



**Australian Government**

# **BSBSMB410 Review and implement energy efficiency in business operations**

**Release: 2**

# BSBSMB410 Review and implement energy efficiency in business operations

## Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Training Package Version 1.0.

## Application

This unit describes the skills and knowledge required to undertake a structured review and analysis of data relating to energy use, and to plan for and implement energy efficiency in a small business or work area within a larger organisation.

It applies to individuals who use analytical and problem-solving skills and take responsibility for adopting and promoting approaches to improve energy efficiency.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Unit Sector

Management and Leadership – Small and Micro Business

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine ways to measure energy use	1.1 Determine and rank in order of importance key drivers for improving energy efficiency in the business 1.2 Identify types of energy used in the business and what energy is used for 1.3 Decide what will be measured, and how 1.4 Source and use technologies or tools to collate energy use

ELEMENT	PERFORMANCE CRITERIA
	measurements 1.5 Source and seek advice of specialists if required, to assist with measuring and analysing energy use
2. Measure and analyse energy use	2.1 Measure and record use of different types of energy used in the business 2.2 Estimate use of energy where direct measurement is not possible 2.3 Analyse energy use for trends, and compare with industry standards where appropriate 2.4 Interpret data and advice provided by specialist advisors if used
3. Determine ways to improve energy efficiency	3.1 Propose methods to improve energy efficiency based on analysis of energy use and related information 3.2 Undertake a cost-benefit analysis of proposed methods to determine the business case for making changes
4. Develop an energy efficiency plan	4.1 Identify energy efficiency improvements that can be implemented immediately, and those which require further consideration or are longer-term goals 4.2 Prioritise energy efficiency improvements considering business opportunities and risks relating to managing energy use 4.3 Develop a plan to show what will be done, and how and when, and document it following business requirements

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Performance Criteria	Description
Reading	1.1, 1.4, 1.5, 2.3, 2.4, 3.1, 3.2	<ul style="list-style-type: none"> <li>Organises, evaluates and critiques information from a range of textual material</li> </ul>
Writing	1.1, 1.4, 3.1, 4.3	<ul style="list-style-type: none"> <li>Develops material for a specific audience using clear language and workplace conventions to convey explicit information, requirements and recommendations</li> </ul>

Numeracy	2.1, 2.2, 3.2	<ul style="list-style-type: none"> <li>Analyses numerical information to determine business costs and benefits, and analyse and compare usage data</li> </ul>
Oral communication	1.5, 2.4	<ul style="list-style-type: none"> <li>Uses listening and questioning skills to confirm understanding of requirements</li> <li>Participates in a verbal exchange of ideas/solutions and uses appropriate, detailed and clear language to address key personnel and to disseminate information</li> </ul>
Navigate the world of work	4.3	<ul style="list-style-type: none"> <li>Adheres to organisational policies and procedures and considers own role in terms of its contribution to broader workplace goals</li> </ul>
Get the work done	1.1-1.4, 2.3, 3.1, 3.2, 4.1, 4.2	<ul style="list-style-type: none"> <li>Plans a range of routine and some non-routine tasks accepting stated goals and aiming to achieve them efficiently</li> <li>In more complex, non-routine situations, uses formal decision-making process with support, setting or clarifying goals, gathering information and evaluating several choices against a limited set of criteria</li> <li>Applies formal processes when planning more complex/unfamiliar tasks, producing plans with logically sequenced steps, reflecting some awareness of time and resource constraints</li> <li>Recognises value of continuous improvement within own work context where this involves incremental change</li> <li>Applies problem-solving processes when tackling unfamiliar problems, breaking complex issues into manageable parts and identifying and evaluating several options for action</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBSMB410 Review and implement energy efficiency in business operations Release 2	BSBSMB410 Review and implement energy efficiency in business operations Release 1	Updated to clarify intent	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>