



Australian Government

MSS015045 Develop required sustainability reports

Release: 1

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Modification History

Release 1. Unit code changed. Application changed. Elements changed. Performance Criteria changed. Foundation Skills populated. Assessment Requirements changed. Workplace outcome changed. Supersedes and is not equivalent to MSS015024 Develop required sustainability reports and MSS015035 Report to Global Reporting Initiative Standards.

Application

This unit describes the skills and knowledge required to determine the requirements for voluntary sustainability reports (not mandated under legislation/regulations) and to develop the reports, with input from others, to meet organisational requirements.

This unit applies to managers, operational or technical specialists or others who have the authority to implement changes to systems and processes and to oversee the input of other personnel to ensure the report meets requirements.

This unit applies to any organisation.

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

Competency Field

Sustainable operations

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 requirements of sustainability report	1.1 Establish organisation's purpose and guidelines for report 1.2 Determine any regulatory (compliance) and commercial requirements relevant to report 1.3 Identify and initiate action to resolve any conflicts between organisational, commercial and compliance requirements relevant to report 1.4 Determine benefits of report for the organisation
2. Plan development of report	2.1 Review relevant requirements, guidelines and/or principles to determine scope of report 2.2 Identify and review internal and external sources of data to

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	determine any data gaps 2.3 Consult with specialists and other stakeholders to develop strategies for obtaining required data 2.4 Obtain authority to access external data sources 2.5 Negotiate with stakeholders to obtain data in defined format 2.6 Source or develop data collection and information reporting templates and procedures aligned to report requirements
3. Oversee development of report	3.1 Develop structure of report to meet requirements 3.2 Develop templates and/or protocols for sections and appendices relevant to the report requirements 3.3 Implement systems and procedures for obtaining required information from collected data 3.4 Discuss requirements with contributors and provide feedback and guidance on relevance and quality of draft content 3.5 Recognise skill and/or other development needs for contributors and provide mentoring or initiate support 3.6 Agree on timelines for preparation of report components
4. Finalise report	4.1 Review draft components against report requirements and take action to address any issues identified 4.2 Monitor progress against timelines and assist contributors to meet deadlines and/or negotiate extended timelines 4.3 Review content to develop or revise report findings and recommendations supported by data 4.4 Assemble components into draft report structure 4.5 Validate draft report with input from key stakeholders and make improvements and/or corrections as needed 4.6 Submit report according to procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Reading skills to determine regulatory and other requirements
- Writing skills to develop templates and protocols and review and finalise report
- Oral communication skills to negotiate with stakeholders and oversee input from contributors
- Numeracy skills to determine data collection needs and ensure required information is obtained from data.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. No equivalent unit.

Links

Companion Volume Implementation Guides are available from VETNet - -

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