



Australian Government

MSS015005 Develop required sustainability reports

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSS015005A Develop required sustainability reports.

Application

This unit of competency covers drafting reports required to meet regulatory or other sustainability reporting requirements. The reports may require the inclusion or interpretation of technical data. It includes the development of formats or internal reporting templates to meet the public reporting needs of the organisation.

This unit applies to the development, production and oversight of sustainability reports for an organisation or part of an organisation. The reports may be required for regulatory, Board, employee, shareholder or community reporting purposes. Reports may be completed by an individual or be prepared by a team. Where team preparation is involved this unit supplies the skills for coordinating the report production.

Reports covered by this unit may relate to all aspects of an organisation's sustainability or may focus on particular aspects, such as carbon footprint, waste generation and control, environmental, ecological and community impacts.

The complexity of the presentation and organisation of data will vary according to the reports required and type and scale of the organisation's processes. A manager or technical specialist who had a major responsibility for sustainability as part of a broader work role would typically undertake this, or sustainability may be their primary work responsibility. The manager or technical specialist may undertake this alone or as part of a team.

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

Pre-requisite Unit

Nil

Competency Field

Sustainable operations

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

essential outcomes.	demonstrate achievement of the element.
1 Determine requirements of sustainability report	1.1 Establish purpose of report. 1.2 Determine compliance requirements of report. 1.3 Identify any commercial requirements which may be impacted by these requirements. 1.4 Determine benefits which may be obtained from report for the organisation.
2 Locate data sources and processes needed to generate required information	2.1 Identify sources of data currently available within the organisation. 2.2 Identify external sources of data required. 2.3 Identify any data gaps and develop strategies for obtaining required data. 2.4 Obtain necessary authority to access external data sources, as required. 2.5 Negotiate with relevant stakeholders to obtain necessary data which is not currently available.
3 Develop templates, protocols and procedures needed for report	3.1 Develop data collection and information reporting templates and procedures. 3.2 Implement systems and procedures for obtaining required information from collected data. 3.3 Develop templates and protocols for required report sections and appendices. 3.4 Ensure other report contributors have the required competencies and resources to draft their input. 3.5 Agree on timelines for preparation of report components.
4 Compile required report	4.1 Monitor the development of report components. 4.2 Take action to ensure timely completion of components

to requirements.

4.3 Assemble components into report.

4.4 Complete report.

4.5 Review and adjust completed report, as required.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Compliance requirements include one or more of

- regulatory requirements (e.g. energy efficiency, hazardous waste, National Pollutant Inventory (NPI), emissions and carbon)
- state/federal environment departments
- local government
- energy/water authorities
- Therapeutic Goods Administration (TGA)
- AS/NZS ISO 14001 Environmental Management Standards (or its authorised replacement or other relevant standard)
- other regulatory bodies.

Commercial reporting requirements include reports required by, or for one or more of

- Australian Stock Exchange (ASX)
- Australian Competition and Consumer Commission (ACCC)
- Board of Directors
- shareholders
- lending and insurance organisations
- employees
- community groups.

Sustainability impact includes one

- resource footprint (e.g. water, carbon and carbon equivalent) of product and process

or more of

- current and future availability of raw materials
- current and future availability of energy
- waste generation and disposal
- efficiency of process
- the extent to which the production process and product affects the environment
- relationship with the local and broader community
- extent of regulatory oversight and cost of compliance.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS015005A Develop required sustainability reports.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>

Assessment Requirements for MSS015005 Develop required sustainability reports

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for one or more reports, to:

- accurately identify compliance and commercial aspects of the report
- ensure information collection and processing are appropriate for scope of required report
- produce report to required format and timeline.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to draft/develop sustainability reports including knowledge of:

- sustainability related regulatory and other compliance reporting requirements
- commercial reporting requirements
- possible organisational benefits from sustainability reporting
- internal and external data sources
- organisational protocols and procedures for obtaining and using data
- data manipulation and interpretation
- project planning and control
- editing and reviewing of report inputs by others
- AS/NZS ISO 14001 Environmental Management Standards (or its authorised replacement or other relevant standard).

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
 - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
 - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.

- A third party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real project where a sustainability report is developed for an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
 - relevant VET or other qualification/Statement of Attainment AND/OR
 - relevant workplace experience
- Currency can be demonstrated through:
 - performing the competency being assessed as part of current employment OR
 - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

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