



Australian Government

Department of Education, Employment and Workplace Relations

MSS015017A Develop regulated sustainability reports

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit of competency covers drafting reports required to meet government schemes or regulations or similar sustainability regulatory reporting requirements. These may include the interpretation of technical data into the information required.

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

Application of the Unit

This unit applies in organisations that are impacted by sustainability related legislation and regulations, such as environmental legislation and carbon pollution regulations, incentives or schemes.

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.

Information required for the report may be gathered by the individual or as part of a team. The unit does not cover undertaking environmental or other technical analysis to gain required information. However, there is a requirement to present and organise data. The complexity of this requirement will vary according to the 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.

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 data requirements | 1.1 Identify current thresholds required for reporting in each category |
| | 1.2 Locate sources of required data |
| | 1.3 Identify measurement and calculation techniques required to meet reporting obligations |
| | 1.4 Establish systems to collect and process required data and information |
| 2 Monitor data collection and processing | 2.1 Develop procedures and templates for data collection and processing |
| | 2.2 Identify key indicators of data collection and processing proceeding according to plan |
| | 2.3 Identify data collection/processing which is not to requirements |
| | 2.4 Take appropriate action to bring data collection/processing back to requirements |
| 3 Draft report | 3.1 Determine regulatory report requirements |
| | 3.2 Negotiate other organisation requirements for report |
| | 3.3 Develop a report format which complies with requirements |
| | 3.4 Determine required information from available data |
| | 3.5 Collate all required data and information |
| | 3.6 Prepare any required charts, tables and other graphics |
| | 3.7 Draft report to meet agreed needs and standards |
| | 3.8 Discuss draft report with key stakeholders |
| | 3.9 Identify key action items arising from report |

- 4 Complete regulatory report
 - 4.1 Complete the regulatory report
 - 4.2 Obtain required authorisations and submit report according to procedures
 - 4.3 Prepare recommendations for improvements to regulatory reporting process
 - 4.4 Prepare improvement recommendations for identified action items
 - 4.5 Submit recommendations for implementation in accordance with organisation's procedures

Required Skills and Knowledge

Required knowledge includes:

- National Greenhouse and Energy Reporting (NGER) Act 2007 and other current reporting requirements (or their equivalent)
- graphics and other means of presenting data
- report writing and grammar
- data sources both internal to and external from the organisation
- AS/NZS ISO 14000 Environmental Management Standards

Required skills include:

- negotiating with stakeholders
- collating, interpreting, and presenting statistical data sets and other numeric information, including data series, means and averages
- presenting data in an appropriate manner
- writing technical and complex reports
- working with other people to achieve the outcome

Evidence Guide

Overview of assessment	A person who demonstrates competency in this unit must be able to develop and complete reports to meet sustainability related regulatory requirements, including data collection and analysis.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>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:</p> <ul style="list-style-type: none"> • identifying information required for regulated report, including sources and any additional measurement or calculation required to meet report content requirements • establishing data collection procedures • drafting regulated report and obtaining appropriate stakeholder approvals • completing report to requirements.
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

Reporting category	Report will generally require reporting of activities above a defined threshold. Reporting categories may include: <ul style="list-style-type: none"> • greenhouse gas emissions • energy production • energy consumption • waste generation and disposal • water use, sources and disposal • other information specified under legislation
Threshold	Threshold is the level above/below which reporting is required
Sources of data	Sources of data means where the data comes from and may include, but is not limited to: <ul style="list-style-type: none"> • existing reports (internal and external) • process metrics • purchasing, sales and accounting data • test results and other measurements specifically undertaken to produce the required data
Measurement and calculation techniques	For greenhouse gases these are currently defined by the Kyoto protocol and may in the future be defined by replacement protocols or directly by regulation. Measurement and calculation techniques may be defined by: <ul style="list-style-type: none"> • regulations • Australian (or other) standards • industry codes and protocols • standard mathematical, statistical, science or other techniques for converting raw data into the required information
Required authorisations	Required authorisations means those procedures and 'sign-offs' which the organisation or the regulation requires before releasing the report

Unit Sector(s)

Sustainability

Custom Content Section

Not applicable.