



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>