



Australian Government

MSS024012 Undertake simple environmental project activities

Release: 1

MSS024012 Undertake simple environmental project activities

Modification History

Release 1. Supersedes and is equivalent to MSS024012A Undertake simple environmental project activities

Application

This unit of competency covers the ability to carry out straightforward aspects of environmental projects, such as researching basic site information and performing routine sampling, monitoring and data management. Personnel may work individually, or as part of a team. They are expected to confirm the project brief/plan with their supervisor, carry out the assigned project activities and maintain progress through to the project's completion. The unit does not cover procurement of project resources and contract management.

This unit of competency is applicable to environmental technicians working in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, environmental monitoring and management activities are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Project management

Unit Sector

Environmental

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Review project documentation and requirements	1.1	Clarify details of project brief and plan with supervisor.
		1.2	Identify regulations, standards, codes and workplace procedures that apply to project activities.
		1.3	Analyse the project plan to confirm outputs, timeframe, risks and controls, roles and responsibilities and

		stakeholder involvement.
	1.4	Confirm performance indicators, milestones, deliverables and available resources for assigned project activities.
2	Plan and organise assigned activities	2.1 Locate and review background information for site/project. 2.2 Prioritise project activities as directed. 2.3 Break down project activities into small achievable components and efficient sequences. 2.4 Identify and assemble required resources. 2.5 Liaise with relevant personnel to organise site access and permits, as necessary. 2.6 Review work plan in response to new information, changed circumstances or instructions from appropriate personnel. 2.7 Update work plan and communicate changes to appropriate personnel, as necessary.
3	Complete assigned activities	3.1 Cooperate with stakeholders and/or team members to achieve agreed outcomes, timelines and outcomes. 3.2 Apply technical knowledge and skills to safely conduct assigned tasks in accordance with project requirements. 3.3 Collect, verify and store project data in accordance with workplace procedures. 3.4 Seek assistance from relevant personnel when difficulties are beyond scope of technical competence or responsibility.
4	Monitor and maintain project progress	4.1 Monitor and record completion of activities and progress towards milestones. 4.2 Recognise problems and opportunities for improved work performance.

- | | | |
|---|------------------------------------|---|
| | 4.3 | Use agreed strategies to tackle challenges and solve problems. |
| | 4.4 | Identify and access appropriate sources of help, as necessary. |
| | 4.5 | Provide progress reports in accordance with project requirements. |
| 5 | Finalise project activities | |
| | 5.1 | Provide project deliverables on time and at the required quality standard. |
| | 5.2 | Evaluate the project process and identify any issues and opportunities for continuous improvement. |
| | 5.3 | Prepare project reports containing the required information and using the agreed style, voice and format. |
| | 5.4 | Complete and store all project documentation. |
| | 5.5 | Brief supervisor about project process and outcomes. |

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.

Legislation, standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- federal legislation, such as Environment Protection and Biodiversity Conservation Act, Australian Heritage Council Act, Native Title Act and National Environmental Protection Measures
- state/territory government legislation and local government by-laws, policies, regulations and plans dealing with: land use, acquisition and planning; environmental protection; cultural/heritage sites; vegetation management; nature

conservation and wildlife/plant protection; water and water management; soil conservation; pollution and contaminated sites; fisheries, forestry and mining operations

- Australian and international standards covering environmental management, such as AS/NZS ISO 14000 Basic Set:2007 Environmental Management Basic Set
- registration/licensing and/or accreditation requirements
- workplace documents, such as standard operating procedures (SOPs), work schedules, recording and reporting procedures, vehicle and equipment manuals and warranties; safety data sheets (SDS) and safety procedures; workplace or regulator procedures for sampling, monitoring and in-field testing; safe work procedures and material safety data sheets (MSDS); project management tools and procedures.

Environment includes one or more of:

- air, water and land
- natural and built resources
- flora and fauna
- humans and how they interrelate.

