Victorian Purchasing Guide
for
MSS11 Sustainability Training Package
Version No 3

February 2014

Victorian Purchasing Guide — Version History

Training Package Version	Date VPG Released	Comments
3	14 February 2014	Endorsed changes: Addition of three new units of competency for inclusion as electives in qualifications MSS40111, MSS50112 and MSS70111: ▪ MSS014007A: Implement social sustainability in work practices ▪ MSS015019A: Establish metrics for social sustainability ▪ MSS017008A: Develop a proactive social sustainability strategy Please refer to mapping for details.
2	05/07/2012	Endorsed changes to Version 2 of MSS11 Training Package include the addition of: - 7 new Competitive Systems and Practices qualifications - 104 Competitive Systems and Practices (CSP) units, of which 16 units are new with the remaining 88 recoded carry-over Competitive Manufacturing (CM) units from MSA07. Other changes included in Version 2 are: - One existing MSS11 qualification (MSS50111 Diploma of Sustainable Operations – recoded MSS50112) has been amended by reducing the core component by one unit and increasing the elective component by one unit (to eliminate duplication of core unit outcomes). - All CM units have been replaced by CSP units in existing MSS11 qualifications.
1	06/09/2011	Initial release.

MSS11 Sustainability Training Package
Victorian Purchasing Guide

CONTENTS

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 nominal hour range (minimum-maximum) available for each qualification.
- Nominal hours for each unit of competency within the Training Package.
- Sample Training Programs.

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 Quality Framework (AQF).

The VRQA is the regulatory authority for Victoria that registers VET training organisations who provide courses to domestic students only and who only offer training in Victoria.

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	Qualification Nominal Hour Range	
		Minimum	Maximum
MSS20312	Certificate II in Competitive Systems and Practices	320	390
MSS30312	Certificate III in Competitive Systems and Practices	330	420
MSS40111	Certificate IV in Sustainable Operations	352	620
MSS40211	Certificate IV in Environmental Monitoring and Technology	718	1180
MSS40312	Certificate IV in Competitive Systems and Practices	410	580
MSS50112	Diploma of Sustainable Operations	970	1460
MSS50211	Diploma of Environmental Monitoring and Technology	1008	1505
MSS50312	Diploma of Competitive Systems and Practices	890	1240
MSS60312	Advanced Diploma of Competitive Systems and Practices	1250	1830
MSS70111	Vocational Graduate Certificate in Sustainable Operations	370	500
MSS70211	Vocational Graduate Certificate in Environmental Management	740	1080
MSS70312	Vocational Graduate Certificate in Competitive Systems and Practices	290	320
MSS80312	Vocational Graduate Diploma of Competitive Systems and Practices	570	640

- Nominal hour range for qualification — includes the units in the qualification and their prerequisites.
- In addition, some qualifications have an entry requirement of specified units or their equivalent. These units have a nominal hour value that is not included in the nominal hours as they are outside the qualification packaging rules.

UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping inside the Training Package that describes the relationship between new units and superseded or replaced units from the previous version of MSS11 Sustainability Training Package. 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 Training Package is conducted against the Training Package units of competency and complies with the requirements in the assessment guidelines.

Listing of the Units of Competency and Nominal Hours

Unit Code	Unit Title	Nominal Hours
Sustainability Units		
MSS014001A	Improve sustainability through readily implementable change	40
MSS014002A	Evaluate sustainability impact of a work or process area	40
MSS014003A	Optimise sustainability of a process or plant area	60
MSS014004A	Develop team strategies for more sustainable use of resources	40
MSS014005A	Apply proactive maintenance strategies to sustainability	40
MSS014006A	Contribute to sustainability related audits	70
MSS014007A	Implement social sustainability in work practices	40
MSS015001A	Measure and report carbon footprint	80
MSS015002A	Develop strategies for more sustainable use of resources	70
MSS015003A	Analyse product life cycle for sustainability	60
MSS015004A	Design sustainable product or process	100
MSS015005A	Develop required sustainability reports	80
MSS015006A	Report to Global Reporting Initiative guidelines	70
MSS015007A	Develop a business case for sustainability improvements	50
MSS015008A	Develop strategic sustainability plans	100
MSS015009A	Implement sustainability plans	50
MSS015010A	Conduct a sustainability water use audit	40
MSS015011A	Conduct a sustainability energy audit	40
MSS015012A	Conduct an emissions audit	40
MSS015013A	Conduct a sustainability related transport audit	40
MSS015014A	Develop response to sustainability related regulation	80
MSS015015A	Evaluate sustainability impact of a process	80
MSS015016A	Implement and monitor reengineering for sustainability	80
MSS015017A	Develop regulated sustainability reports	70
MSS015018A	Inform and educate organisation and community representatives on sustainability issues	50
MSS015019A	Establish metrics for social sustainability	60
MSS017001A	Analyse and determine organisational risk areas in sustainability	80
MSS017002A	Determine process loss through mass or energy balancing	70

