**Victorian Purchasing Guide**

**for**

**MSS Sustainability   
Training Package**

**Release 4.0**

**January 2021**

© State of Victoria (Department of Education and Training) 2020.

Copyright of this material is reserved to the Crown in the right of the State of Victoria. This work is licensed under a Creative Commons Attribution-NoDerivs 3.0 Australia licence (See [Creative Commons](http://creativecommons.org/licenses/by-nd/3.0/au/) for more information). You are free to use, copy and distribute to anyone in its original form as long as you attribute Higher Education and Skills, Department of Education and Training (DET) as the author, and you license any derivative work you make available under the same licence.

**Disclaimer**

In compiling the information contained in and accessed through this resource, the Department of Education and Training has used its best endeavours to ensure that the information is correct and current at the time of publication but takes no responsibility for any error, omission or defect therein.

To the extent permitted by law, DET, its employees, agents and consultants exclude all liability for any loss or damage (including indirect, special or consequential loss or damage) arising from the use of, or reliance on the information contained herein, whether caused or not by any negligent act or omission. If any law prohibits the exclusion of such liability, DET limits its liability to the extent permitted by law, for the resupply of the information.

**Third party sites**

This resource may contain links to third party websites and resources. DET is not responsible for the condition or content of these sites or resources as they are not under its control.

Third party material linked from this resource is subject to the copyright conditions of the third party. Users will need to consult the copyright notice of the third party sites for conditions of usage.

Victorian Purchasing Guide ⎯ Release History

**Note**: RTOs should refer to the National Register for the detail of changes made in each Release. (See [National Register](https://training.gov.au/Home/Tga) for more information)

| Training Package Release | **Date VPG Approved** | | Comments |
| --- | --- | --- | --- |
| MSS Sustainability  Training Package  Release 4.0 | | 4 January 2021 | Release 4.0 of the MSS Sustainability Training Package reflects the development and revision of units of competency to better support Australian businesses in managing and procuring energy in an efficient and sustainable way. The new units are:   * MSS405087 Investigate energy management as a business issue * MSS405089 Develop a business case for improved energy management   MSS405086 Develop sustainable energy practices, has been revised and superseded by:   * MSS405088 Plan, implement and monitor energy management   Please refer to the Release 4.0 MSS Sustainability Training Package [Implementation Guide](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998) for further details. |
| MSS Sustainability  Training Package  Release 3.0 | | 1 August 2019 | Release 3.0 of the MSS Sustainability Training Package includes the following changes and amendments:   * Minor updates (equivalent) to all qualifications * The addition of one new unit: MSS015039 Develop response to corporate social responsibility * Update to unit MSS015035 Report to Global Reporting Initiative Standards (non-equivalent) * The deletion of one unit: * MSS403013 Lead team culture improvement (Superseded by MSS405013) * Minor updates and code changes to 31 units.   Please refer to the Release 3.0 MSS Sustainability Training Package [Implementation Guide](hhttps://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998) for further details. |
| MSS Sustainability  Training Package  Release 2.0 | | 22/1/2019 | Release 2.0 of the MSS Sustainability Training Package includes a simplified description of and changes to the elective banks of the following qualifications:   * MSS40118 Certificate IV in Sustainable Operations * MSS50118 Diploma of Sustainable Operations * MSS80118 Graduate Certificate in Sustainable Operations * MSS40218 Certificate IV in Environmental Monitoring and Technology * MSS50218 Diploma of Environmental Monitoring and Technology * MSS80218 Graduate Certificate in Environmental Management.   Each of the above qualifications supersedes and is equivalent to the previous version and have also had the qualification codes updated.  In addition, 66 units of competency have had a code change with application, performance criteria, performance evidence, knowledge evidence and assessment conditions streamlined. There is also one new unit as follows:   * MSS015020 Facilitate an energy audit   Please refer to the Release 2.0 MSS Sustainability Training Package [Implementation Guide](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998) for further details |
| MSS Sustainability  Training Package  Release No 1.0 | | 9/8/2016 | Please refer to Release 1.0 MSS Sustainability Training Package [Implementation Guide](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998) for further details: |

**MSS Sustainability Training Package Release 4.0   
Victorian Purchasing Guide**

**CONTENTS**

[INTRODUCTION 2](#_Toc11847573)

[What is a Victorian Purchasing Guide? 2](#_Toc11847574)

[Registration 2](#_Toc11847575)

[Transition 2](#_Toc11847576)

[QUALIFICATIONS 3](#_Toc11847577)

[UNITS OF COMPETENCY AND NOMINAL HOURS 4](#_Toc11847578)

[CONTACTS AND LINKS 13](#_Toc11847579)

[GLOSSARY 15](#_Toc11847580)

INTRODUCTION

What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

* The maximum and minimum payable hours available for each qualification.
* Nominal hours for each unit of competency within the Training Package.

