



Australian Government

MSS015024 Develop required sustainability reports

Release: 2

MSS015024 Develop required sustainability reports

Modification History

Release 2. Updated. Knowledge requirement clarified. Equivalent unit.

Application

This unit describes the skills and knowledge to develop 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 sustainability reports that may be required for regulatory, Board, employee, shareholder or community reporting purposes. Reports may relate to all aspects of an organisation's sustainability or may focus on aspects, including energy reduction, carbon footprint, waste generation and control, environmental, ecological and community impacts.

Reports may be completed by an individual or be prepared by a team.

This unit applies to a manager, team leader or technical specialist who has a major responsibility for sustainability as part of a broader work role, or sustainability may be their primary work responsibility.

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	Determine requirements of sustainability	1.1	Establish purpose of report
		1.2	Read and interpret compliance requirements of report

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	report	1.3	Identify any commercial requirements which may be impacted by these requirements
		1.4	Determine benefits of report for the organisation
2	Locate data sources and processes needed to generate required information	2.1	Identify internal sources of data
		2.2	Identify external sources of data
		2.3	Identify any data gaps and develop strategies for obtaining required data
		2.4	Obtain authority to access external data sources
		2.5	Negotiate with stakeholders to obtain data
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	Check 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	Check components are completed within timeframes and to requirements
		4.3	Assemble components and complete report
		4.4	Review and adjust completed report

Foundation Skills

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

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

Unit Mapping Information

Release 2. Equivalent to MSS015024 Develop required sustainability reports Release 1.

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 MSS015024 Develop required sustainability reports

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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:

- produced at least 1 sustainability report for an organisation.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- sustainability related reporting requirements of organisation, regulation, or standards
- possible organisational benefits from sustainability reporting
- internal and external data sources
- organisational protocols and procedures for obtaining and using data
- data manipulation and interpretation
- relevant standards
- formal report styles and formats, including:
 - introduction
 - executive summary
 - findings
 - recommendations
 - conclusions.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions, contingencies, facilities, equipment and resources.

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

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