VICTORIAN PURCHASING GUIDE

MSS SUSTAINABILITY   
TRAINING PACKAGE RELEASE 5.0

MARCH 2023

© Copyright State of Victoria

Department of Jobs, Skills, Industry and Regions 2023



Victorian Purchasing Guides are provided under a Creative Commons Attribution-No Derivatives 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria (Department of Jobs, Skills, Industry and Regions), provide a link to the licence, indicate if changes were made, and comply with all other licence terms. You must not distribute modified material. See: [Creative Commons Attribution NoDerivatives 4.0 International](https://creativecommons.org/licenses/by-nd/4.0/)

The licence does not apply to:

* any images, photographs, trademarks or branding, including the Victorian Government logo and the DJSIR logo; and
* content supplied by third parties.

Copyright queries may be directed to [copyright@education.vic.gov.au](mailto:copyright@education.vic.gov.au)

**Disclaimer**

In compiling the information contained in and accessed through this resource, the Department of Jobs, Skills, Industry and Regions (DJSIR), 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, DJSIR, 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, DJSIR 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. DJSIR 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

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

| Training Package Release | Date VPG Approved | Comments |
| --- | --- | --- |
| Release 5.0 | 8 March 2023 | Release 5.0 of MSS Sustainability Training Package includes the following updates:   * All qualifications have been recoded, reviewed and updated - five are not-equivalent and four equivalent. * 131 reviewed and updated units (65 non-equivalent, 66 equivalent). * 9 new units * 11 deleted units (low or no enrolments) * 2 deleted qualifications: * MSS20316 Certificate II in Competitive Systems and Practices * MSS60316 Advanced Diploma of Competitive Systems and Practices   Please refer to the Release 5.0 MSS Sustainability Training Package Companion Volume - [Implementation Guide](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998) for further details. |
| Release 4.1 | 28 May 2021 | Release 4.1 of the MSS Sustainability Training Package reflects the deletion of training products with low or no enrolments, as instructed by the Commonwealth Skills Minister and authorised by the AISC Communiques issued on 2 December 2020 and confirmed on 23 February 2021.  Deletions include twenty-two (22) units and the following two (2) qualifications:   * MSS80118 Graduate Certificate in Sustainable Operations * MSS80218 Graduate Certificate in Environmental Management   Please refer to the Release 4.1 MSS Sustainability Training Package Companion Volume - [Implementation Guide](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998) for further details. |
| 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 Companion Volume - [Implementation Guide](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998) for further details. |
| 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 Companion Volume - [Implementation Guide](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998) for further details. |
| Release 2.0 | 22 January 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 Companion Volume - [Implementation Guide](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998) for further details. |
| Release 1.0 | 9 August 2016 | Please refer to Release 1.0 MSS Sustainability Training Package Companion Volume - [Implementation Guide](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998) for further details. |

TABLE OF CONTENTS

[INTRODUCTION 1](#_Toc125729226)

[What is a Victorian Purchasing Guide? 1](#_Toc125729227)

[Registration 1](#_Toc125729228)

[Transition 1](#_Toc125729229)

[QUALIFICATIONS 2](#_Toc125729230)

[UNITS OF COMPETENCY AND NOMINAL HOURS 3](#_Toc125729231)

[CONTACTS AND LINKS 10](#_Toc125729232)

[INDUSTRY AND REGULATORY BODIES 11](#_Toc125729233)

[GLOSSARY 12](#_Toc125729234)

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 5.0 is provided in the Training Package Companion Volume Implementation Guide. (See [VETnet.gov.au](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875) 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 MSS Sustainability Training Package Release 5.0 is conducted against the Training Package units of competency and complies with the assessment requirements.

