



Australian Government

Department of Education, Employment and Workplace Relations

MSS015005A Develop required sustainability reports

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit of competency covers drafting reports required to meet regulatory or other sustainability reporting requirements. The reports may require the inclusion or interpretation of technical data.

It includes the development of formats or internal reporting templates to meet the public reporting needs of the organisation.

Application of the Unit

This unit applies to the development, production and oversight of sustainability reports for an organisation or part of an organisation. The reports may be required for regulatory, Board, employee, shareholder or community reporting purposes. Reports may be completed by an individual or be prepared by a team. Where team preparation is involved this unit supplies the skills for coordinating the report production.

Reports covered by this unit may relate to all aspects of an organisation's sustainability or may focus on particular aspects, such as carbon footprint, waste generation and control, environmental, ecological and community impacts. Where a specific type or format of report is required for regulatory purposes, MSS015017A Develop regulated sustainability reports, should be selected.

There is a requirement to present and organise data. The complexity of this requirement will vary according to the reports required and type and scale of the organisation's processes. Where required, appropriate mathematics and statistics units should be selected from the MEM05 Metal and Engineering Training Package or other appropriate Training Package. It would typically be undertaken by a manager or technical specialist who had a major responsibility for sustainability as part of a broader work role, or sustainability may be their primary work responsibility. The manager or technical specialist may undertake this alone or as part of a team.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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| 1 Determine requirements of sustainability report | 1.1 Establish purpose of report |
| | 1.2 Determine compliance requirements of report |
| | 1.3 Identify any commercial requirements which may be impacted by these requirements |
| | 1.4 Determine benefits which may be obtained from report for the organisation |
| 2 Locate data sources and processes needed to generate required information | 2.1 Identify sources of data currently available within the organisation |
| | 2.2 Identify external sources of data required |
| | 2.3 Identify any data gaps and develop strategies for obtaining required data |
| | 2.4 Obtain necessary authority to access external data sources, as required |
| | 2.5 Negotiate with relevant stakeholders to obtain necessary data which is not currently available |
| 3 Develop templates, protocols and procedures needed for report | 3.1 Develop data collection and information reporting templates and procedures |
| | 3.2 Implement systems and procedures for obtaining required information from collected data |
| | 3.3 Develop templates and protocols for required report sections and appendices |
| | 3.4 Ensure other report contributors have the required competencies and resources to draft their input |

- 3.5 Agree on timelines for preparation of report components
- 4 Compile required report
 - 4.1 Monitor the development of report components
 - 4.2 Take appropriate action to ensure timely completion of components to requirements
 - 4.3 Assemble components into report
 - 4.4 Complete report
 - 4.5 Review and adjust completed report, as required

Required Skills and Knowledge

Required knowledge includes:

- sustainability related regulatory and other compliance reporting requirements
- commercial reporting requirements
- possible organisational benefits from sustainability reporting
- internal and external data sources
- organisational protocols and procedures for obtaining and using data
- data manipulation and interpretation
- project planning and control
- editing and reviewing of report inputs by others
- AS/NZS ISO 14000 Environmental Management Standards

Required skills include:

- negotiating data collection procedures and reporting contributions from other contributors
- analysing sustainability related data
- collating, interpreting, and presenting statistical data sets and other numeric information, including data series, means and averages,
- writing reports
- using word processing and other software required for data collection and analysis

Evidence Guide

Overview of assessment	A person who demonstrates competency in this unit must be able to produce required sustainability reports, including locating data and developing or following templates, and produce report to regulatory or other requirements.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently apply the skills covered in this unit of competency in new and different situations and contexts. Critical aspects of assessment and evidence include: <ul style="list-style-type: none"> • properly identifying compliance and commercial aspects of the report • ensuring information collecting and processing are appropriate for scope of required report • producing report to required format and timeline.
Context of and specific resources for assessment	<ul style="list-style-type: none"> • This unit of competency is to be assessed in the workplace or a simulated workplace environment. • Assessment should emphasise a workplace context and procedures found in the candidate's workplace. • This unit of competency may be assessed with other relevant units addressing sustainability at the enterprise level or other units requiring the exercise of the skills and knowledge covered by this unit. • The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team.
Method of assessment	<ul style="list-style-type: none"> • In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. • Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability. • The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work-like environment.
Guidance information for assessment	

Range Statement

<p>Regulatory report</p>	<p>Regulatory report may be to meet requirements of:</p> <ul style="list-style-type: none"> • regulatory requirements (e.g. energy efficiency, hazardous waste, National Pollutant Inventory (NPI), emissions and carbon) • state/federal environment departments • local government • energy/water authorities • Therapeutic Goods Administration (TGA) • AS/NZS ISO 14000 Environmental Management Standards • other regulatory bodies
<p>Commercial reporting requirements</p>	<p>Commercial reporting requirements may include reports required by, or for:</p> <ul style="list-style-type: none"> • Australian Stock Exchange (ASX) • Australian Competition and Consumer Commission (ACCC) • Board of Directors • shareholders • lending and insurance organisations • employees • community groups
<p>Sustainability impact</p>	<p>The sustainability impact of a product and process may include:</p> <ul style="list-style-type: none"> • resource footprint (e.g. water, carbon and carbon equivalent) of product and process • current and future availability of raw materials • current and future availability of energy • waste generation and disposal • efficiency of process • the extent to which the production process and product affects the environment, including effects on: <ul style="list-style-type: none"> • climate • quality of local air and water • ecology • noise • relationship with the local and broader community • extent of regulatory oversight and cost of compliance

Unit Sector(s)

Sustainability

Custom Content Section

Not applicable.