



Australian Government

MSS025023 Plan and conduct environmental project work

Release: 1

MSS025023 Plan and conduct environmental project work

Modification History

Release 1. Updated unit code. Changes to performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge to plan and conduct a small scale, low risk, measurement-based environmental project. This includes developing and confirming a project brief and plan with supervisor; executing and documenting the project, and evaluating the outcomes.

This unit applies to environmental technicians working in all industry sectors. Personnel may work individually, or as part of a team.

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

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	Scope project with supervisor	1.1	Clarify project aim, objectives and timeframe
		1.2	Identify intended outcomes, key stakeholders, drivers and likely constraints
		1.3	Identify key activities, milestones and resources required to achieve deliverables on time
		1.4	Agree on performance indicators to monitor project progress and acceptance criteria for deliverables

Elements describe the essential outcomes.

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

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| 2 | Write project plan in consultation with supervisor | 2.1 | Read and interpret legislation, standards, codes, procedures and workplace requirements |
| | | 2.2 | Locate and read background information to inform the development of project methodology |
| | | 2.3 | Analyse risks for all aspects of project work |
| | | 2.4 | Develop strategies for conducting the project, including alternative measurement methods |
| | | 2.5 | Outline feasible and measurable project objectives, selected methodology, outputs and the roles and responsibilities of participants |
| | | 2.6 | Develop integration and sequencing of tasks as part of optimising work breakdown structure |
| | | 2.7 | Write and present draft project plan and work schedule to supervisor for review and approval |
| | | | |
| 3 | Review project methodology | 3.1 | Conduct trials to refine methodology and provide proof of concept |
| | | 3.2 | Troubleshoot equipment and methodology problems and develop and test solutions in consultation with supervisor |
| | | 3.3 | Modify draft project plan |
| | | 3.4 | Document all accepted and rejected ideas or prototypes from trials |
| | | 3.5 | Communicate plan to other participants |
| | | | |
| 4 | Execute project plan and analyse outcomes | 4.1 | Execute project activities in accordance with plan |
| | | 4.2 | Safely operate measurement equipment and instruments in accordance with manufacturer requirements, test methods and workplace procedures |

Elements describe the essential outcomes.

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

- 4.3 Obtain data using specified methods and in accordance with safety and legislative, regulatory and workplace requirements
- 4.4 Record and store data in agreed formats
- 4.5 Recognise anomalous results and investigate causes
- 4.6 Evaluate data using specified quality criteria and reference materials
- 4.7 Use mathematical, statistical and graphical methods and software to analyse and present results
- 4.8 Report results using the appropriate accuracy, precision and units

5 Finalise project

- 5.1 Provide progress reports and project outputs on time and at the required quality standard
- 5.2 Evaluate the project process and outputs in comparison with the project objectives and performance criteria
- 5.3 Identify any issues and opportunities for improvement
- 5.4 Write project reports containing the required information and using the agreed style, voice and format
- 5.5 Complete and store all project documentation
- 5.6 Present final report of project process and outcomes to supervisor

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 1. Supersedes and is equivalent to MSS025015 Plan and conduct environmental project work.

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 MSS025023 Plan and conduct environmental project work

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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:

- scoped, planned, executed, analysed and finalised at least 1 small scale, low risk, measurement-based environmental project (either individually, or as part of a team).

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- environmental and measurement terms, concepts and principles
- legislative, regulatory and workplace requirements that apply to assigned project activities
- workplace and regulator sampling, monitoring and testing procedures that apply to assigned project activities
- project management principles and tools for project planning and monitoring of timelines, expenditure and performance
- techniques for achieving effective communication, teamwork and cooperation
- techniques for troubleshooting, problem solving and conflict resolution
- workplace project planning, management and reporting requirements
- workplace procedures for identifying and assessing and controlling hazards and risks associated with project activities
- hazards, health and safety requirements and safe work procedures for work role.

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:
 - site or project history, background information
 - project management procedures, tools and software
 - physical resources required for work activities, including safety equipment
 - workplace procedures, work program, maps, site plans, site sampling plans and specified sampling and test methods, equipment manuals and safe work procedures.

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

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