



Australian Government

FWPCOT6205 Prepare an enterprise carbon management report

Release: 1

FWPCOT6205 Prepare an enterprise carbon management report

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT6205A Prepare an enterprise carbon management report which was first released with FPI11 Forest and Forest Products Training Package Version 2.2

Application

This unit of competency describes the outcomes required to write a carbon management report for an organisation for dissemination to internal personnel and or external authorities.

It applies to job roles, including senior managers and can apply to the full scope of forest and wood products industry workplaces and to operations of all sizes.

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

Pre-requisite Unit

Nil.

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</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 range of conditions.</i>
1. Prepare to write report	1.1 Establish and maintain information management system to manage data over the reporting period. 1.2 Review carbon reporting procedures outlined in regulatory or voluntary standards for carbon management. 1.3 Determine scope of carbon reporting and relevant audience. 1.4 Establish structure and specific objectives for each report heading in line with carbon reporting procedures content mandated by

ELEMENTS	PERFORMANCE CRITERIA
	standards or regulatory bodies. 1.5 Develop report format and style in line with organisational formats and style guides. 1.6 Assess carbon inventory data for completeness, relevance and accuracy.
2. Compile draft report	2.1 Develop report content in line with report format and objectives. 2.2 Gather evidence to generate specific findings and recommendations relevant to carbon management principles. 2.3 Use appropriate language and ensure content covers the full scope of reporting requirements.
3. Complete final report	3.1 Present draft report to appropriate personnel, seek feedback and amend as required. 3.2 Prepare final draft for executive sign-off and distribute to stakeholders. 3.3 Name and store documents in line with organisational information management system requirements.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

Numeracy skills to:	- Interpret a range of complex abstract numerical carbon inventory data - Accurately transcribe carbon accounting data into reports.
Reading skills to:	Interpret highly technical, complex and unfamiliar information within carbon accounting records and international and Australian protocol and convention documents.
Writing skills to:	Develop and document reports requiring the presentation of precise complex information, using simple language structures for use by wide audiences.
Planning and organising skills to:	- Source, collect and organise a range of data to inform reporting requirements and report contents. - Plan and organise collection of all required information and manage own timing and productivity to complete reports.
Technology skills to:	Use a computer, keyboard and spreadsheet software to prepare and maintain reports.

Unit Mapping Information

FPICOT6205A Prepare an enterprise carbon management report

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>

Assessment Requirements for FWPCOT6205 Prepare an enterprise carbon management report

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT6205A Prepare an enterprise carbon management report which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- For a given forest and wood products industry organisation within any sector:
 - identify mandatory and voluntary obligations for reporting on carbon management
 - identify content mandated by standards or regulatory bodies
 - develop one report for one specified reporting time period using organisational styles and formats
 - include the following information in the report:
 - content mandated by standards or regulatory bodies
 - organisational drivers for carbon accounting and reporting
 - diagram of organisational and operational boundaries for the carbon inventory
 - organisational emissions sources, offsets and their scope
 - summary carbon inventory table
 - whether or not the organisation's total carbon emissions breach any reporting thresholds
 - financial implications and risks for the organisation of various carbon price signals
 - setting of carbon reduction targets and objectives for the organisation
 - options for the introduction of new carbon management principles
 - recommended actions for reducing organisational greenhouse gas emissions
 - recommended actions for improving carbon accounting and reporting
 - barriers experienced when developing the inventory and report.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- Methods to access, locate and select applicable objectives and key content in relevant international and national conventions, protocols, standards and guidance frameworks, including the following key references:
 - Kyoto Protocol
 - ISO 14000 essentials:
 - ISO 14064-1 2006 Greenhouse gases—Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals
 - Greenhouse Gas Protocol Corporate Standard
 - Copenhagen Agreement
- Voluntary and mandatory requirements for reporting on carbon management to meet requirements of standards and regulation and required content.
- Key drivers for carbon accounting and reporting.
- Basic theory of the greenhouse effect and its impacts
- Basic principles of the carbon cycle and influences.
- Carbon accounting terminology, frameworks and methods used to report calculations for carbon emissions and offsets.
- Types of emissions and offset sources included in common calculations and reports, including:
 - direct GHG emissions
 - indirect GHG emissions
 - on-site and off-site emissions (geographical)
 - upstream emissions
 - downstream emissions
 - full cycle accounting
 - non-CO2 emissions; soil disturbance, fertilisation, biomass combustion
- Organisational and operational boundaries for the carbon inventory.
- The full range of organisational emission sources and methods used to select key emission factors for calculations and reports.

In forest applications a person must also be able to demonstrate knowledge of the following as they apply to preparing an enterprise carbon management report:

- above ground biomass
- below ground biomass
- dead organic matter - wood, litter
- soil organic matter

Assessment Conditions

The following resources must be made available:

- Computer, keyboard and software to prepare and maintain reports.
- Access to International and national conventions, protocols and standards:
- Kyoto Protocol
- ISO 14000 essentials:
 - ISO 14064-1 2006 Greenhouse gases—Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals
 - Greenhouse Gas Protocol Corporate Standard.
- Copenhagen Agreement
- Carbon inventory data for the organisation.
- Organisational formats and style guides for the presentation of reports.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- Hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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