Unit Code	Unit Title	Nominal Hours
MSS017003A	Identify and respond to external sustainability factors for an organisation	70
MSS017004A	Lead sustainable strategy deployment	100
MSS017005A	Manage a major sustainability non-conformance	100
MSS017006A	Identify and improve sustainability interactions relations with the community	100
MSS017007A	Design for sustainability	100
MSS017008A	Develop a proactive social sustainability strategy	80
Environmental Monitoring Units		
MSS024001A	Work and communicate effectively as an environmental technician	35
MSS024002A	Implement environmental management plans and procedures	45
MSS024003A	Apply an understanding of environmental principles to a site	140
MSS024004A	Process and present environmental data	40
MSS024005A	Collect spatial and discrete environmental data	35
MSS024006A	Perform sampling and testing of water	80
MSS024007A	Collect and evaluate meteorological data	40
MSS024008A	Recognise common geological landforms and samples	40
MSS024009A	Assist with assessing and monitoring stormwater systems	40
MSS024010A	Perform environmental biological techniques	100
MSS024011A	Navigate in urban, regional and remote areas	40
MSS024012A	Undertake simple environmental project activities	100
MSS025001A	Assist with assessing site environmental indicators	160
MSS025002A	Assess the environmental risk or impact of a project activity or process	80
MSS025003A	Report environmental data	40
MSS025004A	Provide environmental information to customers	40
MSS025005A	Produce site maps	60
MSS025006A	Collect and evaluate groundwater data	60
MSS025007A	Perform sampling and testing of soils	80
MSS025008A	Monitor and evaluate noise	70
MSS025009A	Perform sampling and testing of air	80
MSS025010A	Assist with odour source assessment	40
MSS025011A	Assist with odour field assessment	45
MSS025012A	Perform environmental microbiological tests	80
MSS025013A	Assist with assessing and monitoring wetlands	50
MSS025014A	Perform sampling and testing of contaminated sites	80
MSS025015A	Plan and conduct environmental project work	100
MSS025016A	Perform sampling and testing of stationary emissions	60
MSS027001A	Coordinate environmental management activities	100
MSS027002A	Apply environmental legislation, codes and standards	120

Unit Code	Unit Title	Nominal Hours
MSS027003A	Provide environmental advice to clients	150
MSS027004A	Contribute to environmental decision making	80
MSS027005A	Contribute to improving environmental performance	80
MSS027006A	Coordinate water quality management activities	80
MSS027007A	Coordinate air quality management activities	55
MSS027008A	Coordinate noise management activities	35
MSS027009A	Coordinate site remediation or rehabilitation activities	60
MSS027010A	Undertake complex environmental project work	120
MSS027011A	Select, commission and maintain environmental monitoring instruments	100
MSS027012A	Implement and monitor the site OHS management system	60
Competitive Systems Manufacturing Units		
MSS402001A	Apply competitive systems and practices	40
MSS402002A	Sustain process improvements	40
MSS402010A	Manage the impact of change on own work	40
MSS402020A	Apply quick changeover procedures	40
MSS402021A	Apply Just in Time procedures	30
MSS402030A	Apply cost factors to work practices	40
MSS402031A	Interpret product costs in terms of customer requirements	30
MSS402040A	Apply 5S procedures	40
MSS402041A	Apply 5S in an office	40
MSS402050A	Monitor process capability	30
MSS402001A	Apply competitive systems and practices	40
MSS402051A	Apply quality standards	30
MSS402052A	Implement continuous improvements based on standardised work practices	30
MSS402053A	Participate in breakthrough improvements in an office	40
MSS402060A	Use planning software systems in operations	40
MSS402061A	Use SCADA systems in operations	30
MSS402080A	Undertake root cause analysis	50
MSS402081A	Contribute to the application of a proactive maintenance strategy	30
MSS403001A	Implement competitive systems and practices	50
MSS403002A	Ensure process improvements are sustained	50
MSS403005A	Facilitate use of a Balanced Scorecard for performance improvement	40
MSS403006A	Facilitate implementation of competitive systems and practices in an office	50
MSS403007A	Map an office value stream	40
MSS403010A	Facilitate change in an organisation implementing competitive systems and practices	50
MSS403011A	Facilitate implementation of competitive systems and practices	40

