



Australian Government

**MSS015037 Develop regulated
sustainability reports**

Release: 1

MSS015037 Develop regulated sustainability reports

Modification History

Release 1. Unit code changed. Application changed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS015017 Develop regulated sustainability reports.

Application

This unit describes the skills and knowledge required for drafting reports to meet government schemes, regulations or sustainability regulatory reporting requirements. These may include the interpretation, organisation and presentation 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.

This unit applies to organisations that are impacted by sustainability related legislation and regulations, such as environmental legislation and carbon pollution regulations, incentives or schemes. A manager or technical specialist who has a major responsibility for sustainability as part of a broader work role would typically undertake this, 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.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Sustainable operations

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
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
2. Monitor data collection and processing	2.1	Develop plan and templates for data and information collection and processing
	2.2	Identify key indicators of data collection and processing proceeding according to plan
	2.3	Identify data collection and processing which is not to requirements
	2.4	Take appropriate action to bring data collection and processing back to requirements
3. Draft report	3.1	Read and interpret 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	Write 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	Finalise the regulatory report draft
	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

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS015017 Develop regulated sustainability reports.

Links

The MSS Sustainability Companion Volume Implementation Guides are available from VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>