



Australian Government

MSS024012 Undertake simple environmental project activities

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSS024012A Undertake simple environmental project activities

Application

This unit of competency covers the ability to carry out straightforward aspects of environmental projects, such as researching basic site information and performing routine sampling, monitoring and data management. Personnel may work individually, or as part of a team. They are expected to confirm the project brief/plan with their supervisor, carry out the assigned project activities and maintain progress through to the project's completion. The unit does not cover procurement of project resources and contract management.

This unit of competency is applicable to environmental technicians working in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, environmental monitoring and management activities are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Project management

Unit Sector

Environmental

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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| 1 | Review project documentation | 1.1 | Clarify details of project brief and plan with supervisor. |
| | | 1.2 | Identify regulations, standards, codes and workplace |

- and requirements** procedures that apply to project activities.
- 1.3 Analyse the project plan to confirm outputs, timeframe, risks and controls, roles and responsibilities and stakeholder involvement.
 - 1.4 Confirm performance indicators, milestones, deliverables and available resources for assigned project activities.
- 2 **Plan and organise assigned activities**
- 2.1 Locate and review background information for site/project.
 - 2.2 Prioritise project activities as directed.
 - 2.3 Break down project activities into small achievable components and efficient sequences.
 - 2.4 Identify and assemble required resources.
 - 2.5 Liaise with relevant personnel to organise site access and permits, as necessary.
 - 2.6 Review work plan in response to new information, changed circumstances or instructions from appropriate personnel.
 - 2.7 Update work plan and communicate changes to appropriate personnel, as necessary.
- 3 **Complete assigned activities**
- 3.1 Cooperate with stakeholders and/or team members to achieve agreed outcomes, timelines and outcomes.
 - 3.2 Apply technical knowledge and skills to safely conduct assigned tasks in accordance with project requirements.
 - 3.3 Collect, verify and store project data in accordance with workplace procedures.
 - 3.4 Seek assistance from relevant personnel when difficulties are beyond scope of technical competence or responsibility.

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| 4 | Monitor and maintain project progress | 4.1 | Monitor and record completion of activities and progress towards milestones. |
| | | 4.2 | Recognise problems and opportunities for improved work performance. |
| | | 4.3 | Use agreed strategies to tackle challenges and solve problems. |
| | | 4.4 | Identify and access appropriate sources of help, as necessary. |
| | | 4.5 | Provide progress reports in accordance with project requirements. |
| 5 | Finalise project activities | 5.1 | Provide project deliverables on time and at the required quality standard. |
| | | 5.2 | Evaluate the project process and identify any issues and opportunities for continuous improvement. |
| | | 5.3 | Prepare project reports containing the required information and using the agreed style, voice and format. |
| | | 5.4 | Complete and store all project documentation. |
| | | 5.5 | Brief supervisor about project process and outcomes. |

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

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

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Legislation, standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- federal legislation, such as Environment Protection and Biodiversity Conservation Act, Australian Heritage Council Act, Native Title Act and National Environmental Protection Measures
- state/territory government legislation and local government by-laws, policies, regulations and plans dealing with: land use, acquisition and planning; environmental protection; cultural/heritage sites; vegetation management; nature conservation and wildlife/plant protection; water and water management; soil conservation; pollution and contaminated sites; fisheries, forestry and mining operations
- Australian and international standards covering environmental management, such as AS/NZS ISO 14000 Basic Set:2007 Environmental Management Basic Set
- registration/licensing and/or accreditation requirements
- workplace documents, such as standard operating procedures (SOPs), work schedules, recording and reporting procedures, vehicle and equipment manuals and warranties; safety data sheets (SDS) and safety procedures; workplace or regulator procedures for sampling, monitoring and in-field testing; safe work procedures and material safety data sheets (MSDS); project management tools and procedures.

Environment includes one or more of:

- air, water and land
- natural and built resources
- flora and fauna
- humans and how they interrelate.

Simple environmental project activities include one or more of:

- sourcing and collating available information about environmental sites or simple issues
- collecting data related to air quality, water quality, ecology studies, soil surveys, hydrological surveys, land management, coastal management, wetland management, stormwater management and waste management
- conducting sampling and/or in-field testing
- conducting simple flora and/or fauna surveys
- checking data files, processing data, and presenting data/results in useable formats.

- Project documentation includes one or more of:**
- project brief with details, such as:
 - aims/expectations/rationale
 - project activities
 - assigned tasks and deliverables
 - project plan with details, such as:
 - scope and objectives
 - work breakdown structure
 - available resources (e.g. equipment and team)
 - specific roles and responsibilities
 - budget and cost estimates
 - milestones
 - quality requirements and assurance procedures
 - risk analysis and control measures
 - safety requirements and related work procedures
 - stakeholders and consultation procedures
 - project management procedures, including reporting.
- Background information includes one or more of:**
- site or project history
 - client history
 - records of consultations with stakeholders
 - emergency plans and safety procedures
 - site access protocols and permits
 - maps (road and topographical)
 - existing databases (e.g. vegetation, topography, soils and regional ecosystem maps).
- Sites include one or more of:**
- public places
 - industrial settings (e.g. manufacturing, mining, forestry and construction)
 - roadways
 - indoors
 - farms
 - domestic locations
 - waterways and catchment areas
 - natural heritage or conservation areas.
- Project data and documentation includes**
- sampling, monitoring or in-field test data and results
 - records of vehicles/equipment use

one or more of:

- records of time spent and approved expenditure
- emails and correspondence
- records of consultations
- progress reports
- final reports/briefings.

Agreed problem-solving strategies include one or more of:

- researching and applying more efficient methods of completing project tasks
- seeking technical advice
- sharing expertise and assisting team members
- reducing costs
- seeking further resources
- negotiating an extension of deadlines or redefining deliverables
- changing roles and responsibilities within the project team.

Work health and safety (WHS/OHS) requirements include:

- compliance with relevant federal/state/territory WHS legislation at all times
- assuming that samples are potentially hazardous and applying standard precautions
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and state/territory Departments of Health, where relevant.

Unit Mapping Information

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Links

MSA Training Package Implementation Guides - <http://mskills.org.au/training-packages/info/>