Unit Code	Unit Title	Nominal Hours
MSS403013A	Lead team culture improvement	40
MSS403021A	Facilitate a Just in Time system	50
MSS403023A	Monitor a levelled pull system of operations	50
MSS403024A	Work within a constrained process	30
MSS403030A	Improve cost factors in work practices	50
MSS403032A	Analyse manual handling processes	50
MSS403033A	Map an operational process	30
MSS403034A	Organise products into groups	30
MSS403035A	Implement the visual workplace	40
MSS403039A	Facilitate and improve 5S in an office	40
MSS403040A	Facilitate and improve implementation of 5S	50
MSS403041A	Facilitate breakthrough improvements	40
MSS403042A	Facilitate mistake proofing in an office	40
MSS403043A	Facilitate breakthrough improvements in an office	40
MSS403044A	Facilitate continuous improvement through the use of standardised procedures and practices	40
MSS403051A	Mistake proof an operational process	50
MSS403084A	Improve changeovers	30
MSS404050A	Undertake process capability improvements	50
MSS404052A	Apply statistics to operational processes	40
MSS404053A	Use six sigma techniques	40
MSS404060A	Facilitate the use of planning software systems in a work area or team	50
MSS404061A	Facilitate the use of SCADA systems in a team or work area	50
MSS404081A	Undertake proactive maintenance analyses	50
MSS404082A	Assist in implementing a proactive maintenance strategy	50
MSS404083A	Support proactive maintenance	50
MSS405001A	Develop competitive systems and practices for an organisation	60
MSS405002A	Analyse and map a value stream	60
MSS405003A	Manage a value stream	60
MSS405004A	Develop business plans in an organisation implementing competitive systems and practices	60
MSS405005A	Manage competitive systems and practices in an organisation responding to individual and unique customer orders	60
MSS405006A	Develop a Balanced Scorecard	40
MSS405007A	Introduce competitive systems and practices to a small or medium enterprise	60
MSS405010A	Manage relationships with non-customer external organisations	60
MSS405011A	Manage people relationships	60
MSS405012A	Manage workplace learning	60
MSS405013A	Facilitate holistic culture improvement in an organisation	60

Unit Code	Unit Title	Nominal Hours
MSS405014A	Develop a communications strategy to support operations	50
MSS405020A	Develop quick changeover procedures	60
MSS405021A	Develop a Just in Time system	60
MSS405022A	Design a process layout	80
MSS405023A	Develop a levelled pull system for operations and processes	60
MSS405024A	Apply the theory of constraints	50
MSS405030A	Optimise cost of product or service	60
MSS405031A	Undertake value analysis of a product or process costs in terms of customer requirements	60
MSS405032A	Analyse cost implications of maintenance strategy	60
MSS405033A	Optimise office systems to deliver to customer demand	50
MSS405040A	Manage 5S system in an organisation	60
MSS405041A	Implement improvement systems in an organisation	60
MSS405050A	Determine and improve process capability	80
MSS405052A	Design an experiment	80
MSS405053A	Manage application of six sigma for process control and improvement	60
MSS405060A	Develop the application of enterprise control systems in an organisation	60
MSS405061A	Determine and establish information collection requirements and processes	60
MSS405062A	Develop a documentation control strategy for an organisation	60
MSS405070A	Develop and manage sustainable energy practices	70
MSS405075A	Facilitate the development of a new product	80
MSS405081A	Develop a proactive maintenance strategy	60
MSS405082A	Adapt a proactive maintenance strategy to the process operations sector	60
MSS405083A	Adapt a proactive maintenance strategy for a seasonal or cyclical business	60
MSS407001A	Prepare for and implement change	80
MSS407002A	Review operations practice tools and techniques	80
MSS407003A	Analyse process changes	80
MSS407004A	Facilitate improvements in the internal value stream	80
MSS407005A	Undertake a qualitative review of a process change	80
MSS407006A	Build relationships between teams in an operations environment	80
MSS407007A	Respond to a major non-conformance	80
MSS407008A	Capture learning from daily activities in a organisation	80
MSS407009A	Facilitate improvements in the external value stream	80
MSS407010A	Improve visual management in the workplace	80
MSS407011A	Manage benchmarking studies	80
MSS407012A	Lead a problem solving process to determine and solve root cause	80

