

Victorian Purchasing Guide
for
MSS Sustainability
Training Package
Release 2.0

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Victorian Purchasing Guide — Version History

Training Package Version	Date VPG Approved	Comments
MSS Sustainability Training Package Release No 2.0	21/2/2019	A correction has been made to MSS30316 on Page 6. It is now listed as a Certificate III and not a Diploma.
MSS Sustainability Training Package Release No 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"> • 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. <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"> • MSS015020 Facilitate an energy audit <p>Please refer to the Release 2.0 MSS Sustainability Training Package Implementation Guide for further details:</p>
MSS Sustainability Training Package Release No 1.0	9/8/2016	Please refer to Release 1.0 MSS Sustainability Training Package Implementation Guide for further details:

MSS Sustainability Release 2.0 Victorian Purchasing Guide

CONTENTS

INTRODUCTION	5
What is a Victorian Purchasing Guide?	5
Registration	5
QUALIFICATIONS	6
UNITS OF COMPETENCY AND NOMINAL HOURS	7
SAMPLE TRAINING PROGRAMS	13
CONTACTS AND LINKS	26
GLOSSARY	28

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 education and training providers in VET who provide courses to domestic students only and who offer training in Victoria only or Victoria and Western Australia only.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

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

RTOs are advised that there is a mapping inside the Training Package (Companion Volume) that describes the relationship between new units and any superseded or replaced units from the previous version of **MSS Sustainability Training Package Release 2.0**. Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the **MSS Sustainability Training Package Release 2.0** is conducted against the Training Package units of competency and complies with the assessment requirements.

List of the 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 plant 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
MSS015006	Report to Global Reporting Initiative guidelines	70
MSS015011	Conduct a sustainability energy audit	40
MSS015014	Develop response to sustainability related regulation	80
MSS015017	Develop regulated sustainability reports	70
MSS015019	Establish/review metrics for social sustainability	60
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 sustainability 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
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

Unit Code	Unit Title	Nominal Hours
MSS017012	Lead sustainable strategy deployment	100
MSS017013	Manage a major sustainability non-conformance	100
MSS017014	Identify and improve sustainability interactions relations 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
MSS027006	Coordinate water quality management activities	80
MSS027007	Coordinate air quality management activities	55
MSS027008	Coordinate noise management activities	35
MSS027009	Coordinate site remediation or rehabilitation activities	60

Unit Code	Unit Title	Nominal Hours
MSS027011	Select, commission and maintain environmental monitoring instruments	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
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
MSS403007	Map an office value stream	40
MSS403010	Facilitate change in an organisation implementing competitive systems and practices	50
MSS403011	Facilitate implementation of competitive systems and practices	40
MSS403013	Lead team culture improvement	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

Unit Code	Unit Title	Nominal Hours
MSS403032	Analyse manual handling processes	50
MSS403033	Map an operational process	30
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
MSS403041	Facilitate breakthrough improvements	40
MSS403042	Facilitate mistake proofing in an office	40
MSS403043	Facilitate breakthrough improvements in an office	40
MSS403044	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
MSS404052	Apply statistics to operational processes	40
MSS404053	Use DMAIC techniques	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
MSS404081	Undertake proactive maintenance analyses	50
MSS404082	Assist in implementing a proactive maintenance strategy	50
MSS404083	Support proactive maintenance	50
MSS404084	Undertake process capability improvements	50
MSS405001	Develop competitive systems and practices for an organisation	60
MSS405002	Analyse and map a value stream	60
MSS405003	Manage a value stream	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
MSS405010	Manage relationships with non-customer external organisations	60
MSS405012	Manage workplace learning	60
MSS405013	Facilitate holistic culture improvement in an organisation	60
MSS405014	Develop a communications strategy to support operations	50
MSS405020	Develop quick changeover procedures	60
MSS405021	Develop a Just in Time system	60
MSS405022	Design a process layout	80