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

Transition

The relationship between new units and any superseded or replaced units from the previous version of **MSS Sustainability Training Package Release 4.0** is provided in theTraining PackageCompanionVolume Implementation Guide. (See [Companion Volumes](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998) for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the **MSS Sustainability Training Package Release 4.0** is conducted against the Training Package units of competency and complies with the assessment requirements.

QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **Minimum Payable Hours** | **Maximum Payable Hours** |
| MSS20316 | Certificate II in Competitive Systems and Practices | 371 | 390 |
| MSS30316 | Certificate III in Competitive Systems and Practices | 399 | 420 |
| MSS40118 | Certificate IV in Sustainable Operations | 589 | 620 |
| MSS40218 | Certificate IV in Environmental Monitoring and Technology | 1121 | 1180 |
| MSS40316 | Certificate IV in Competitive Systems and Practices | 551 | 580 |
| MSS50118 | Diploma of Sustainable Operations | 1387 | 1460 |
| MSS50218 | Diploma of Environmental Monitoring and Technology | 1430 | 1505 |
| MSS50316 | Diploma of Competitive Systems and Practices | 1178 | 1240 |
| MSS60316 | Advanced Diploma of Competitive Systems and Practices | 1739 | 1830 |
| MSS80118 | Graduate Certificate in Sustainable Operations | 475 | 500 |
| MSS80218 | Graduate Certificate in Environmental Management | 1026 | 1080 |
| MSS80316 | Graduate Certificate in Competitive Systems and Practices | 304 | 320 |
| MSS80416 | Graduate Diploma of Competitive Systems and Practices | 608 | 640 |