Unit Code	Unit Title	Nominal Hours
MSS407013A	Review continuous improvement processes	80
MSS408001A	Develop the competitive systems and practices approach	80
MSS408002A	Audit the use of competitive tools	80
MSS408003A	Develop models of future state operations practice	80
MSS408004A	Develop the value stream	80
MSS408006A	Develop and refine systems for continuous improvement in operations	80
MSS408007A	Develop problem solving capability of an organisation	80
MSS408008A	Analyse data for relevance to organisational learning	80

SAMPLE TRAINING PROGRAMS

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **MSS11 Version 3 Sustainability Training Package**, but are by no means mandatory.

Occupation	Assistant Operator	
Qualification Title	Certificate II in Competitive Systems and Practices	
Qualification Code	MSS20312	
Description	Suitable for a person working as an assistant operator in a manufacturing environment.	
Unit Code	**Unit Title**	**Hours**
Core		
MSS402001A	Apply competitive systems and practices	40
MSS402010A	Manage the impact of change on own work	40
MSAENV272B	Participate in environmentally sustainable work practices	30
MSAPMOHS200A	Work safety	30
Electives		
MSS402050A	Monitor process capability	30
MSS402002A	Sustain process improvements	40
MSS402020A	Apply quick changeover procedures	40
MSS402030A	Apply cost factors to work practices	40
MSS402040A	Apply 5S procedures	40
MSS402060A	Use planning software systems in operations	40
	Total	**370**

Occupation	Operator	
Qualification Title	Certificate III in Competitive Systems and Practices	
Qualification Code	MSS30312	
Description	Suitable for a person working as an operator in a manufacturing environment.	
Unit Code	**Unit Title**	**Hours**
Core		
MSS403001A	Implement competitive systems and practices	50
MSAENV272B	Participate in environmentally sustainable work practices	30
MSAPMOHS200A	Work safety	30
Electives		
MSS402030A	Apply cost factors to work practices	40
MSAPMSUP390A	Use structured problem solving tools	40
MSS403021A	Facilitate a Just in Time system	50
MSS403040A	Facilitate and improve implementation of 5S	50
MSS402081A	Contribute to the application of a proactive maintenance strategy	30
MSS403002A	Ensure process improvements are sustained	50
MSS403010A	Facilitate change in an organisation implementing competitive systems and practices	50
	Total	**420**

Occupation	Technician
Qualification Title	Certificate IV in Sustainable Operations
Qualification Code	MSS40111
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		
MSAENV472B	Implement and monitor environmentally sustainable work practices	40
MSS014001A	Improve sustainability through readily implementable change	40
MSS014002A	Evaluate sustainability impact of a work or process area	40
Electives		
LMFFDT4003A	Assess and record the lifecycle of a product	36
MSS014004A	Develop team strategies for more sustainable use of resources	40
MSS014006A	Contribute to sustainability related audits	70
MSS015005A	Develop required sustainability reports	80
MEM30016A	Assist in the analysis of a supply chain	20
MSS403010A	Facilitate change in an organisation implementing competitive systems and practices	50
MSS403002A	Ensure process improvements are sustained	50
	Total	**466**

