



**Australian Government**

# **Assessment Requirements for MSS027001 Coordinate environmental management activities**

**Release: 1**

# Assessment Requirements for MSS027001 Coordinate environmental management activities

## Modification History

Release 1. Supersedes and is equivalent to MSS027001A Coordinate environmental management activities

## Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria and include demonstration of:

- coordinating environmental management activities at a site, or within a project, to ensure compliance with relevant legislation, regulations, permits and/or licences on at least two (2) occasions
- accessing, interpreting and applying relevant legislative/regulatory requirements, environmental management plans, standards, codes and guidelines relevant to site/project
- regularly (re)assessing environmental risks and impacts arising from site/project activities
- explaining environmental management information clearly to site personnel
- collecting and analysing site/project environmental data and verifying and reporting results
- monitoring effective implementation of site/project environmental management plans, workplace policy and procedures, and specified work methods
- recognising, investigating and rectifying environmental management issues within scope of responsibility
- responding effectively to complaints and requests for information
- solving complex technical problems and resolving issues/conflicts constructively with site personnel and stakeholders
- seeking advice when issues/problems are beyond scope of competence/responsibility
- maintaining site/project environmental records in accordance with legislative/licensing/workplace requirements
- providing accurate, complete and timely reports and briefings about environmental performance
- working safely and monitoring the safety of others.

## **Knowledge Evidence**

- Must provide evidence that demonstrates knowledge of:
- environmental protection/management terminology, concepts and principles relevant to job role
- site/project characteristics, nature of activities conducted at site, environmental management values, environmental issues, and risks and impacts
- environmental legislative/regulatory requirements and responsibilities relevant to site/project
- workplace environmental management plans, procedures, control measures and management actions for site/project
- workplace procedures for identifying assessing environmental risks and impacts, managing stakeholder relations, responding to complaints, cultural/heritage finds and other environmental incidents, and record management and reporting
- interpersonal communication, negotiation and conflict resolution techniques
- problem-solving techniques

relevant hazards, health, safety and workplace emergency response procedures.

## Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace, or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept in each case).
- Holistic assessment methods include:
  - review of environmental monitoring results, records and reports generated by the candidate
  - review of environmental information and/or training materials developed by the candidate
  - feedback from peers, managers and/or stakeholder representatives that the candidate is able to safely coordinate environmental management activities for site/project and provide reliable environmental performance reports/briefings at agreed times
  - oral and/or written questions to assess the candidate's understanding of environmental management terms and principles, legislative/regulatory requirements, risk assessment, common examples of non-compliance and management actions, recording and reporting requirements
- analysis of case studies/simulations/reports of relevant environmental management issues and incidents.
- Access is required to all instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit including, but not limited to:
  - site/project history
  - relevant legislation, codes, standards, workplace environmental management policies, plans, actions, procedures and checklists
  - physical resources required for coordination activities, such as maps, laptop computer, digital camera, and monitoring and sampling equipment.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR

- having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

## **Links**

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