UNITS OF COMPETENCY AND NOMINAL HOURS

| Unit Code | Unit Title | Nominal Hours |
| --- | --- | --- |
| MSS014008 | Improve sustainability through readily implementable change | 40 |
| MSS014009 | Evaluate sustainability impact of a work or process area | 40 |
| MSS014010 | Optimise sustainability of a process or work area | 60 |
| MSS014011 | Facilitate team to develop and implement sustainability strategies | 40 |
| MSS014012 | Apply proactive maintenance strategies to sustainability | 40 |
| MSS014013 | Contribute to sustainability related audits | 70 |
| MSS014014 | Implement social sustainability in work practices | 40 |
| MSS015011 | Conduct a sustainability energy audit | 40 |
| MSS015020 | Facilitate an energy audit | 60 |
| MSS015021 | Measure and report carbon footprint of a product or product class | 80 |
| MSS015022 | Develop strategies for more sustainable use of resources | 70 |
| MSS015023 | Design sustainable product or process | 100 |
| MSS015024 | Develop required sustainability reports | 80 |
| MSS015025 | Develop a business case for sustainability improvements | 50 |
| MSS015026 | Develop strategic sustainability plans | 100 |
| MSS015027 | Implement sustainability plans | 50 |
| MSS015028 | Conduct a sustainable water use audit | 40 |
| MSS015030 | Conduct an emissions audit | 40 |
| MSS015031 | Conduct a sustainability related transport audit | 40 |
| MSS015033 | Implement and monitor reengineering for sustainability | 80 |
| MSS015034 | Inform and educate organisation and community representatives on sustainability issues | 50 |
| MSS015035 | Report to Global Reporting Initiative Standards | 80 |
| MSS015036 | Develop response to sustainability related regulation | 80 |
| MSS015037 | Develop regulated sustainability reports | 70 |
| MSS015038 | Establish and review metrics for social sustainability | 60 |
| MSS015039 | Develop response to corporate social responsibility | 80 |
| MSS017009 | Analyse and determine organisational risk areas in sustainability | 80 |
| MSS017010 | Determine process loss through mass or energy balancing | 70 |
| MSS017011 | Identify and respond to external sustainability factors for an organisation | 70 |
| MSS017012 | Lead sustainable strategy deployment | 100 |
| MSS017013 | Manage a major sustainability non-conformance | 100 |
| MSS017014 | Identify and improve sustainability interactions with the community | 100 |
| MSS017015 | Design for sustainability | 100 |
| MSS017016 | Develop a proactive social sustainability strategy | 80 |
| MSS024013 | Work and communicate effectively as an environmental technician | 35 |
| MSS024014 | Implement environmental management plans and procedures | 45 |
| MSS024015 | Apply an understanding of environmental principles to a site | 140 |
| MSS024016 | Process and present environmental data | 40 |
| MSS024017 | Collect spatial and discrete environmental data | 35 |
| MSS024018 | Perform sampling and testing of water | 80 |
| MSS024019 | Collect and evaluate meteorological data | 40 |
| MSS024020 | Recognise common geological landforms and samples | 40 |
| MSS024021 | Assist with assessing and monitoring stormwater systems | 40 |
| MSS024022 | Perform environmental biological techniques | 100 |
| MSS024023 | Navigate in urban, regional and remote areas | 40 |
| MSS024024 | Undertake simple environmental project activities | 100 |
| MSS025005 | Produce site maps | 60 |
| MSS025008 | Monitor and evaluate noise | 70 |
| MSS025009 | Perform sampling and testing of air | 80 |
| MSS025010 | Assist with odour source assessment | 40 |
| MSS025011 | Assist with odour field assessment | 45 |
| MSS025012 | Perform environmental microbiological tests | 80 |
| MSS025013 | Assist with assessing and monitoring wetlands | 50 |
| MSS025014 | Perform sampling and testing of contaminated sites | 80 |
| MSS025016 | Perform sampling and testing of stationary emissions | 60 |
| MSS025017 | Assist with assessing site environmental indicators | 160 |
| MSS025018 | Assess the environmental risk or impact of a project activity or process | 80 |
| MSS025019 | Report environmental data | 40 |
| MSS025020 | Provide environmental information to customers | 40 |
| MSS025021 | Collect and evaluate groundwater data | 60 |
| MSS025022 | Perform sampling and testing of soils | 80 |
| MSS025023 | Plan and conduct environmental project work | 100 |
| MSS027013 | Coordinate environmental management activities | 100 |
| MSS027014 | Apply environmental legislation, codes and standards | 120 |
| MSS027015 | Provide environmental advice to clients | 150 |
| MSS027016 | Contribute to improving environmental performance | 80 |
| MSS027017 | Contribute to environmental decision making | 80 |
| MSS027018 | Undertake complex environmental project work | 120 |
| MSS027019 | Implement and maintain the site health and safety management system | 60 |
| MSS027020 | Coordinate water quality management activities | 80 |
| MSS027021 | Coordinate air quality management activities | 55 |
| MSS027022 | Coordinate noise management activities | 35 |
| MSS027023 | Coordinate site remediation or rehabilitation activities | 60 |
| MSS027024 | Select, commission and maintain environmental monitoring instruments | 100 |
| MSS402001 | Apply competitive systems and practices | 40 |
| MSS402002 | Sustain process improvements | 40 |
| MSS402010 | Manage the impact of change on own work | 40 |
| MSS402020 | Apply quick changeover procedures | 40 |
| MSS402021 | Apply Just in Time procedures | 30 |
| MSS402031 | Interpret product costs in terms of customer requirements | 30 |
| MSS402040 | Apply 5S procedures | 40 |
| MSS402041 | Apply 5S in an office | 40 |
| MSS402050 | Monitor process capability | 30 |
| MSS402051 | Apply quality standards | 30 |
| MSS402052 | Implement continuous improvements based on standardised work practices | 30 |
| MSS402053 | Participate in breakthrough improvements in an office | 40 |
| MSS402061 | Use SCADA systems in operations | 30 |
| MSS402080 | Undertake root cause analysis | 50 |
| MSS402081 | Contribute to the application of a proactive maintenance strategy | 30 |
| MSS402082 | Apply cost factors to work practices | 40 |
