



Australian Government

MSS015017 Develop regulated sustainability reports

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSS015017A Develop regulated sustainability reports.

Application

This unit of competency covers drafting reports required to meet government schemes or regulations or similar sustainability regulatory reporting requirements. These may include the interpretation of technical data into the information required. It includes the development of formats or internal reporting templates to meet the public needs of the organisation.

This unit applies in organisations that are impacted by sustainability related legislation and regulations, such as environmental legislation and carbon pollution regulations, incentives or schemes. A manager or technical specialist who has a major responsibility for sustainability as part of a broader work role would typically undertake this, or sustainability may be their primary work responsibility.

Information required for the report may be gathered by the individual or as part of a team. The unit does not cover undertaking environmental or other technical analysis to gain required information. However, there is a requirement to present and organise data. The complexity of this requirement will vary according to the type and scale of the organisation's processes.

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 essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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|---|------------------------------------|-----|--|
| 1 | Determine data requirements | 1.1 | Identify current thresholds required for reporting in each category. |
|---|------------------------------------|-----|--|

- 1.2 Locate sources of required data.
 - 1.3 Identify measurement and calculation techniques required to meet reporting obligations.
 - 1.4 Establish systems to collect and process required data and information.
- 2 **Monitor data collection and processing**
 - 2.1 Develop procedures and templates for data collection and processing.
 - 2.2 Identify key indicators of data collection and processing proceeding according to plan.
 - 2.3 Identify data collection/processing which is not to requirements.
 - 2.4 Take appropriate action to bring data collection/processing back to requirements.
- 3 **Draft report**
 - 3.1 Determine regulatory report requirements.
 - 3.2 Negotiate other organisation requirements for report.
 - 3.3 Develop a report format which complies with requirements.
 - 3.4 Determine required information from available data.
 - 3.5 Collate all required data and information.
 - 3.6 Prepare any required charts, tables and other graphics.
 - 3.7 Draft report to meet agreed needs and standards.
 - 3.8 Discuss draft report with key stakeholders.
 - 3.9 Identify key action items arising from report.
- 4 **Complete regulatory report**
 - 4.1 Complete the regulatory report.
 - 4.2 Obtain required authorisations and submit report according to procedures.

- 4.3 Prepare recommendations for improvements to regulatory reporting process.
- 4.4 Prepare improvement recommendations for identified action items.
- 4.5 Submit recommendations for implementation in accordance with organisation's procedures.

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.

Reporting category includes one or more of	• greenhouse gas emissions • energy production • energy consumption • waste generation and disposal • water use, sources and disposal • other information specified under legislation.
Sources of data include one or more of	• existing reports (internal and external) • process metrics • purchasing, sales and accounting data • test results and other measurements specifically undertaken to produce the required data.
Measurement and calculation techniques are defined by one or more of	• regulations • Australian (or other) Standards • industry codes and protocols • standard mathematical, statistical, science or other techniques for converting raw data into the required information.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS015017A Develop regulated 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 MSS015017 Develop regulated 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 sustainability reports, to:

- identify information required for regulated report, including sources and any additional measurement or calculation required to meet report content requirements
- establish data collection procedures
- draft regulated report and obtain appropriate stakeholder approvals
- complete report to requirements

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to draft reports that meet sustainability regulatory reporting requirements including knowledge of:

- National Greenhouse and Energy Reporting (NGER) Act 2007 and other current reporting requirements (or their equivalent)
- graphics and other means of presenting data
- report writing and grammar
- data sources both internal to and external from the organisation
- 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 report(s) required to meet government schemes or regulations or similar sustainability regulatory reporting requirements is drafted 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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