



Australian Government

BSBSMB308 Improve energy efficiency in micro or small business operations

Release: 2

BSBSMB308 Improve energy efficiency in micro or small business operations

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to improve energy efficiency in micro or small business operations, where energy efficiency improvements are readily apparent and easily made within existing budgets and business processes.

It applies to individuals responsible for implementing change who use analytical skills to implement identified energy efficiency options.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine where energy savings can be made	1.1 Identify types and sources of energy, and where energy is used in the business 1.2 Review business documents to determine which energy uses are significant expenses for the business 1.3 Collect information from a range of sources about energy saving options to identify areas for improvement

ELEMENT	PERFORMANCE CRITERIA
2. Evaluate options for saving energy	2.1 Prepare a list of energy saving options that apply to the business 2.2 Determine costs and benefits for the business that apply to each option 2.3 Rank options according to costs and value of benefits to the business
3. Implement preferred options	3.1 Decide which options to implement in the short term, and those which may be implemented in future 3.2 Set specifications and parameters for preferred options to assist in determining if improvements have been made 3.3 Plan how to implement preferred options 3.4 Engage staff, and external specialist services where required, in implementing preferred options
4. Monitor outcomes of change	4.1 Check options have been introduced to specifications 4.2 Monitor costs to check whether savings have been made 4.3 Gather information on other benefits to the micro or small business 4.4 Determine if outcomes have been met and savings are ongoing

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 1.3, 4.1, 4.3	Organises, evaluates and critiques information from a range of textual material
Writing	2.1, 2.3	Uses clear, specific and industry-related terminology to complete and update workplace documentation
Numeracy	2.2, 2.3, 4.2	Analyses numerical information to determine business costs and benefits, and analyse and compare usage data
Interact with others	3.4	Cooperates with others as part of familiar routine activities and contributes to specific activities requiring joint responsibility and accountability
Get the work	1.1, 1.3, 2.2, 2.3,	Systematically gathers and analyses all relevant information

done	3.1-3.3, 4.3, 4.4	• Takes responsibility for outcomes of routine decisions directly related to own role • Applies formal processes when planning more complex/unfamiliar tasks, producing plans with logically sequenced steps, reflecting some awareness of time and resource constraints • Recognises value of continuous improvement within own work context where this involves incremental change
------	-------------------	--

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBSMB308 Improve energy efficiency in micro or small business operations Release 2	BSBSMB308 Improve energy efficiency in micro or small business operations Release 1	Updated to clarify intent	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBSMB308 Improve energy efficiency in micro or small business operations

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- access and review information relating to energy efficiency savings for a business
- compare costs and benefits to decide which energy efficiency option to choose
- make energy efficiency changes, involving other people and advisors if needed
- monitor energy efficiency improvements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain key energy efficiency terms and concepts
- discuss amount and type of energy used in the business
- outline information sources on energy efficiency for micro or small business, and options specific to a particular business.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Small Business field of work and include access to:

- business equipment and resources
- relevant legislation, regulations, standards and codes

- relevant workplace documentation and resources
- case studies or where possible, real situations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>