

**Victorian Purchasing Guide**  
**for**  
**MSS Sustainability**  
**Training Package**  
**Release 3.0**  
  
**August 2019**

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## Victorian Purchasing Guide — Release History

**Note:** RTOs should refer to the [National Register](#) for the detail of changes made in each Release.

Training Package Release	Date VPG Approved	Comments
MSS Sustainability Training Package Release 3.0	1 August 2019	<p>Release 3.0 of the MSS Sustainability Training Package includes the following changes and amendments:</p> <ul style="list-style-type: none"> <li>• Minor updates (equivalent) to all qualifications</li> <li>• The addition of one new unit: <i>MSS015039 Develop response to corporate social responsibility</i></li> <li>• Update to unit <i>MSS015035 Report to Global Reporting Initiative Standards</i> (non-equivalent)</li> <li>• The deletion of one unit:</li> <li>• <i>MSS403013 Lead team culture improvement (Superseded by MSS405013)</i></li> <li>• Minor updates and code changes to 31 units.</li> </ul> <p>Please refer to the Release 3.0 MSS Sustainability Training Package <a href="#">Implementation Guide</a> for further details:</p>
MSS Sustainability Training Package Release 2.0	22/1/2019	<p>Release 2.0 of the MSS Sustainability Training Package includes a simplified description of and changes to the elective banks of the following qualifications:</p> <ul style="list-style-type: none"> <li>• MSS40118 Certificate IV in Sustainable Operations</li> <li>• MSS50118 Diploma of Sustainable Operations</li> <li>• MSS80118 Graduate Certificate in Sustainable Operations</li> <li>• MSS40218 Certificate IV in Environmental Monitoring and Technology</li> <li>• MSS50218 Diploma of Environmental Monitoring and Technology</li> <li>• MSS80218 Graduate Certificate in Environmental Management.</li> </ul> <p>Each of the above qualifications supersedes and is equivalent to the previous version and have also had the qualification codes updated.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• MSS015020 Facilitate an energy audit</li> </ul> <p>Please refer to the Release 2.0 MSS Sustainability Training Package <a href="#">Implementation Guide</a> for further details:</p>
MSS Sustainability Training Package Release No 1.0	9/8/2016	<p>Please refer to Release 1.0 MSS Sustainability Training Package <a href="#">Implementation Guide</a> for further details:</p>

# MSS Sustainability Training Package Release 3.0

## Victorian Purchasing Guide

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## 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 3.0** is provided in the Training Package Companion Volume Implementation Guide, available [here](#).

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 3.0** 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

Unit Code	Unit Title	Nominal Hours
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



Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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
MSS405086	Develop sustainable energy practices	70
MSS407003	Analyse process changes	80
MSS407008	Capture learning from daily activities in an organisation	80

Unit Code	Unit Title	Nominal Hours
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

<b>Curriculum Maintenance Manager (CMM)</b>		
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: <a href="mailto:paul.saunders@chisholm.edu.au">paul.saunders@chisholm.edu.au</a>
<b>Service Skills Organisation (SSO)</b>		
Innovation & Business Skills Australia (IBSA)	This SSO is responsible for developing this <b>MSS Sustainability Training Package</b> and can be contacted for further information.	Phone: 03 9815 7099 Email: <a href="mailto:manufacturing@ibsa.org.au">manufacturing@ibsa.org.au</a> SSO website can be found <a href="#">here</a> .
<b>National Register for VET in Australia</b>		
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.	National Register website can be found <a href="#">here</a> .
<b>Australian Government</b>		
Department of Employment, Skills, Small and Family Business	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	The Commonwealth Department of Employment, Skills, Small and Family Business website can be found <a href="#">here</a>
<b>State Government</b>		
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 The Victorian Department of Education and Training website can be found <a href="#">here</a>
<b>National VET Regulatory Authority</b>		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector.	Info line: 1300 701 801 ASQA's website can be found <a href="#">here</a>
<b>Victorian VET Regulatory Authority</b>		
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 VRQA's website can be found <a href="#">here</a>



## Industry Regulatory Bodies

WorkSafe Victoria	<p>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.</p> <p>WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO's scope of registration.</p>	<p>Address: 222 Exhibition Street, Melbourne, 3000. Phone: (03) 9641 1444 or 1800 136 089 (toll free)</p> <p>Email: <a href="#">here</a>. Worksafe Victoria's website can be found <a href="#">here</a></p>
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## GLOSSARY

<b>Code</b>	Nationally endorsed Training Package qualification code.
<b>Title</b>	Nationally endorsed Training Package qualification title.
<b>Unit Code</b>	Nationally endorsed Training Package unit code.
<b>Unit Title</b>	Nationally endorsed Training Package unit title.
<b>Maximum Payable Hours</b>	<p>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.</p> <p>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.</p>
<b>Scope of Registration</b>	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.
<b>Nominal Hours</b>	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.