



Australian Government

MSS024024 Undertake simple environmental project activities

Release: 1

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Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge to carry out straightforward aspects of environmental projects, including 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 or plan with supervisor, carry out the assigned project activities and monitor progress through to the project's completion. The unit does not cover procurement of project resources and contract management.

This unit applies to environmental technicians working in all industry sectors.

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

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.

1	Read and interpret project documentation and requirements	1.1	Read and clarify details of project brief and plan with supervisor
		1.2	Identify regulations, standards, codes and workplace 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

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
		1.4 Confirm performance indicators, milestones, deliverables and available resources for assigned project activities
2 Plan and organise assigned activities	2.1	Locate and read background information for site or 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
	2.6	Review work plan in response to new information, changed circumstances or instructions from relevant personnel
	2.7	Update work plan and communicate changes to relevant personnel
3 Complete assigned activities	3.1	Cooperate with stakeholders and team members to achieve agreed outcomes and timelines
	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 role
4 Monitor and maintain project progress	4.1	Monitor and record completion of activities and progress towards milestones
	4.2	Identify problems and opportunities for improved work performance

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	4.3 Use agreed strategies to tackle challenges and solve problems
	4.4 Identify and access sources of help
	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 Write 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 language, literacy, numeracy and employment skills that are essential to performance.

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

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS024012 Undertake simple environmental project activities.

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>