Unit Code	Unit Title	Nominal Hours
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
MSS405050	Determine and improve process capability	80
MSS405052	Design an experiment	80
MSS405053	Manage application of six sigma for process control and improvement	60
MSS405060	Develop the application of enterprise control systems in an organisation	60
MSS405061	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
MSS407002	Review operations practice tools and techniques	80
MSS407003	Analyse process changes	80
MSS407004	Facilitate improvements in the internal value stream	80
MSS407005	Undertake a qualitative review of a process change	80
MSS407007	Respond to a major non-conformance	80
MSS407008	Capture learning from daily activities in a organisation	80
MSS407009	Facilitate improvements in the external value stream	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
MSS408001	Develop the competitive systems and practices approach	80

Unit Code	Unit Title	Nominal Hours
MSS408002	Audit the use of competitive tools	80
MSS408003	Develop models of future state operations practice	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
MSS408008	Analyse data for relevance to organisation learning	80

SAMPLE TRAINING PROGRAMS

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **MSS Sustainability Training Package Release 2.0**, but are by no means mandatory.

Occupation	Assistant Operator	
Qualification Title	Certificate II in Competitive Systems and Practices	
Qualification Code	MSS20316	
Description	Suitable for a person working as an assistant operator in a manufacturing environment.	
Unit Code	Unit Title	Hours
Core		
MSMENV272	Participate in environmentally sustainable work practices	30
MSMWHS200	Work safely	30
MSS402001	Apply competitive systems and practices	40
MSS402010	Manage the impact of change on own work	40
Electives		
MSS402040	Apply 5S procedures	40
MSS402041	Apply 5S in an office	40
MSS402053	Participate in breakthrough improvements in an office	40
MSS402080	Undertake root cause analysis	50
MSS402082	Apply cost factors to work practices	40
MSS402083	Use planning software systems in operations	40
Total Hours		390

Occupation	Operator	
Qualification Title	Certificate III in Competitive Systems and Practices	
Qualification Code	MSS30316	
Description	Suitable for a person working as an operator in a manufacturing environment.	
Unit Code	Unit Title	Hours
Core		
MSMENV272	Participate in environmentally sustainable work practices	30
MSMWHS200	Work safely	30
MSS403001	Review competitive systems and practices	50
Electives		
MSMSUP390	Use structured problem-solving tools	40
MSS402081	Contribute to the application of a proactive maintenance strategy	30
MSS402082	Apply cost factors to work practices	40
MSS403010	Facilitate change in an organisation implementing competitive systems and practices	50
MSS403021	Facilitate a Just in Time system	50
MSS403040	Facilitate and improve implementation of 5S	50
MSS403085	Ensure process improvements are sustained	50
Total Hours		420

Occupation	Technician	
Qualification Title	Certificate IV in Sustainable Operations	
Qualification Code	MSS40118	
Description	Appropriate for a technician in a small to medium manufacturing enterprise who as part of a broader job role, is responsible for establishing processes and improvement in sustainability performance.	
Unit Code	Unit Title	Hours
Core		
MSMENV472	Implement and monitor environmentally sustainable work practices	40
MSS014008	Improve sustainability through readily implementable change	40
MSS014009	Evaluate sustainability impact of a work or process area	40
Electives		
MSS014010	Optimise sustainability of a process or plant area	60
MSS014013	Contribute to sustainability related audits	70
MSS015024	Develop required sustainability reports	80
MSS024015	Apply an understanding of environmental principles to a site	140
MSS404082	Assist in implementing a proactive maintenance strategy	50
MSS404083	Support proactive maintenance	50
MSS404084	Undertake process capability improvements	50
Total Hours		620

