Assessment Requirements for MSS027004 Contribute to environmental decision making

Assessment Requirements for MSS027004 Contribute to environmental decision making

Modification History

Release 1. Supersedes and is equivalent to MSS027004A Contribute to environmental decision making

Performance Evidence

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

- making decisions and/or providing recommendations about environmental issues (within scope of job role) on at least two (2) different occasions
- accessing, interpreting and applying relevant legislative and regulatory requirements, standards, environmental management plans, workplace procedures relating to community engagement, communication protocols and decision making
- identifying and obtaining sufficient information to make valid decisions and/or sound recommendations
- clearly explaining complex environmental management concepts, principles and procedures and legislative/regulatory requirements
- listening actively, asking questions and clarifying issues to encourage participation, collect feedback and resolve differences of opinion
- adapting communication style, language and/or media to suit audience
- consulting effectively with interested parties and keeping them informed about the decision-making process
- analysing information rigorously to provide logical, evidence-based recommendations and/or decisions
- seeking advice when issues/problems are beyond scope of competence/responsibility
- providing reliable and timely reports/presentations/briefings to clients and confirming their understanding
- reviewing information collection strategies, engagement activities and own contribution to decision-making process to identify opportunities for improvement.

Knowledge Evidence

- Must provide evidence that demonstrates knowledge of:
- environmental protection/management terminology, concepts and principles relevant to job role
- site/project/program characteristics, nature of activities conducted, environmental management values, environmental issues, risks and impacts
- environmental legislative/regulatory requirements, approvals, permits, licences and responsibilities relevant to site/project/program
- risk/impact assessments, workplace environmental management plans, procedures, control measures and management actions for site/project/program
- workplace procedures for engaging interested parties, managing stakeholder relations, responding to complaints and requests for information, and record management and reporting
- good practice models for community engagement and environmental decision making
- techniques covering interpersonal communication, negotiating, lobbying, influencing, problem-solving and conflict resolution
- 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 information/recommendations/decisions/reports prepared by the candidate about the issue/problem for interested parties
  - feedback from managers and/or stakeholder representatives that the candidate is able to contribute effectively to environmental decision making within their scope of responsibility
  - oral and/or written questions to assess the candidate's understanding of environmental management terms, principles and procedures, workplace procedures and strategies for community engagement and decision making, and techniques for analysing information
  - analysis of case studies involving issues/problems within the candidate's scope of responsibility
  - observation of the candidate engaging with interested parties to collect/provide information, seek feedback and/or present recommendations/decisions.
- Access is required to all instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit including, but not limited to:
  - site/project/program history
  - relevant legislation, codes, standards, workplace environmental management policies, plans, procedures and checklists
  - access to a computer, internet, maps, data sets, workplace reports, published case studies and research.
- 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/

Manufacturing Skills Australia