



Australian Government

MSS015020 Facilitate an energy audit

Release: 1

MSS015020 Facilitate an energy audit

Modification History

Release 1. New unit.

Application

This unit describes the skills and knowledge required to project manage an energy audit within a business environment, to provide a quantitative overview of energy performance and determining opportunities for improvement.

This unit applies to employees who apply knowledge of the industry being audited to procure a team with specialised theoretical and technical expertise. Employees will need well-developed skills to work autonomously with discretion and judgement. Sustainability may be the employee's primary work responsibility or part of a broader role.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

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.

1	Prepare for energy audit	1.1	Determine the relevant standards and requirements for the facility type and audit type
		1.2	Define the purpose, scope and boundaries of the energy audit
		1.3	Estimate appropriate investment requirement based on annual energy costs
		1.4	Seek management commitment, funding and resources

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
		1.5	Determine objectives, timeframes and schedules for audit process
		1.6	Conduct start up meeting with stakeholders
2	Form the energy audit team	2.1	Identify knowledge or skills gaps in audit team and specialist requirements
		2.2	Identify potential suppliers of procurement requirements
		2.3	Establish selection process and selection criteria
		2.4	Write project brief and forward to suppliers
		2.5	Read and assess supplier proposals against selection criteria and make selection
		2.6	Negotiate and finalise contract with supplier
		2.7	Develop and agree on data collection plan and checklists
3	Facilitate site access and the collection and handover of data	3.1	Facilitate the collection and handover of data in accordance with data collection plan and checklists
		3.2	Arrange site access, inductions and security and provide notification of workplace disruptions
		3.3	Arrange for meetings with key personnel as required by auditor
		3.4	Facilitate the collection of energy use data for site
		3.5	Facilitate the collection of data on operations, infrastructure, equipment and systems to be audited
		3.6	Facilitate the collection of information on recent or proposed energy efficiency audits, studies, reports, projects or upgrades
4	Facilitate post audit activities	4.1	Collate project team findings and read and interpret audit report

Elements describe the essential outcomes.

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

- 4.2 Present results and recommendations to stakeholders and answer audit related questions
- 4.3 Generate questions and discussions to progress implementation decisions
- 4.4 Finalise and document decisions made on implementation using participative techniques
- 4.5 Collaborate with stakeholders to identify items requiring follow up or further analysis
- 4.6 Communicate audit outcomes to internal and external stakeholders

Foundation Skills

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

Numeracy skills to analyse energy use data and to quantify savings, costs and benefits of opportunities for energy use improvements.

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

Unit Mapping Information

No equivalent unit.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: -

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

Assessment Requirements for MSS015020 Facilitate an energy audit

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- facilitated an energy audit for at least 1 organisation or part of organisation, including:
 - data on operations, infrastructure, equipment and systems
 - direct and indirect emissions
- used oral and written communication and presentation skills to present audit findings.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- local and international regulations, standards, codes and protocols relating to facility, energy and audit type
- principles and application of AS/NZS 3598 series or equivalent relevant to facility type and audit type, including requirements for:
 - auditor competencies
 - organisation's engagement with the audit
- site level energy use data
- data collection methods
- mechanical and electrical systems
- energy management strategies and opportunities
- energy performance indicators (EnPIs), energy benchmarks and best practice targets
- purpose and benefits of energy and GHG audits
- Greenhouse Gas (GHG) concept, background, environmental impact and reduction schemes
- Principles of Carbon Management, offset and funding
- reductions versus offset approaches
- cost benefit analysis
- facilitative, collaborative and participative approaches and techniques
- continuous improvement concept and techniques
- legislative, organisation and site requirements, including:
 - work health and safety
 - site access
 - security

- confidentiality.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of facilities, equipment and resources, including:
- operations, infrastructure, equipment, systems or actual site to be audited
- AS/NZS 3598 series or equivalent relevant to facility and audit type
- direct and indirect emission data.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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