| MSS402083 | Use planning software systems in operations | 40 |
| MSS403001 | Review competitive systems and practices | 50 |
| MSS403005 | Facilitate use of a Balanced Scorecard for performance improvement | 40 |
| MSS403006 | Facilitate implementation or review of competitive systems and practices in an office | 50 |
| MSS403010 | Facilitate change in an organisation implementing competitive systems and practices | 50 |
| MSS403011 | Facilitate implementation of competitive systems and practices | 40 |
| MSS403021 | Facilitate a Just in Time system | 50 |
| MSS403023 | Monitor a levelled pull system of operations | 50 |
| MSS403024 | Work within a constrained process | 30 |
| MSS403032 | Analyse manual handling processes | 50 |
| MSS403034 | Organise products into groups | 30 |
| MSS403035 | Implement the visual workplace | 40 |
| MSS403039 | Facilitate and improve 5S in an office | 40 |
| MSS403040 | Facilitate and improve implementation of 5S | 50 |
| MSS403042 | Facilitate mistake proofing in an office | 40 |
| MSS403043 | Facilitate breakthrough improvements in an office | 40 |
| MSS403052 | Map an office value stream | 40 |
| MSS403053 | Map an operational process | 30 |
| MSS403054 | Facilitate breakthrough improvements | 40 |
| MSS403055 | Facilitate continuous improvement through the use of standardised procedures and practices | 40 |
| MSS403084 | Improve changeovers | 30 |
| MSS403085 | Ensure process improvements are sustained | 50 |
| MSS403086 | Improve cost factors in work practices | 50 |
| MSS403087 | Mistake proof an operational process | 50 |
| MSS404053 | Use DMAIC techniques | 40 |
| MSS404054 | Apply statistics to operational processes | 40 |
| MSS404060 | Facilitate the use of planning software systems in a work area or team | 50 |
| MSS404061 | Facilitate the use of SCADA systems in a team or work area | 50 |
| MSS404084 | Undertake process capability improvements | 50 |
| MSS404085 | Undertake proactive maintenance analyses | 50 |
| MSS404086 | Assist in implementing a proactive maintenance strategy | 50 |
| MSS404087 | Support proactive maintenance | 50 |
| MSS405001 | Develop competitive systems and practices for an organisation | 60 |
| MSS405004 | Develop business plans in an organisation implementing competitive systems and practices | 60 |
| MSS405005 | Manage competitive systems and practices responding to individual and unique customer orders | 60 |
| MSS405006 | Develop a Balanced Scorecard | 40 |
| MSS405007 | Introduce competitive systems and practices to a small or medium enterprise | 60 |
| MSS405008 | Analyse and map a value stream | 60 |
| MSS405009 | Manage a value stream | 60 |
| MSS405013 | Facilitate holistic culture improvement in an organisation | 60 |
| MSS405014 | Develop a communications strategy to support operations | 50 |
| MSS405015 | Manage relationships with non-customer external organisations | 60 |
| MSS405016 | Manage workplace learning | 60 |
| MSS405020 | Develop quick changeover procedures | 60 |
| MSS405021 | Develop a Just in Time system | 60 |
| MSS405022 | Design a process layout | 80 |
| MSS405023 | Develop a levelled pull system for operations and processes | 60 |
| MSS405024 | Apply the theory of constraints | 50 |
| MSS405030 | Optimise cost of product or service | 60 |
| MSS405031 | Undertake value analysis of a product or process costs in terms of customer requirements | 60 |
| MSS405032 | Analyse cost implications of maintenance strategy | 60 |
| MSS405033 | Optimise office systems to deliver to customer demand | 50 |
| MSS405040 | Manage 5S system in an organisation | 60 |
| MSS405041 | Implement improvement systems in an organisation | 60 |
| MSS405052 | Design an experiment | 80 |
| MSS405053 | Manage application of six sigma for process control and improvement | 60 |
| MSS405054 | Determine and improve process capability | 80 |
| MSS405063 | Develop the application of enterprise control systems in an organisation | 60 |
| MSS405064 | Determine and establish information collection requirements and processes | 60 |
| MSS405075 | Facilitate the development of a new product | 80 |
| MSS405081 | Develop a proactive maintenance strategy | 60 |
| MSS405082 | Adapt a proactive maintenance strategy to the process operations sector | 60 |
| MSS405083 | Adapt a proactive maintenance strategy for a seasonal or cyclical business | 60 |
| MSS405084 | Manage people relationships | 60 |
| MSS405085 | Develop a documentation control strategy for an organisation | 60 |
| MSS405087 | Investigate energy management as a business issue | 60 |
| MSS405088 | Plan, implement and monitor energy management | 70 |
| MSS405089 | Develop a business case for improved energy management | 60 |
| MSS407003 | Analyse process changes | 80 |
| MSS407008 | Capture learning from daily activities in an organisation | 80 |
| MSS407010 | Improve visual management in the workplace | 80 |
| MSS407011 | Manage benchmarking studies | 80 |
| MSS407014 | Prepare for and implement change | 80 |
| MSS407015 | Build relationships between teams in an operations environment | 80 |
| MSS407016 | Lead a process to determine and solve root cause for a complex problem | 80 |
| MSS407017 | Review continuous improvement processes | 80 |
| MSS407018 | Review operations practice tools and techniques | 80 |
| MSS407019 | Facilitate improvements in the internal value stream | 80 |
| MSS407020 | Undertake a qualitative review of a process change | 80 |
| MSS407021 | Respond to a major non-conformance | 80 |
| MSS407022 | Facilitate improvements in the external value stream | 80 |
| MSS408001 | Develop the competitive systems and practices approach | 80 |
| MSS408002 | Audit the use of competitive tools | 80 |
| MSS408004 | Develop the value stream | 80 |
| MSS408005 | Develop knowledge systems and learning processes for an organisation | 80 |
| MSS408006 | Develop and refine systems for improvement in operations | 80 |
| MSS408007 | Develop problem solving capability of an organisation | 80 |
| MSS408009 | Develop models of future state operations practice | 80 |
| MSS408010 | Analyse data for relevance to organisational learning | 80 |

