Australian Government

BSBSUS406 Identify and apply sustainability rating tools

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to effectively use rating tools to obtain a sustainability rating.

It applies to individuals who are responsible for implementing sustainability practices, either as their primary duty or as a part of a work role.

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

Unit Sector

Sustainability

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to implement sustainability rating tools	1.1 Identify and interpret sustainability rating tools, categories and credits relevant to the organisation
	1.2 Collect and organise required documentation for the rating tools and confirm methodology for their use
	1.3 Access and interpret organisational and legislative requirements relevant to the use of rating tools
	1.4 Identify and confirm requirements for the implementation of the rating tools and obtain approval to proceed
2 Implement the sustainability rating tools	2.1 Advise relevant stakeholders of the sustainability rating tools to be used
	2.2 Apply the rating tools to gather data about sustainability

ELEMENT	PERFORMANCE CRITERIA
	credentials
	2.3 Calculate sustainability rating using all relevant data according to rating tool methodology
	2.4 Collate, organise and store data according to organisational and rating tool requirements
3. Evaluate and communicate results	3.1 Evaluate data to identify credits where scores meet, exceed or fall below organisational expectations
	3.2 Prepare a report on implementation results, according to internal and external reporting procedures
	3.3 Present findings and opportunities for future improvement to relevant stakeholders

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, 2.3, 3.1	• Identifies and interprets complex texts to determine tools aligned with organisational goals and legislative requirements
Writing	1.4, 2.1, 3.2, 3.3	• Researches, plans and prepares documentation using format and language appropriate to context, organisational requirements and audience
Oral Communication	1.4, 2.1, 3.3	• Presents information and seeks advice using language appropriate to audience • Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Numeracy	2.2-2.4, 3.1, 3.2	• Includes all relevant data within calculations to provide a complete analysis for implementation and ongoing tracking
Navigate the world of work	1.3, 2.4, 3.2	• Develops, monitors and modifies organisational policies and procedures in accordance with legislative requirements and organisation goals
Interact with others	1.4, 2.1, 3.3	• Selects and uses appropriate conventions and protocols when communicating with internal and external

		stakeholders to seek or share information • Plays a lead role in presenting outcomes with a range of stakeholders
Get the work done	1.1-1.4, 2.2-2.4, 3.1, 3.2	• Uses systematic, analytical processes in relatively complex situations, setting goals, gathering relevant information, identifying and evaluating options • Manages implementation and tracks outcomes against organisational goals • Provides relevant communication and identifies opportunities for improvement

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBSUS406 Identify and apply sustainability rating tools	Not applicable	New unit	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10