



VICTORIAN PURCHASING GUIDE

MSS SUSTAINABILITY
TRAINING PACKAGE RELEASE 5.0

MARCH 2023



Jobs, Skills,
Industry
and Regions

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VICTORIAN PURCHASING GUIDE – RELEASE HISTORY

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

Training Package Release	Date VPG Approved	Comments
Release 5.0	8 March 2023	<p>Release 5.0 of MSS Sustainability Training Package includes the following updates:</p> <ul style="list-style-type: none">▪ 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:<ul style="list-style-type: none">- MSS20316 Certificate II in Competitive Systems and Practices- MSS60316 Advanced Diploma of Competitive Systems and Practices <p>Please refer to the Release 5.0 MSS Sustainability Training Package Companion Volume - Implementation Guide for further details.</p>
Release 4.1	28 May 2021	<p>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 Communiqués issued on 2 December 2020 and confirmed on 23 February 2021.</p> <p>Deletions include twenty-two (22) units and the following two (2) qualifications:</p> <ul style="list-style-type: none">▪ MSS80118 Graduate Certificate in Sustainable Operations▪ MSS80218 Graduate Certificate in Environmental Management <p>Please refer to the Release 4.1 MSS Sustainability Training Package Companion Volume - Implementation Guide for further details.</p>
Release 4.0	4 January 2021	<p>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:</p> <ul style="list-style-type: none">• MSS405087 Investigate energy management as a business issue• MSS405089 Develop a business case for improved energy management <p>MSS405086 Develop sustainable energy practices, has been revised and superseded by:</p> <ul style="list-style-type: none">• MSS405088 Plan, implement and monitor energy management <p>Please refer to the Release 4.0 MSS Sustainability Training Package Companion Volume - Implementation Guide for further details.</p>

Training Package Release	Date VPG Approved	Comments
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"> • 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. <p>Please refer to the Release 3.0 MSS Sustainability Training Package Companion Volume - Implementation Guide for further details.</p>
Release 2.0	22 January 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 Companion Volume - Implementation Guide for further details.</p>
Release 1.0	9 August 2016	<p>Please refer to Release 1.0 MSS Sustainability Training Package Companion Volume - Implementation Guide for further details.</p>



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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 5.0 is provided in the Training Package Companion Volume Implementation Guide. (See VETnet.gov.au 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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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: 03 9238 8448

Email: 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

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 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](#) 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 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 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

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 See 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	<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>
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.