



Australian Government

BSBSUS403 Measure, monitor and reduce carbon emissions

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to reduce carbon emissions by effectively measuring, analysing and reducing resource use.

It applies to individuals who are responsible for developing workplace plans and strategies that comply with legislative and best practice requirements.

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

Unit Sector

Sustainability

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. Establish carbon footprint	1.1 Identify sources of carbon emissions within the organisation 1.2 Establish quantity of carbon emissions for each source 1.3 Compile data to determine carbon footprint for work area
2. Plan carbon emissions reduction	2.1 Access and interpret organisational carbon reduction policies and procedures, contractual obligations and legislative requirements 2.2 Research best practice approaches to identify potential ways to reduce workplace carbon emissions 2.3 Provide carbon emissions information to the work team in a clear, concise and accessible manner 2.4 Seek suggestions and ideas about carbon emissions reduction from the work team

ELEMENT	PERFORMANCE CRITERIA
	2.5 Calculate costs and savings associated with carbon emission proposals 2.6 Develop a carbon management improvement plan and present to required stakeholders for approval
3. Implement and monitor a carbon management improvement plan	3.1 Communicate plan to work team 3.2 Allocate roles and responsibilities, and arrange required training 3.3 Execute implementation process in accordance with plan 3.4 Provide ongoing support to those conducting the plan's activities 3.5 Establish and apply procedures for monitoring activities against achievement targets and adjust resources as necessary
4. Review carbon management improvement plan	4.1 Review implementation results in accordance with organisational requirements 4.2 Report on implementation results, according to internal and external reporting procedures 4.3 Maintain carbon reduction records accurately and legibly, and store securely

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	1.1, 1.2, 2.1, 2.2, 4.1	- Recognises and interprets textual information to establish understanding of current processes and standards - Identifies and analyses complex texts to determine best practice, as well as legislative, regulatory and business requirements - Reviews recorded information to track results of decisions
Writing	2.3, 2.6, 3.1, 4.2, 4.3	Researches, plans and prepares documentation using language appropriate to context, tone and audience

		Records data and documents using appropriate formats and to organisational requirements
Oral Communication	2.3, 2.4, 2.6, 3.1, 4.2	- Presents information using language and tone appropriate to audience - Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Numeracy	1.3, 2.5, 3.5, 4.1	- Interprets and uses mathematical equations to monitor and calculate emissions levels and costs - Calculates resource changes required to meet organisational goals - Measures and reviews progress over time
Navigate the world of work	2.1, 3.2, 4.1, 4.2	- Develops, monitors, reports and modifies organisational policies and procedures in accordance with best practice, legislative requirements and organisation goals - Allocates roles and enables appropriate training for others
Interact with others	2.3, 2.4, 2.6, 3.1, 4.2	- Selects and uses appropriate conventions and accessible language when communicating with internal and external stakeholders to seek or share information - Plays a lead role in consulting and presenting proposals and outcomes to a range of stakeholders
Get the work done	1.1-1.3, 2.1, 2.2, 2.5, 2.6, 3.2-3.5, 4.1, 4.3	- Plans, organises and implements work activities of self and others that ensure compliance with organisational policies and procedures, and legislative requirements - Sequences and schedules complex activities, monitors implementation, and manages relevant communication - Uses systematic, analytical processes in relatively complex situations, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria - Evaluates outcomes of decisions to identify opportunities for improvement

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBSUS403 Measure, monitor and reduce carbon emissions	Not applicable	New unit	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>