Occupation	Technical Officer	
Qualification Title	Certificate IV in Environmental Monitoring and Technology	
Qualification Code	MSS40211	
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		
MSAENV272B	Participate in environmentally sustainable work practices	30
MSL943002A	Participate in laboratory/field workplace safety	40
MSL952001A	Collect routine site samples	30
MSL974007A	Undertake environmental field-based monitoring	80
MSS024001A	Work and communicate effectively as an environmental technician	35
MSS024002A	Implement environmental management plans and procedures	45
MSS024003A	Apply an understanding of environmental principles to a site	140
MSS024004A	Process and present environmental data	40
Electives		
MSL954001A	Obtain representative samples in accordance with sampling plan	40
MSL974009A	Undertake field-based, remote-sensing monitoring	60
MSS015018A	Inform and educate organisation and community representatives on sustainability issues	50
MSS024005A	Collect spatial and discrete environmental data	35
MSS024006A	Perform sampling and testing of water	80
MSS024008A	Recognise common geological landforms and samples	40
MSS025006A	Collect and evaluate groundwater data	60
MSS025007A	Perform sampling and testing of soils	80
	Total	**885**

Occupation	Team Leader - Manufacturing	
Qualification Title	Certificate IV in Competitive Systems and Practices	
Qualification Code	MSS40312	
Description	Suitable for person working in the manufacturing industry as a team leader.	
Unit Code	**Unit Title**	**Hours**
Core		
MSS403001A	Implement competitive systems and practices	50
MSS403010A	Facilitate change in an organisation implementing competitive systems and practices	50
MSAENV472B	Implement and monitor environmentally sustainable work practices	40
Electives		
MSS403002A	Ensure process improvements are sustained	50
MSS403044A	Facilitate continuous improvement through the use of standardised	40
MSS404052A	Apply statistics to operational processes	40
MSS403021A	Facilitate a Just in Time system	50
MSS403040A	Facilitate and improve implementation of 5S	50
MSS403051A	Mistake proof an operational process	50
MSS404050A	Undertake process capability improvements	50
MSS404060A	Facilitate the use of planning software systems in a work area or team	50
MSS404082A	Assist in implementing a proactive maintenance strategy	50
	Total	**570**

Occupation	Supervisor / Team Leader	
Qualification Title	Diploma of Sustainable Operations	
Qualification Code	MSS50112	
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		
MSS015001A	Measure and report carbon footprint	80
MSS015002A	Develop strategies for more sustainable use of resources	70
MSS015007A	Develop a business case for sustainability improvements	50
MSS015008A	Develop strategic sustainability plans	100
MSS015009A	Implement sustainability plans	50
Electives		
MSAENV672B	Develop workplace policy and procedures for sustainability	50
MSAPMSUP390A	Use structured problem solving tools	40
MSS015003A	Analyse product life cycle for sustainability	60
MSS015005A	Develop required sustainability reports	80
MSS015006A	Report to Global Reporting Initiative guidelines	70
MSS015011A	Conduct a sustainability energy audit	40
MSS015012A	Conduct an emissions audit	40
MSS015014a	Develop response to sustainability related regulation	80
MSS015015A	Evaluate sustainability impact of a process	80
MSS015018A	Inform and educate organisation and community representatives on sustainability issues	50
MSS024003A	Apply an understanding of environmental principles to a site	140
MSS025001A	Assist with assessing site environmental indicators	160
MSS025002A	Assess the environmental risk or impact of a project activity or process	80
MSS405062A	Develop a documentation control strategy for an organisation	60
PMASUP520B	Review procedures to minimise environmental impact of process	40
	Total	**1420**

Occupation	Environmental Technician	
Qualification Title	Diploma of Environmental Monitoring and Technology	
Qualification Code	MSS50211	
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		
MSAENV472B	Implement and monitor environmentally sustainable work practices	40
MSL943002A	Participate in laboratory/field workplace safety	40
MSL952001A	Collect routine site samples	30
MSL974007A	Undertake environmental field-based monitoring	80
MSS024002A	Implement environmental management plans and procedures	45
MSS024003A	Apply an understanding of environmental principles to a site	140
MSS024004A	Process and present environmental data	40
MSS025001A	Assist with assessing site environmental indicators	160
MSS025002A	Assess the environmental risk or impact of a project activity or process	80
MSS025003A	Report environmental data	40
MSS025004A	Provide environmental information to customers	40
Electives		
MSS014006A	Contribute to sustainability related audits	70
MSS015001A	Measure and report carbon footprint	80
MSS015010A	Conduct a sustainability water use audit	40
MSS015011A	Conduct a sustainability energy audit	40
MSS015012A	Conduct an emissions audit	40
MSS015018A	Inform and educate organisation and community representatives on sustainability issues	50
MSS024001A	Work and communicate effectively as an environmental technician	35
MSS024005A	Collect spatial and discrete environmental data	35
MSS025005A	Produce site maps	60
	Total	**1185**