# QUALIFICATIONS

| Code | Title | Minimum Payable Hours | Maximum Payable Hours |
| --- | --- | --- | --- |
| MSS30322 | Certificate III in Competitive Systems and Practices | 466 | 490 |
| MSS40122 | Certificate IV in Sustainable Operations | 660 | 695 |
| MSS40222 | Certificate IV in Environmental Monitoring and Technology | 1121 | 1180 |
| MSS40322 | Certificate IV in Competitive Systems and Practices | 551 | 580 |
| MSS50122 | Diploma of Sustainable Operations | 1145 | 1205 |
| MSS50222 | Diploma of Environmental Monitoring and Technology | 1430 | 1505 |
| MSS50322 | Diploma of Competitive Systems and Practices | 998 | 1050 |
| MSS80322 | Graduate Certificate in Competitive Systems and Practices | 304 | 320 |
| MSS80422 | Graduate Diploma of Competitive Systems and Practices | 608 | 640 |

# UNITS OF COMPETENCY AND NOMINAL HOURS

| Unit Code | Unit Title | Nominal Hours |
| --- | --- | --- |
| MSS014015 | Improve sustainability through readily implementable change | 50 |
| MSS014016 | Evaluate sustainability impact from a work area or process | 50 |
| MSS014017 | Implement social sustainability in work practices | 40 |
| MSS014018 | Apply circularity design thinking to all work streams | 60 |
| MSS014019 | Facilitate team engagement with sustainability | 60 |
| MSS014020 | Optimise sustainability performance of a work area or process | 60 |
| MSS015040 | Conduct a sustainability energy audit | 40 |
| MSS015042 | Measure and report carbon footprint | 95 |
| MSS015043 | Develop strategies for more sustainable use of resources | 90 |
| MSS015044 | Design sustainable product or process | 100 |
| MSS015045 | Develop required sustainability reports | 100 |
| MSS015046 | Develop a business case for sustainability improvements | 60 |
| MSS015047 | Develop strategic sustainability plans | 100 |
| MSS015048 | Implement sustainability plans | 50 |
| MSS015049 | Conduct a sustainable water use audit | 40 |
| MSS015050 | Conduct an emissions audit | 40 |
| MSS015052 | Develop regulated sustainability reports | 70 |
| MSS015054 | Lead circular economy initiatives in the supply chain | 80 |
| MSS017020 | Lead sustainability strategy deployment | 110 |
| MSS017021 | Set strategic direction for circularity | 80 |
| MSS017022 | Establish systemic supports for circularity | 60 |
| MSS017023 | Establish collaborative business arrangements | 60 |
| MSS024025 | Work and communicate effectively as an environmental technician | 35 |
| MSS024026 | Apply environmental management procedures | 55 |
| MSS024027 | Participate in environmental field work | 140 |
| MSS024028 | Process and present environmental data | 40 |
| MSS024029 | Collect spatial and discrete environmental data | 35 |
| MSS024030 | Perform sampling and testing of water | 80 |
| MSS024031 | Collect and evaluate meteorological data | 40 |
| MSS024032 | Document simple geological information for a site | 40 |
| MSS024033 | Identify environmentally significant organisms | 100 |
| MSS024034 | Navigate in urban, regional and remote areas | 40 |
| MSS025024 | Produce site maps | 60 |
| MSS025025 | Monitor and evaluate noise | 60 |
| MSS025026 | Perform sampling and testing of air | 80 |
| MSS025028 | Assist with assessing and monitoring wetlands | 50 |
| MSS025029 | Perform sampling and testing for site contamination | 80 |
| MSS025030 | Assist with assessing site environmental indicators | 160 |
| MSS025031 | Assess the environmental risk and impact of a project activity or process | 80 |
| MSS025032 | Report environmental data | 40 |
| MSS025033 | Provide environmental information to customers | 40 |
| MSS025034 | Collect and evaluate groundwater data | 60 |
| MSS025035 | Perform sampling and testing of soils | 80 |
| MSS025036 | Plan and conduct environmental project work | 100 |
| MSS027025 | Coordinate environmental management activities | 110 |
| MSS027026 | Implement environmental legislation, codes and standards | 130 |
| MSS402003 | Apply competitive systems and practices | 40 |
| MSS402004 | Sustain process improvements | 40 |
| MSS402011 | Manage the impact of change on own work | 40 |
| MSS402022 | Apply quick changeover procedures | 40 |
| MSS402023 | Apply Just in Time procedures | 30 |
| MSS402032 | Interpret cost and waste in terms of customer value | 30 |
| MSS402042 | Apply 5S procedures | 40 |
| MSS402054 | Monitor process capability | 30 |
| MSS402055 | Apply quality standards | 30 |
| MSS402056 | Apply and improve standardised work practices | 30 |
| MSS402057 | Participate in breakthrough improvements | 40 |
| MSS402062 | Use SCADA systems in operations | 30 |
| MSS402084 | Undertake root cause analysis | 50 |
| MSS402085 | Contribute to the application of a proactive maintenance strategy | 30 |
| MSS402086 | Use planning software systems in operations | 40 |
| MSS402087 | Apply cost factors to work practices | 40 |
| MSS403003 | Contribute to improvements in competitive systems and practices | 50 |
| MSS403004 | Contribute to Agile work practices | 50 |
| MSS403008 | Facilitate use of a Balanced Scorecard for performance improvement | 40 |
| MSS403009 | Facilitate implementation of competitive systems and practices in a service environment | 50 |