CONTACTS AND LINKS

|  |  |  |
| --- | --- | --- |
| **Curriculum Maintenance Manager (CMM)** | | |
| General Manufacturing | The CMM Service is provided on behalf of Higher Education and Skills.  CMM Service Executive Officers can assist with questions on payable and nominal hours. | Name: Paul Saunders  Address: Chisholm Institute, PO Box 684, Dandenong, Victoria, 3175.  Phone: 03 9238 8448  Email: [paul.saunders@chisholm.edu.au](mailto:paul.saunders@chisholm.edu.au) |
| **Service Skills Organisation (SSO)** | | |
| Innovation & Business Skills Australia (IBSA) | This SSO is responsible for developing this **MSS Sustainability Training Package** and can be contacted for further information. | Phone: 03 9815 7099  Email: [manufacturing@ibsa.org.au](mailto:manufacturing@ibsa.org.au)  See [SSO website](https://ibsa.org.au/) for further information. |
| **National Register for VET in Australia** | | |
| Training.gov.au (TGA) | TGA is the Australian government’s official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. | See the [National Register](http://training.gov.au/) for more information. |
| **Australian Government** | | |
| Department of Education, Skills and Employment. | The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. | See the [Commonwealth Department of Education, Skills and Employment website](https://www.dese.gov.au/) for more information. |
| **State Government** | | |
| Department of Education and Training (DET) | DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. | (03) 9637 2000  See the [Victorian Department of Education and Training website](http://www.education.vic.gov.au/) for more information. |
| **National VET Regulatory Authority** | | |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector. | Info line: 1300 701 801  See the [ASQA website](http://www.asqa.gov.au/) for more information. |
| **Victorian State VET Regulatory Authority** | | |
| Victorian Registration and Qualifications Authority (VRQA) | The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. | (03) 9637 2806  See the [VRQA website](http://www.vrqa.vic.gov.au/) for more information. |

|  |  |  |
| --- | --- | --- |
| **Industry Regulatory Bodies** | | |
| WorkSafe Victoria | The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package.  WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO’s scope of registration. | Address: 222 Exhibition Street, Melbourne, 3000.  Phone: (03) 9641 1444 or 1800 136 089 (toll free)  Email: [here](mailto:info@worksafe.vic.gov.au).  See [Worksafe Victoria’s](http://www.worksafe.vic.gov.au/) website for further information. |

GLOSSARY

|  |  |
| --- | --- |
| **Code** | Nationally endorsed Training Package qualification code. |
| **Title** | Nationally endorsed Training Package qualification title. |
| **Unit Code** | Nationally endorsed Training Package unit code. |
| **Unit Title** | Nationally endorsed Training Package unit title. |
| **Maximum Payable Hours** | The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules.  The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.  Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration. |
| **Scope of Registration** | Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide. |
| **Nominal Hours** | Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria. |