Occupation	Manufacturing Supervisor	
Qualification Title	Diploma of Competitive Systems and Practices	
Qualification Code	MSS50312	
Description	Suitable for a person working as a supervisor in a medium to large manufacturing enterprise.	
Unit Code	**Unit Title**	**Hours**
Core		
MSAENV472B	Implement and monitor environmentally sustainable work practices	40
MSS405001A	Develop competitive systems and practices for an organisation	60
MSS405013A	Facilitate holistic culture improvement in an organisation	60
Electives		
MSS015015A	Evaluate sustainability impact of a process	80
MSS404052A	Apply statistics to operational processes	40
MSS405002A	Analyse and map a value stream	60
MSS405010A	Manage relationships with non-customer external organisations	60
MSS405011A	Manage people relationships	60
MSS405012A	Manage workplace learning	60
MSS405014A	Develop a communications strategy to support operations	50
MSS405020A	Develop quick changeover procedures	60
MSS405021A	Develop a Just in Time system	60
MSS405030A	Optimise cost of product or service	60
MSS405032A	Analyse cost implications of maintenance strategy	60
MSS405040A	Manage 5S system in an organisation	60
MSS405041A	Implement improvement systems in an organisation	60
MSS405050A	Determine and improve process capability	80
MSS405070A	Develop and manage sustainable energy practices	70
MSS405075A	Facilitate the development of a new product	80
MSS405081A	Develop a proactive maintenance strategy	60
	Total	**1220**

Occupation	Manufacturing Manager	
Qualification Title	Advanced Diploma of Competitive Systems and Practices	
Qualification Code	MSS60312	
Description	Suitable for a person who is working as a manager in a medium to large manufacturing enterprise.	
Unit Code	Unit Title	Hours
Core		
MSS405001A	Develop competitive systems and practices for an organisation	60
MSS405013A	Facilitate holistic culture improvement in an organisation	60
MSAENV472B	Implement and monitor environmentally sustainable work practices	40
Electives		
MSS405014A	Develop a communications strategy to support operations	50
MSS405002A	Analyse and map a value stream	60
MSS405003A	Manage a value stream	60
MSS405004A	Develop business plans in an organisation implementing competitive systems and practices	60
MSS405005A	Manage competitive systems and practices in an organisation responding to individual and unique customer orders	60
MSS405010A	Manage relationships with non-customer external organisations	60
MSS405011A	Manage people relationships	60
MSS405012A	Manage workplace learning	60
MSS404052A	Apply statistics to operational processes	40
MSS405020A	Develop quick changeover procedures	60
MSS405021A	Develop a Just in Time system	60
MSS405023A	Develop a levelled pull system for operations and processes	60
MSS405030A	Optimise cost of product or service	60
MSS405031A	Undertake value analysis of a product or process costs in terms of customer requirements	60
MSS405032A	Analyse cost implications of maintenance strategy	60
MSS405040A	Manage 5S system in an organisation	60
MSS405041A	Implement improvement systems in an organisation	60
MSS405062A	Develop a documentation control strategy for an organisation	60
MSS405081A	Develop a proactive maintenance strategy	60
MSS405070A	Develop and manage sustainable energy practices	70
MSS405022A	Design a process layout	80
MSS405050A	Determine and improve process capability	80
MSS405075A	Facilitate the development of a new product	80
MSS403051A	Mistake proof an operational process	50
MSS404050A	Undertake process capability improvements	50
MSS404060A	Facilitate the use of planning software systems in a work area or team	50
MSS015015A	Evaluate sustainability impact of a process	80
	Total	**1810**

Occupation	Manager	
Qualification Title	Vocational Graduate Certificate in Sustainable Operations	
Qualification Code	MSS70111	
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		
MSS017001A	Analyse and determine organisational risk areas in sustainability	80
MSS017004A	Lead sustainable strategy deployment	100
Electives		
MSS407001A	Prepare for and implement change	80
MSS017005A	Manage a major sustainability non-conformance	100
MSS017007A	Design for sustainability	100
	Total	**460**

