



MSS Sustainability Training Package Release 3.0

Case for Endorsement

April 2019

www.ibsa.org.au

manufacturing@ibsa.org.au

(03) 9815 7099

Level 11, 176 Wellington Parade
East Melbourne, Victoria, 3002

Prepared on behalf of the Sustainability IRC for the Australian Industry and Skills Committee (AISC)



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Required information

A. Administrative details of the Case for Endorsement

Name of allocated IRC

The Sustainability Industry Reference Committee (IRC) is presenting this Case for Endorsement.

Name of SSO

IBSA Manufacturing, a Skills Service Organisation (SSO), is submitting this Case for Endorsement on behalf of the Sustainability IRC.

Activity Order details

Reference number: IBSA/TPD/ 2017-18/001. Details of the activities to be completed as part of this activity order can be found in Appendix A.

The Case for Endorsement, outlines how the new/modified components will support implementation of the November 2015 COAG Industry and Skills Council training package reforms summarised at: www.education.gov.au/vocational-education-and-training-reform.

B. Description of work and request for approval

The concept of Corporate Social Responsibility (CSR), often referred to simply as ‘Sustainability’ and sometimes expressed as ‘Shared Values’, presents both an opportunity and a challenge for industry stakeholders. Increasingly their customers and clients are demanding that businesses measure and disclose their sustainability policies and activities that meet National and International legislative frameworks, standards or business/finance sector developed benchmarks. The release of the United Nations Sustainable Development Goals (SDG) has provided a framework for business and specific targets to be achieved by 2030. Since their release, there has been a growing and tangible shift towards Australian businesses wanting to demonstrate behaviours consistent with meeting these UN SDGs, including best practice environmental practises, waste reduction and product sustainability, energy and water efficiency, impact on community focus, gender equality, and ethical treatment of employees (both internal and in external supply chains).

The work included extending skills for Sustainability job roles to consider the increasing importance and focus by organisations to meet ‘Corporate Social Responsibility’ expectations. This includes adherence to National and International standards and striving to achieve goals consistent with the 17 United Nations Sustainable Development Goals including carbon, energy and greenhouse gas reduction.

Work involved:

- creating improved career pathways and workforce development opportunities
- supporting the COAG Industry and Skills Council reforms to training packages
- creating industry defined and supported national training products

- examining and addressing the specialist skill needs of workers in Corporate Social Responsibility
- reviewing the units and qualifications to ensure they meet:
 - industry needs
 - Standards for Training Packages 2012
 - Training Package Products Policy
 - Training Package Development and Endorsement Process Policy

Decision being sought by the AISC

Training Package components submitted for endorsement

This submission covers the MSS Sustainability Training Package Release 3.0.

The following components are submitted for endorsement:

Units of Competency

New Units

- one new unit of competency developed:
 - *MSS015039 Develop response to corporate social responsibility*

Existing Units

- 31 existing units of competency which have been upgraded :
 - *MSS015035 Report to Global Reporting Initiative Standards*
 - *MSS015036 Develop response to sustainability related regulation*
 - *MSS015037 Develop regulated sustainability reports*
 - *MSS015038 Establish and review metrics for social sustainability*
 - *MSS027020 Coordinate water quality management activities*
 - *MSS027021 Coordinate air quality management activities*
 - *MSS027022 Coordinate noise management activities*
 - *MSS027023 Coordinate site remediation or rehabilitation activities*
 - *MSS027024 Select, commission and maintain environmental monitoring instruments*
 - *MSS403052 Map an office value stream*
 - *MSS403053 Map an operational process*
 - *MSS403054 Facilitate breakthrough improvements*
 - *MSS403055 Facilitate continuous improvement through the use of standardized procedures and practices*
 - *MSS404054 Apply statistics to operational processes*
 - *MSS404085 Undertake proactive maintenance analyses*
 - *MSS404086 Assist in implementing a proactive maintenance strategy*
 - *MSS404087 Support proactive maintenance*
 - *MSS405008 Analyse and map a value stream*
 - *MSS405009 Manage a value stream*
 - *MSS405015 Manage relationships with non-customer external organisations*
 - *MSS405016 Manage workplace learning*
 - *MSS405054 Determine and improve process capability*
 - *MSS405063 Develop the application of enterprise control systems in an organisation*

