



Australian Government

MSS015052 Develop regulated 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 MSS015037 Develop regulated sustainability reports.

Application

This unit describes the skills and knowledge required to determine the data requirements for regulated sustainability reports, source and interpret the data and develop the reports to meet requirements.

This unit applies to managers, team leaders, operational or technical specialists or others who have the authority to lead or undertake interpretation and presentation of data for the organisation to meet regulatory requirements.

This unit applies to any organisation that is required by legislation or regulations to report sustainability-related information.

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 report and data requirements	1.1 Review regulatory requirements to identify structural, content and process requirements for report 1.2 Identify reporting thresholds in each category 1.3 Identify required data and sources of data 1.4 Identify measurement and calculation techniques required to meet reporting requirements
2. Monitor data collection and processing	2.1 Develop a plan for data and information collection and processing and related templates and protocols 2.2 Identify and monitor key indicators for data collection and

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	processing 2.3 Monitor data collection and processing to identify any non-conformance to requirements 2.4 Take appropriate action to bring data collection and processing back to requirements
3. Draft and review report	3.1 Plan and coordinate activities needed to meet report structure, content and process requirements 3.2 Negotiate inclusion of organisational requirements for report 3.3 Develop a report format which complies with requirements 3.4 Analyse available data, with input from others as needed, to obtain required information 3.5 Collate all required data and information 3.6 Prepare charts, tables or other graphics to present key data and/or information 3.7 Draft report to meet regulatory requirements and report format 3.8 Discuss draft report with key stakeholders to identify improvements and/or corrections needed to report 3.9 Discuss draft report with key stakeholders to identify action items arising from data/information in the report
4. Complete regulatory report	4.1 Finalise the regulatory report to incorporate feedback 4.2 Obtain required authorisations and submit report according to procedures 4.3 Evaluate report development process to identify recommendations for improvements 4.4 Review identified action items to prepare recommendations for improvement activities 4.5 Submit recommendations in accordance with organisation's 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 interpret regulatory requirements for report
- Writing skills to draft and finalise report and prepare recommendations
- Oral communication skills to discuss report with stakeholders and identify issues and actions
- Numeracy skills to determine data requirements and interpret and present 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>