| MSS403012 | Facilitate change in a competitive systems and practices environment | 60 |
| MSS403014 | Facilitate team engagement with competitive systems and practices | 60 |
| MSS403022 | Facilitate a Just in Time system | 50 |
| MSS403025 | Monitor a levelled pull system of operations | 50 |
| MSS403026 | Work within a constrained process | 30 |
| MSS403031 | Analyse and improve manual handling processes | 50 |
| MSS403036 | Identify product groups to inform improvement priorities | 30 |
| MSS403037 | Implement the visual workplace | 40 |
| MSS403045 | Facilitate and improve 5S | 50 |
| MSS403056 | Map an internal value stream | 40 |
| MSS403057 | Map an operational process | 40 |
| MSS403058 | Facilitate breakthrough improvements | 40 |
| MSS403059 | Facilitate continuous improvement through the use of standardised procedures and practices | 40 |
| MSS403080 | Improve changeovers | 30 |
| MSS403081 | Ensure process improvements are sustained | 50 |
| MSS403082 | Improve cost factors in work practices | 50 |
| MSS404001 | Lead Agile team processes | 50 |
| MSS404051 | Mistake proof a process | 50 |
| MSS404055 | Use DMAIC techniques | 40 |
| MSS404056 | Apply statistics to operational processes | 40 |
| MSS404062 | Facilitate the use of planning software systems in a work area or team | 50 |
| MSS404063 | Facilitate the use of SCADA systems in a team or work area | 50 |
| MSS404080 | Undertake process capability improvements | 50 |
| MSS404088 | Undertake proactive maintenance analyses | 50 |
| MSS404089 | Assist in implementing a proactive maintenance strategy | 50 |
| MSS404090 | Support proactive maintenance | 50 |
| MSS405000 | Develop competitive systems and practices for operational objectives | 60 |
| MSS405017 | Develop business plans in an organisation implementing competitive systems and practices | 60 |
| MSS405018 | Implement competitive systems and practices in a one-off or small batch environment | 60 |
| MSS405019 | Develop a Balanced Scorecard | 40 |
| MSS405025 | Analyse and map a value stream | 60 |
| MSS405026 | Manage a value stream | 60 |
| MSS405027 | Facilitate a competitive systems and practice culture in an organisation | 60 |
| MSS405028 | Develop a communications strategy to support operations | 50 |
| MSS405029 | Develop quick changeover procedures | 60 |
| MSS405034 | Develop a Just in Time system | 60 |
| MSS405035 | Design a process layout | 80 |
| MSS405037 | Facilitate application of theory of constraints | 50 |
| MSS405038 | Optimise process costs | 60 |
| MSS405039 | Implement and optimise levelled pull system | 60 |
| MSS405042 | Manage 5S system in an organisation | 60 |
| MSS405043 | Implement improvement systems in an organisation | 80 |
| MSS405044 | Facilitate Agile projects | 50 |
| MSS405045 | Manage relationships with non-customer external organisations | 60 |
| MSS405046 | Manage workplace learning | 80 |
| MSS405047 | Undertake analysis of cost and waste in terms of customer value | 60 |
| MSS405055 | Manage application of Six Sigma for process control and improvement | 60 |
| MSS405056 | Use three or six sigma processes to determine and improve process capability | 80 |
| MSS405057 | Design an experiment | 80 |
| MSS405065 | Develop the application of enterprise control systems in an organisation | 60 |
| MSS405066 | Establish data collection and processing protocols | 60 |
| MSS405076 | Facilitate the development of a new product | 80 |
| MSS405077 | Develop a proactive maintenance strategy | 60 |
| MSS405078 | Lead and manage people within competitive systems and practices | 80 |
| 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 |
| MSS405090 | Adapt a proactive maintenance strategy to the process operations sector | 60 |
| MSS405091 | Adapt a proactive maintenance strategy for a seasonal or cyclical business | 60 |
| MSS407023 | Quantitatively analyse impact of process changes | 80 |
| MSS407024 | Prepare for and implement change | 80 |
| MSS407025 | Build internal relationships to support competitive systems and practices | 80 |
| MSS407026 | Lead a process to determine and solve root cause for a complex problem | 80 |
| MSS407029 | Improve visual management in the workplace | 80 |
| MSS407030 | Manage benchmarking studies | 80 |
| MSS407031 | Review continuous improvement processes | 80 |
| MSS407032 | Facilitate improvements in the internal value stream | 80 |
| MSS407033 | Qualitatively review and improve process changes | 80 |
| MSS407034 | Respond to a major non-conformance | 80 |
| MSS408011 | Develop knowledge systems and learning processes for an organisation | 80 |
| MSS408012 | Develop problem solving capability of an organisation | 80 |
| MSS408013 | Develop best practice model for future state operations | 80 |
| MSS408014 | Establish systemic supports for competitive systems and practices | 80 |
| MSS408015 | Develop the competitive systems and practices approach | 80 |
| MSS408016 | Develop the value stream | 60 |
| MSS408017 | Analyse and refine improvement systems | 80 |
| MSS408018 | Analyse data to determine organisational learning | 80 |