Occupation	Environmental Officer	
Qualification Title	Vocational Graduate Certificate in Environmental Management	
Qualification Code	MSS70211	
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		
MSAENV472B	Implement and monitor environmentally sustainable work practices	40
MSL944001A	Maintain laboratory/field workplace safety	50
MSS027001A	Coordinate environmental management activities	100
MSS027002A	Apply environmental legislation, codes and standards	120
MSS027003A	Provide environmental advice to clients	150
Electives		
MSAENV672B	Develop workplace policy and procedures for sustainability	50
MSL974007A	Undertake environmental field-based monitoring	80
MSL975011A	Design and supervise complex environmental field surveys	40
MSS015018A	Inform and educate organisation and community representatives on sustainability issues	50
MSS027004A	Contribute to environmental decision making	80
MSS027005A	Contribute to improving environmental performance	80
MSS027010A	Undertake complex environmental project work	120
	Total	**960**

Occupation	Competitive Systems and Practices (CSP) Specialist	
Qualification Title	Vocational Graduate Certificate in Competitive Systems and Practices	
Qualification Code	MSS70312	
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		
MSS407002A	Review operations practice tools and techniques	80
MSS407005A	Undertake a qualitative review of a process change	80
MSS407011A	Manage benchmarking studies	80
MSS408001A	Develop the competitive systems and practices approach	80
	Total	**320**

Occupation	Competitive Systems and Practices Consultant	
Qualification Title	Vocational Graduate Diploma of Competitive Systems and Practices	
Qualification Code	MSS80312	
Description	Suitable for a person working as a consultant to the manufacturing industry implementing competitive systems and practices.	
Unit Code	**Unit Title**	**Hours**
Electives		
MSS408001A	Develop the competitive systems and practices approach	80
MSS408002A	Audit the use of competitive tools	80
MSS408004A	Develop the value stream	80
MSS408007A	Develop problem solving capability of an organisation	80
MSS408008A	Analyse data for relevance to organisational learning	80
MSS407002A	Review operations practice tools and techniques	80
MSS407005A	Undertake a qualitative review of a process change	80
MSS407011A	Manage benchmarking studies	80
	Total	**640**

CONTACTS AND LINKS

Industry Skills Council (ISC)		
Manufacturing Skills Australia	This ISC is responsible for developing the **MSS11 Sustainability Training Package** and can be contacted for further information. You can also source copies of the Training Package and support material.	Address: PO Box 289, North Sydney, NSW**,** 2089. Phone/fax: 02 9955 5500 / 02 9955 8044. Email: info@mskills.com.au Web: http://www.mskills.com.au/

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.	www.training.gov.au

Australian Government		
Department of Education	The Department of Education provides a range of services and resources to assist in delivery of Training Packages. Search the Department of Education website for links to a range of relevant resources and publications.	http://education.gov.au/

State Government		
Department of Education and Early Childhood Development Higher Education and Skills Group	Higher Education and Skills Group is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships.	General information: http://www.education.vic.gov.au/ Approved Training Schemes: http://www.education.vic.gov.au/training/employers/apprentices/Pages/brochures.

Curriculum Maintenance Manager (CMM)		
General Manufacturing	The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of Higher Education and Skills Group.	Paul Saunders Address: Chisholm Institute, PO Box 684, Dandenong, Vic. 3175. Phone/fax: 9238 8448 Email: paul.saunders@chisholm.edu.au Web: http://trainingsupport.skills.vic.gov.au/

State VET Regulatory Authority		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration of education and training providers in Victoria to ensure the delivery of quality education and training.	www.vrqa.vic.gov.au Phone: 03 9637 2806
National VET Regulatory Authority		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.	www.asqa.gov.au Info line: 1300 701 801
Industry Regulatory Body		
Manufacturing Skills Australia	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.	Address: PO Box 289, North Sydney, NSW, 2089. Phone/fax: 02 9955 5500/ 02 9955 8044. Email: info@mskills.com.au Web: http://www.mskills.com.au/
WorkSafe		
WorkSafe Victoria	WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO's scope of registration.	www.worksafe.vic.gov.au Info line: 1800 136 089

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.
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.
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.