Occupation	Technical Officer	
Qualification Title	Certificate IV in Environmental Monitoring and Technology	
Qualification Code	MSS40218	
Description	Appropriate for a person working as a technical officer in an industry requiring environmental monitoring capability including city councils, construction projects, water management industry and manufacturing.	
Unit Code	Unit Title	Hours
Core		
MSL943004	Participate in laboratory or field workplace safety	40
MSL952001	Collect routine site samples	30
MSL974022	Undertake environmental field-based monitoring	80
MSMENV272	Participate in environmentally sustainable work practices	30
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
Elective		
CUVPHI302	Capture photographic images	50
MSL974019	Perform chemical tests and procedures	100
MSS014013	Contribute to sustainability related audits	70
MSS024018	Perform sampling and testing of water	80
MSS024022	Perform environmental biological techniques	100
MSS024024	Undertake simple environmental project activities	100
MSS025014	Perform sampling and testing of contaminated sites	80
MSS025017	Assist with assessing site environmental indicators	160
Total Hours		1180

Occupation	Team Leader - Manufacturing	
Qualification Title	Certificate IV in Competitive Systems and Practices	
Qualification Code	MSS40316	
Description	Suitable for person working in the manufacturing industry as a team leader.	
Unit Code	Unit Title	Hours
Core		
MSMENV472	Implement and monitor environmentally sustainable work practices	40
MSS403001	Review competitive systems and practices	50
MSS403010	Facilitate change in an organisation implementing competitive systems and practices	50
Elective		
MSS403021	Facilitate a Just in Time system	50
MSS403040	Facilitate and improve implementation of 5S	50
MSS403044	Facilitate continuous improvement through the use of standardised procedures and practices	40
MSS403085	Ensure process improvements are sustained	50
MSS403087	Mistake proof an operational process	50
MSS404084	Undertake process capability improvements	50
MSS404060	Facilitate the use of planning software systems in a work area or team	50
MSS404081	Undertake proactive maintenance analyses	50
MSS404082	Assist in implementing a proactive maintenance strategy	50
Total Hours		580

Occupation	Supervisor / Team Leader	
Qualification Title	Diploma of Sustainable Operations	
Qualification Code	MSS50118	
Description	Appropriate for a person working as a supervisor/team leader in a medium to large manufacturing enterprise who as part of a broader job role is responsible for assisting the enterprise to improve sustainability performance and meet their obligations under sustainability related regulatory arrangements .	
Unit Code	Unit Title	Hours
Core		
MSS015021	Measure and report carbon footprint of a product or product class	80
MSS015022	Develop strategies for more sustainable use of resources	70
MSS015025	Develop a business case for sustainability improvements	50
MSS015026	Develop strategic sustainability plans	100
MSS015027	Implement sustainability plans	50
Elective		
MSMENV672	Develop workplace policy and procedures for environmental sustainability	50
MSS014009	Evaluate sustainability impact of a work or process area	40
MSS015006	Report to Global Reporting Initiative guidelines	70
MSS015011	Conduct a sustainability energy audit	40
MSS015014	Develop response to sustainability related regulation	80
MSS015017	Develop regulated sustainability reports	70
MSS015023	Design sustainable product or process	100
MSS015024	Develop required sustainability reports	80
MSS015030	Conduct an emissions audit	40
MSS015034	Inform and educate organisation and community representatives on sustainability issues	50
MSS024015	Apply an understanding of environmental principles to a site	140
MSS025017	Assist with assessing site environmental indicators	160
MSS025018	Assess the environmental risk or impact of a project activity or process	80
MSS405014	Develop a communications strategy to support operations	50
MSS405085	Develop a documentation control strategy for an organisation	60
Total Hours		1460

Occupation	Environmental Technician	
Qualification Title	Diploma of Environmental Monitoring and Technology	
Qualification Code	MSS50218	
Description	Appropriate for a technician working in an environmental organisation performing resource assessment and auditing for the development of Environmental Management Systems.	
Unit Code	Unit Title	Hours
Core		
MSL943004	Participate in laboratory or field workplace safety	40
MSL952001	Collect routine site samples	30
MSL974022	Undertake environmental field-based monitoring	80
MSMENV472	Implement and monitor environmentally sustainable work practices	40
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
MSS025014	Perform sampling and testing of contaminated sites	80
MSS025017	Assist with assessing site environmental indicators	160
MSS025019	Report environmental data	40
MSS025020	Provide environmental information to customers	40
Electives		
MSL974019	Perform chemical tests and procedures	100
MSS015021	Measure and report carbon footprint of a product or product class	80
MSS015034	Inform and educate organisation and community representatives on sustainability issues	50
MSS024018	Perform sampling and testing of water	80
MSS024022	Perform environmental biological techniques	100
MSS024024	Undertake simple environmental project activities	100
MSS025009	Perform sampling and testing of air	80
MSS025014	Perform sampling and testing of contaminated sites	80
MSS025023	Plan and conduct environmental project work	100
Total Hours		1505

