



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. |

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| 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.

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| Reporting category includes one or more of | <ul style="list-style-type: none"> • greenhouse gas emissions • energy production • energy consumption • waste generation and disposal • water use, sources and disposal • other information specified under legislation. |
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| Sources of data include one or more of | <ul style="list-style-type: none"> • existing reports (internal and external) • process metrics • purchasing, sales and accounting data • test results and other measurements specifically undertaken to |
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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.education.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>