



Australian Government

BSBSMB410A Review and implement energy efficiency in 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 undertake a structured review and analysis of data relating to energy use, and to plan for and implement energy efficiency in a small business or work area in a larger organisation.

Application of the Unit

This unit applies to individuals who use analytical and problem-solving skills and take responsibility for adopting and promoting approaches that will improve energy efficiency.

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 ways to measure energy use	1.1 Determine and rank in order of importance the key drivers for improving energy efficiency in the business 1.2 Identify types of energy that are used in the business and what the energy is used for 1.3 Decide what will be measured and how it will be measured 1.4 Source and use tools such as checklists and spreadsheets to collate the energy use measurements 1.5 Source and seek the advice of specialist advisors if required to assist with measuring and analysing energy use
2. Measure and analyse energy use	2.1 Measure and record the use of the different types of energy used in the business 2.2 Estimate the use of energy where direct measurement is not possible 2.3 Analyse energy use for trends, and compare with industry standards where appropriate 2.4 Interpret data and advice provided by specialist advisors if used
3. Determine ways to improve energy efficiency	3.1 Propose methods to improve energy efficiency based on analysis of energy use and related information 3.2 Undertake a cost-benefit analysis of the proposed methods to determine the business case for making changes
4. Develop an energy efficiency plan	4.1 Identify energy-efficiency improvements that can be implemented immediately, and those which require further consideration or are longer-term goals 4.2 Prioritise energy-efficiency improvements considering business opportunities and risks relating to managing energy use 4.3 Develop a plan to show what will be done, and how and when, and document it following organisational requirements
5. Implement the energy efficiency plan	5.1 Communicate the energy efficiency plan and requirements to staff to engage them in implementing the energy-efficiency improvements 5.2 Seek suggestions and feedback from staff 5.3 Implement the changes to improve energy efficiency 5.4 Monitor implementation; make adjustments to practices, resources and training as required; and measure improvements

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
 - convey information on energy efficiency to internal and external colleagues
- literacy skills to:
 - interpret technical information relating to energy and business documents, such as invoices and quotes
 - develop a an implementation plan or business case for energy efficiency
- numeracy skills to calculate, analyse and compare usage data, including associated costs
- research skills to source and analyse 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 and options specific to the business
- key components of an implementation plan or business case for energy efficiency.

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: • measure energy use, using at least two different tools • propose improvements and document a plan for energy efficiency based on the analysis of data and information • use outcomes from a cost-benefit analysis to prioritise energy-efficiency improvements • implement the energy efficiency plan and make improvements • monitor and review improvements.
Context of and specific resources for assessment	Assessment must ensure: • access to relevant documentation • candidate's individual business need is 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 prioritised information relating to energy-efficiency options relevant to the business • oral or written questioning to assess: • knowledge of energy-efficiency options relevant to the candidate's business • cost-benefit analysis • business case and implementation plan.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • BSBSMB404A Undertake small business planning • BSBSMB405B Monitor and manage small business operations

	• BSBSMB411A Manage specialist external advisory services.
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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.

Key drivers may include:	• anticipated carbon price, carbon tax or carbon trading scheme • financial: reduce energy and business operating costs • non-regulatory need, such as customer or supply chain requirements • regulatory or compliance need, including head office or franchise requirements • social, economic and environmental concerns: • triple bottom line • corporate social responsibility (CSR).
Types of energy may include:	• electricity: non-renewable and renewable • fuel: biofuel, petrol, diesel, liquefied petroleum gas (LPG), natural gas LPG, oil, and solid.
Energy use 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.
What and how it will be measured may include:	• energy units: • electrical units – watts, amperes (amps), voltage (volts) • gas units – joules (kilojoule, megajoule, gigajoule) • financial • indicators of performance, such as customer feedback • quantity measurements: • fuel units – litres, cubic metre, and barrel • time measurement • estimations.
Cost-benefit analysis may include:	• analysis of opportunities and risks, considering: • cost savings • customer satisfaction

	• marketing opportunities • new business opportunities • payback period • profit margins • short and long-term benefits • comparison of current costs with potential costs.
Business case may include:	• discussion with decision makers • documented proposal • summary of financial information • whiteboard or visual management board analysis.
Energy-efficient improvements may include:	• adopting energy-efficient equipment and technologies, such as: • LED lighting • variable speed electric motors • conducting a formal energy audit or assessment • energy trading • exploring energy efficiency schemes, subsidies, rebates and discounts • fuel conversions and fuel switching • implementing cogeneration or tri-generation energy solutions • installing energy monitoring devices or 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 • revising business practices and operational procedures • using renewable energy.
Opportunities and risks may include:	• opportunities: • improved triple bottom line • marketing • new business • reduced costs • risks: • increasing costs • loss of opportunities • outdated equipment.

<i>Energy efficiency plan</i> may include:	• budget document • business case or plan • checklists • team or section plan • visual management tools and items.
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Unit Sector(s)

Small Business