Occupation	Manufacturing Supervisor	
Qualification Title	Diploma of Competitive Systems and Practices	
Qualification Code	MSS50316	
Description	Suitable for a person working as a supervisor in a medium to large manufacturing enterprise.	
Unit Code	Unit Title	Hours
Core		
MSMENV472	Implement and monitor environmentally sustainable work practices	40
MSS405001	Develop competitive systems and practices for an organisation	60
MSS405013	Facilitate holistic culture improvement in an organisation	60
Electives		
MSS015024	Develop required sustainability reports	80
MSS405002	Analyse and map a value stream	60
MSS405010	Manage relationships with non-customer external organisations	60
MSS405012	Manage workplace learning	60
MSS405014	Develop a communications strategy to support operations	50
MSS405020	Develop quick changeover procedures	60
MSS405021	Develop a Just in Time system	60
MSS405030	Optimise cost of product or service	60
MSS405032	Analyse cost implications of maintenance strategy	60
MSS405040	Manage 5S system in an organisation	60
MSS405041	Implement improvement systems in an organisation	60
MSS405050	Determine and improve process capability	80
MSS405061	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
MSS405084	Manage people relationships	60
MSS405086	Develop sustainable energy practices	70
Total Hours		1240

Occupation	Manufacturing Manager	
Qualification Title	Advanced Diploma of Competitive Systems and Practices	
Qualification Code	MSS60316	
Description	Suitable for a person who is working as a manager in a medium to large manufacturing enterprise.	
Unit Code	Unit Title	Hours
Core		
MSMENV472	Implement and monitor environmentally sustainable work practices	40
MSS405001	Develop competitive systems and practices for an organisation	60
MSS405013	Facilitate holistic culture improvement in an organisation	60
Electives		
MSS014009	Evaluate sustainability impact of a work or process area	40
MSS403087	Mistake proof an operational process	50
MSS404060	Facilitate the use of planning software systems in a work area or team	50
MSS404084	Undertake process capability improvements	50
MSS405002	Analyse and map a value stream	60
MSS405003	Manage a value stream	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
MSS405007	Introduce competitive systems and practices to a small or medium enterprise	60
MSS405010	Manage relationships with non-customer external organisations	60
MSS405012	Manage workplace learning	60
MSS405014	Develop a communications strategy to support operations	50
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
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
MSS405040	Manage 5S system in an organisation	60
MSS405041	Implement improvement systems in an organisation	60
MSS405050	Determine and improve process capability	80
MSS405052	Design an experiment	80
MSS405084	Manage people relationships	60
MSS405085	Develop a documentation control strategy for an organisation	60
MSS405086	Develop sustainable energy practices	70
MSS015023	Design sustainable product or process	100
Total Hours		1830

Occupation	Manager	
Qualification Title	Graduate Certificate in Sustainable Operations	
Qualification Code	MSS80118	
Description	Appropriate for a manager in a medium to large enterprise who, as part of a broader job role, is responsible at a strategic level for improving sustainability within an organisation. Aspects of responsibility may include regulatory response, setting and monitoring of sustainability related performance indicators, liaison with stakeholders including shareholders, employees, value chain members and the local and general community.	
Unit Code	Unit Title	Hours
Core		
MSS017009	Analyse and determine organisational risk areas in sustainability	80
MSS017012	Lead sustainable strategy deployment	100
Electives		
MSS017014	Identify and improve sustainability interactions relations with the community	100
MSS017015	Design for sustainability	100
MSS027014	Apply environmental legislation, codes and standards	120
Total Hours		500

