



Australian Government

BSBSMB308A Improve energy efficiency in micro or small business operations

Release: 1

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Modification History

Release	Comments
Release 1	This unit of competency first released with <i>BSB07 Business Services Training Package v9.0</i> .

Unit Descriptor

This unit describes the performance outcomes, 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.

Application of the Unit

This unit applies to those responsible for implementing change who use analytical skills to implement identified energy-efficiency options.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</i>

Elements and Performance Criteria

1. Determine where energy savings can be made	1.1 Identify the types and sources of energy, and where energy is used in the business 1.2 Review business documents to determine which energy uses are a significant expense for the business 1.3 Collect information from a range of sources about energy-saving options to identify areas where improvements could be made
2. Evaluate the options for saving energy	2.1 Prepare a list of energy-saving options that apply to the business 2.2 Determine the costs and benefits for the business that apply to each option 2.3 Rank the options according to the costs and value of benefits to the business
3. Implement the preferred options	3.1 Decide which options will be implemented in the short term, and those which may be implemented in the future 3.2 Set specifications and parameters for the preferred options to assist in determining if improvements have been made 3.3 Plan how the preferred options will be implemented 3.4 Engage staff, and external specialist services where required, in implementing the preferred options
4. Monitor the outcomes of change	4.1 Check that the 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 that the savings are ongoing

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- analytical skills to identify energy use and assess its impact on products and services
- communication skills to request information from diverse sources
- literacy skills to interpret technical information and business documents, such as invoices and quotes
- numeracy skills to calculate, analyse and compare usage data, including associated costs
- research skills to source and review information about energy efficiency.
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Required knowledge

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

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • access and review information relating to energy-efficiency savings for a business • compare costs and benefits to decide on which energy-efficiency option to choose • make energy-efficiency changes, involving other staff and advisors if needed • monitor energy-efficiency improvements.
Context of and specific resources for assessment	Assessment must ensure: • access to relevant documentation • candidate's individual circumstances and work in the context of establishing or running a micro business are used as the basis for assessment.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • portfolio of information relating to energy-efficiency options relevant to the business, organised in a systematic way • oral or written questioning to assess knowledge of energy-efficiency options relevant to the candidate's business.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • BSBSMB301A Investigate micro business opportunities • BSBSMB302A Develop a micro business proposal.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Types and sources of energy</i> may include:	• electricity: non-renewable and renewable • fuel: biofuel, petrol, diesel, liquefied petroleum gas (LPG), natural gas LPG, oil, and solid.
<i>Energy use</i> may include:	• air conditioning • appliances, such as office and IT equipment • heating • lighting • production and service equipment and machinery • refrigeration • vehicles, car fleet and other forms of transportation • ventilation.
<i>Business documents</i> may include:	• equipment monitoring records • financial accounts • supplier invoices.
<i>Energy-saving options</i> may include:	• adopting energy-efficient equipment and technologies, such as: • LED lighting • variable speed electric motors • fuel conversions and fuel switching • conducting a formal energy audit or assessment • energy trading • implementing cogeneration or tri-generation energy solutions • installing energy monitoring devices and equipment • installing insulation • installing rooftop solar photovoltaic systems • installing timer switches • lighting upgrades • on-site electricity generation • optimising heating, ventilation and air conditioning systems • replacing major equipment with energy-efficient alternatives • revised business practices and operational procedures • turning lights and equipment off when not in use

	• using hybrid or electric cars • using lighting sensors and timers • using energy-saving devices • using off-peak electricity • using renewable energy.
Benefits may include:	• cost savings • customer satisfaction • marketing opportunities • new business opportunities • payback period • profit margins • short- and long-term benefits.
Specifications and parameters may include:	• revised organisational procedures • cost and budget allocation • features and performance of products and services • duration and time limitations.

Unit Sector(s)

Small Business