Simple environmental project activities include one or more of:

- sourcing and collating available information about environmental sites or simple issues
- collecting data related to air quality, water quality, ecology studies, soil surveys, hydrological surveys, land management, coastal management, wetland management, stormwater management and waste management
- conducting sampling and/or in-field testing
- conducting simple flora and/or fauna surveys
- checking data files, processing data, and presenting data/results in useable formats.

Project documentation includes one or more of:

- project brief with details, such as:
 - aims/expectations/rationale
 - project activities
 - assigned tasks and deliverables
- project plan with details, such as:
 - scope and objectives
 - work breakdown structure
- available resources (e.g. equipment and team)
 - specific roles and responsibilities
 - budget and cost estimates

- milestones
- quality requirements and assurance procedures
- risk analysis and control measures
- safety requirements and related work procedures
- stakeholders and consultation procedures
- project management procedures, including reporting.

Background information includes one or more of:

- site or project history
- client history
- records of consultations with stakeholders
- emergency plans and safety procedures
- site access protocols and permits
- maps (road and topographical)
- existing databases (e.g. vegetation, topography, soils and regional ecosystem maps).

Sites include one or more of:

- public places
- industrial settings (e.g. manufacturing, mining, forestry and construction)
- roadways
- indoors
- farms
- domestic locations
- waterways and catchment areas
- natural heritage or conservation areas.

Project data and documentation includes one or more of:

- sampling, monitoring or in-field test data and results
- records of vehicles/equipment use
- records of time spent and approved expenditure
- emails and correspondence
- records of consultations
- progress reports
- final reports/briefings.

Agreed problem-solving strategies include one or more of:

- researching and applying more efficient methods of completing project tasks
- seeking technical advice
- sharing expertise and assisting team members
- reducing costs
- seeking further resources

- negotiating an extension of deadlines or redefining deliverables
- changing roles and responsibilities within the project team.

Work health and safety (WHS/OHS) requirements include:

- compliance with relevant federal/state/territory WHS legislation at all times
- assuming that samples are potentially hazardous and applying standard precautions
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and state/territory Departments of Health, where relevant.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS024012A Undertake simple environmental project activities

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 MSS024012 Undertake simple environmental project activities

Modification History

Release 1. Supersedes and is equivalent to MSS024012A Undertake simple environmental project activities

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- completing simple environmental project activities, such as conducting sampling and/or in-field testing; conducting simple flora and/or fauna surveys; collecting, checking, processing and presenting environmental data on at least two (2) occasions
- using available project management procedures and tools to plan assigned tasks and monitor/report progress
- organising resources required for assigned project tasks
- following legislative requirements, standard methods and workplace procedures
- safely using and maintaining equipment to undertake assigned project activities
- providing quality deliverables on time
- seeking advice/assistance when difficulties are beyond scope of responsibility or technical competence
- identifying opportunities for improvement during project activities
- preparing brief oral/written reports and project presentations
- working safely for the protection of self and others.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- environmental terms, concepts and principles relevant to assigned project activities
- workplace project planning, management and reporting requirements
- workplace and/or regulator sampling, monitoring and testing procedures that apply to assigned project activities
- workplace procedures for identifying/assessing and controlling hazards/risks associated with project activities
- relevant hazards, health and safety requirements and safe work procedures.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.

- This unit of competency is to be assessed in the workplace, or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- 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.
- 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 in each case).
- Holistic assessment methods include:
 - review of work breakdown structure, work plan and project reports prepared by candidate
 - presentation of project process and deliverables to an appropriate audience
 - feedback from supervisors about the candidate's ability to follow workplace procedures and complete project activities/deliverables on time and within budget
 - oral and/or written questions to check the candidate's knowledge of relevant environmental concepts and principles, project management principles and safety requirements for assigned tasks.
 - Access is required to all instruments, equipment, materials, workplace documentation, procedures, and specifications associated with this unit including, but not limited to:
 - physical resources required for work activities, such as maps, GPS, compass and photos; laptop computer/internet/phone; digital camera; monitoring and sampling equipment
 - documentation, including site/project history; user manuals, workplace procedures (e.g. safety and travel); project management tools, checklists and procedures.
- 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 environmental monitoring, management or technology related services about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet -

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