Occupation	Environmental Officer	
Qualification Title	Graduate Certificate in Environmental Management	
Qualification Code	MSS80218	
Description	Appropriate for a person responsible for coordinating environmental monitoring and management activities at a site, or for a significant environmental management program or project.	
Unit Code	Unit Title	Hours
Core		
MSL944002	Maintain laboratory or field workplace safety	50
MSMENV472	Implement and monitor environmentally sustainable work practices	40
MSS027013	Coordinate environmental management activities	100
MSS027014	Apply environmental legislation, codes and standards	120
MSS027015	Provide environmental advice to clients	150
Electives		
MSL974022	Undertake environmental field-based monitoring	80
MSL974024	Undertake field-based, remote sensing monitoring	60
MSS025023	Plan and conduct environmental project work	100
MSS027011	Select, commission and maintain environmental monitoring instruments	100
MSS027017	Contribute to environmental decision making	80
MSS027016	Contribute to improving environmental performance	80
MSS027018	Undertake complex environmental project work	120
Total Hours		1080

Occupation	Competitive Systems and Practices (CSP) Specialist	
Qualification Title	MSS80316	
Qualification Code	Graduate Certificate in Competitive Systems and Practices	
Description	Suitable for a person employed as a team leader / supervisor responsible for the implementation of competitive systems and practices in a manufacturing enterprise.	
Unit Code	Unit Title	Hours
Electives		
MSS407002	Review operations practice tools and techniques	80
MSS407005	Undertake a qualitative review of a process change	80
MSS407011	Manage benchmarking studies	80
MSS408001	Develop the competitive systems and practices approach	80
Total Hours		320

Occupation	Competitive Systems and Practices Consultant	
Qualification Title	Graduate Diploma of Competitive Systems and Practices	
Qualification Code	MSS80416	
Description	Suitable for a person employed as a team leader / supervisor responsible for the implementation of competitive systems and practices in a manufacturing enterprise.	
Unit Code	Unit Title	Hours
Electives		
MSS407002	Review operations practice tools and techniques	80
MSS407005	Undertake a qualitative review of a process change	80
MSS407011	Manage benchmarking studies	80
MSS408001	Develop the competitive systems and practices approach	80
MSS408002	Audit the use of competitive tools	80
MSS408004	Develop the value stream	80
MSS408007	Develop problem solving capability of an organisation	80
MSS408008	Analyse data for relevance to organisation learning	80
Total Hours		640

CONTACTS AND LINKS

Curriculum Maintenance Manager (CMM)		
General Manufacturing	The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of the Higher Education and Skills Group. They can assist with questions on payable and nominal hours.	Paul Saunders: Address: Chisholm Institute, PO Box 684, Dandenong, Vic. 3175. Phone: 9238 8448 Email: 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 Release 2.0 and can be contacted for further information. You can also source copies of the Training Package and support material.	Address: Level 11, 176 Wellington Parade, East Melbourne, VIC 3002. Phone: 03 9815 7099 Email: manufacturing@ibsa.org.au IBSA website can be found here .
National Register for VET in Australia		
Training.gov.au (TGA)	TGA is the Australian governments' official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs.	National Register website can be found here .
Australian Government		
Department of Education and Training	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	The Commonwealth Department of Education and Training website can be found here
State Government		
Department of Education and Training (DET)	DET is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships policy.	(03) 9637 2000 The Victorian Department of Education and Training website can be found here
National VET Regulatory Authority		
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 here

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 VRQA's website can be found here
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: info@worksafe.vic.gov.au Worksafe Victoria's website can be found here</p>

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 the Victorian Training Guarantee 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	The number of hours the Victorian government designates as the minimum required to deliver a qualification, taking into account contextualisation and integrated delivery efficiencies.
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	The anticipated hours of supervised learning or training deemed necessary to conduct training and assessment activities associated with the program of study. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected.