Unit Descriptor

### Unit descriptor

This unit describes the outcomes required to write a carbon management report for an organisation in a suitable format for dissemination to internal personnel and/or external authorities

General workplace legislative and regulatory requirements apply to this unit; however there are no specific licensing or certification requirements at the time of publication

## Application of the Unit

### Application of the unit

The unit involves reviewing an enterprise carbon inventory, developing a carbon report and reviewing carbon reporting procedures in a variety of work settings including:

- forest environment
- saw mill
- wood chip mill
- veneer mill
- board/plywood mill
- timber treatment plants
- downstream processing of timber
- forest products factory
- forest products sales and service
- horticultural, local council, emergency services environment

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority

## Licensing/Regulatory Information

Refer to Unit Descriptor

## Pre-Requisites

Not Applicable

## **Employability Skills Information**

**Employability skills**      This unit contains employability skills

## **Elements and Performance Criteria Pre-Content**

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare to write report	<p>1.1. Applicable <i>Occupational Health and Safety</i> (OHS), <i>environmental</i>, <i>legislative</i> and <i>organisational requirements</i> relevant to developing a carbon management report are identified and followed</p> <p>1.2. Carbon reporting procedures as outlined in the Greenhouse Gas (GHG) Protocol Corporate Standard are reviewed</p> <p>1.3. Scope of carbon reporting and relevant audience are determined</p> <p>1.4. Structure and specific objectives for each heading in the report are established in line with the carbon reporting procedures and <i>regulatory bodies</i> requirements</p> <p>1.5. Report format and style are developed in line with industry standards and organisational requirements</p> <p>1.6. Carbon inventory data is reviewed and assessed for completeness, relevance and accuracy</p> <p>1.7. Information management system is established and maintained to manage <b>information and data</b> effectively and efficiently over the reporting period</p>
2. Compile draft report	<p>2.1. Report content is developed in line with the structure and objectives</p> <p>2.2. Evidence is gathered to generate <i>specific findings and recommendations</i> that are relevant to carbon management principles</p> <p>2.3. Report is written using appropriate language and contains information required to meet report objectives</p>
3. Complete report	<p>3.1. Draft report is presented to relevant personnel for review</p> <p>3.2. Report is amended based on feedback</p> <p>3.3. Final draft is presented to relevant personnel for executive sign-off and distribution</p> <p>3.4. Documents are named and stored in line with organisational requirements and the application exited without information loss/damage</p>

## Required Skills and Knowledge

## REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

### Required skills

- Research, technical, planning and organisational skills sufficient to prepare, compile and review a carbon management report
- Technical skills sufficient to review an enterprise carbon inventory; develop a carbon report; establish and review carbon reporting procedures as outlined in the GHG Protocol Corporate Standard
- Communication skills sufficient to use appropriate communication and interpersonal techniques with stakeholders, colleagues and others
- Literacy skills sufficient to write a carbon management report for an organisation in a suitable format
- Numeracy and analytical skills sufficient to collect and analyse data; estimate and measure, including calculate time to complete tasks
- Problem solving skills sufficient to identify problems; implement appropriate response procedures

### Required knowledge

- Applicable Commonwealth, State or Territory legislation, regulations, standards and codes of practice relevant to the full range of processes for carbon reporting
- Environmental protection requirements, including the safe disposal of waste material
- Organisational and site standards, requirements, policies and procedures for carbon reporting
- Environmental risks and hazards
- Using energy effectively and efficiently
- Using material effectively and efficiently
- Carbon cycle
- Influences on the carbon cycle
- Anthropogenic influences
- Greenhouse gas effect
- Trends in carbon emissions
- Impacts of climate change
- Drivers behind carbon accounting
- Carbon accounting terminology
- Carbon accounting frameworks and methods
- Organisational and operational boundaries
- Categorising carbon reductions, removals offsets
- Emissions sources in the enterprise
- Collecting data
- Selecting emissions factors

**REQUIRED SKILLS AND KNOWLEDGE**

- Mandatory reporting of emissions
- Voluntary reporting of emissions
- Carbon management principles and practices
- Carbon reporting standards
- Best practice in carbon reporting
- Indicators
- Established communication channels and protocols
- Problem identification and resolution strategies, and common fault finding techniques
- Types of tools and equipment, and procedures for their use and maintenance
- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting enterprise records and information

# Evidence Guide

## EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

### Overview of assessment

A person who demonstrates competency in this unit must be able to provide evidence that they can develop a carbon management report for the enterprise

### Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to, and satisfy, all of the requirements of the elements of this unit and include demonstration of:

- following applicable Commonwealth, State or Territory legislative and regulatory requirements and codes of practice relevant to carbon reporting
- following organisational policies and procedures relevant to carbon reporting
- selecting a suitable format for use by internal personnel and/or external authorities
- preparing relevant information and data for inclusion in the report
- preparing a carbon management report for sign-off and distribution

### Context of and specific resources for assessment

- Competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to comply with relevant regulatory or Australian Standards requirements
- The following resources should be made available:
  - workplace location or simulated workplace
  - materials and equipment relevant to undertaking work applicable to this unit
  - specifications and work instructions

### Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of



## EVIDENCE GUIDE

workplace relevant contexts) together with application of required knowledge

- Assessment must be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of employability skills
- Assessment methods must confirm the ability to access and correctly interpret and apply the required knowledge
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process
- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances
- Assessment may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. **Italicised** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

**OHS requirements:** are to be in line with applicable Commonwealth, State or Territory legislation and regulations, and

## RANGE STATEMENT

organisational safety policies and procedures, and may include:

- personal protective equipment and clothing
- safety equipment
- first aid equipment
- fire fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- safe forest practices including required actions relating to forest fire
- manual handling including shifting, lifting and carrying
- legislation
- organisational policies and procedures
- workplace practices

**Environmental requirements**  
may include:

**Legislative requirements:**

are to be in line with applicable Commonwealth, State or Territory legislation, regulations, certification requirements and codes of practice and may include:

- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- OHS
- the environment
- equal opportunity
- anti-discrimination
- relevant industry codes of practice
- duty of care

**Organisational requirements**  
may include:

- legal
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- quality assurance
- procedural manuals
- quality and continuous improvement processes and standards
- OHS, emergency and evacuation procedures

## RANGE STATEMENT

- ethical standards
  - recording and reporting requirements
  - equipment use, maintenance and storage requirements
  - environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
- Regulatory bodies** may include:
- International Organization for Standardization (ISO)
  - federal government departments
  - State/Territory government departments
  - local government departments and authorities
- Information and data** may include:
- diagram of organisational and operational boundaries
  - emissions sources and their scopes
  - reasons/justifications for decisions/selections
  - summary carbon inventory table
  - all carbon or energy reporting regulations applicable to the organisation
  - reporting thresholds
- Specific findings and recommendations** may include:
- comment on the inventory with regard to the organisation's original drivers
  - financial implications and risks for the organisation of various carbon price signals
  - whether or not the organisation's total carbon emissions breach any reporting thresholds
  - requirements of the voluntary reporting scheme or format with regard to the organisation's inventory
  - setting of carbon reduction targets and objectives for the organisation
  - options for the introduction of carbon management principles
  - identifying and recommending actions by which the organisation can reduce its GHG emissions
  - barriers experienced when developing the inventory and report
  - opportunities for improvement
  - suggesting improvements to the organisation's carbon reporting procedures

## **Unit Sector(s)**

Not Applicable

## **Competency field**

**Competency field**                      Common Technical