# CONTACTS AND LINKS

Curriculum Maintenance Manager (CMM) Service

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.

CMM Name: Paul Saunders.

Institute: Chisholm Institute.

Address: P.O Box 684, Dandenong, Victoria, 3175.

Phone: o3 9238 8448

Email: [paul.saunders@chisholm.edu.au](mailto:paul.saunders@chisholm.edu.au)

Jobs and Skills Council (JSC) – Manufacturing Jobs And Skills Council

The Manufacturing Jobs And Skills Council (IBSA Group) is responsible for developing the MSS Sustainability Training Package and can be contacted for further information.

Address: Level 5, 534 Church Street, Cremorne, Victoria, 3121.

Phone: (03) 9815 7099

Email: [manufacturing@ibsa.org.au](mailto:manufacturing@ibsa.org.au)

Website: <https://ibsa.org.au/>

National Register of 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 [training.gov.au](http://training.gov.au/) for more information.

Australian Government - Department of Employment and Workplace Relations (DEWR)

The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. See [Skills and Training - DEWR](https://www.dese.gov.au/skills-and-training) for more information.

State Government - Department of Jobs, Skills, Industry and Regions (DJSIR)

DJSIR (formerly Department of Education and Training) is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. See [djsir.vic.gov.au](https://djsir.vic.gov.au/) for more information. (03) 9637 2000

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 [asqa.gov.au](http://www.asqa.gov.au/) for more information.

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 [vrqa.vic.gov.au](http://www.vrqa.vic.gov.au/)

# 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. [info@worksafe.vic.gov.au](mailto:info@worksafe.vic.gov.auS) See [worksafe.vic.gov.au](http://www.worksafe.vic.gov.au/) for further information.

222 Exhibition Street,

Melbourne 3000

(03) 9641 1444 or

1800 136 089 (toll free)

# 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 (DJSIR) and are primarily developed for funding purposes in Victoria.