- *MSS405064 Determine and establish information collection requirements and processes*
- *MSS407018 Review use of competitive systems and practices tools*
- *MSS407019 Facilitate improvements in the internal value chain*
- *MSS407020 Undertake a qualitative review of a process change*
- *MSS407021 Respond to a major non-conformance*
- *MSS407022 Facilitate improvements in the external value chain*
- *MSS408009 Develop models of future state operations practice*
- *MSS408010 Analyse data for relevance to organisational learning*

Deleted Units

- one unit is proposed to be deleted to reduce duplication and remove obsolete units:
 - *MSS403013 Lead team culture improvement* (superseded by MSS405013)

Skill Sets

- two new skill sets have been developed:
 - MSSSS00014 SS14 Direct Corporate Social Responsibility
 - MSSSS00015 SS15 Lead Response to Corporate Social Responsibility

Qualifications

- No qualifications require endorsement

Please refer to Appendix B for a complete list and mapping of the components submitted for endorsement, credit arrangements and modification history. The final draft training package components have been transferred to the Training Package Content Management System.

Training Package components submitted not requiring endorsement

The following changes to Release 3.0 components are also noted but are not requiring endorsement:

Units

- *MSS405013 Facilitate holistic culture improvement in an organisation* has undergone a minor update not categorised as 'significant'. The changes and impacts are as follows:
 - the removal of the range of conditions and duplication in the Performance Evidence
 - minor clarification of existing text to ensure consistent interpretation when implementing (requirements unchanged)
 - the elements and performance criteria remain almost identical
 - no impact to the vocational/job outcome of the unit

Qualifications

The following MSS qualifications will be updated to reflect the changes to unit codes submitted for endorsement, which are all listed as electives only in the following qualifications:

- MSS30316 Certificate III in Competitive Systems and Practices
- MSS40118 Certificate IV in Sustainable Operations
- MSS40316 Certificate IV in Competitive Systems and Practices
- MSS50118 Diploma of Sustainable Operations
- MSS50316 Diploma of Competitive Systems and Practices
- MSS60316 Advanced Diploma of Competitive Systems and Practices
- MSS80118 Graduate Certificate in Sustainable Operations
- MSS80218 Graduate Certificate in Environmental Management
- MSS80316 Graduate Certificate in Competitive Systems and Practices
- MSS80416 Graduate Diploma in Competitive Systems and Practices

The *Qualification Description* for some qualifications was updated to improve clarity and to better reflect industry requirements. There was also a minor change to the entry requirements for MSS80118 Graduate Certificate in Sustainable Operations and MSS80316 Graduate Certificate in Competitive Systems and Practices. These changes are all considered minor, and therefore do not require endorsement.

N.B. Two qualifications (MSS40216 Certificate IV in Environmental Monitoring and Technology and MSS50216 Diploma of Environmental Monitoring and Technology) were not considered within the scope of the project due to consultation feedback that identified 'corporate social responsibility' as being more aligned to the sustainable operations qualifications, and to a lesser extent the competitive systems and practices qualifications.

C. Evidence of Industry support

Details about the project were made available on the IBSA website at www.ibsa.org.au/consultation-project/corporate-social-responsibility-project for the life of the project. Stakeholder engagement was achieved through a variety of methods, including:

- oversight by the Sustainability IRC to ensure appropriate and adequate industry consultation occurred, monitoring project progress and validating outcomes and draft training package components. The IRC Letter of Support is included in Appendix E.
- formation of a Technical Advisory Committee (TAC) to provide technical advice and sector expertise around the detail of the training package components developed and reviewed
- seeking specific technical advice from highly skilled and experienced industry specialists on the TAC as a group and on an individual basis to target specific areas of expertise
- conducting two rounds of broader public consultation (total of 6 weeks) where materials were uploaded to the IBSA website and all relevant stakeholders alerted, this included:

- a distribution list of key industry organisations (Appendix C & D)
- State/Territory Training Authorities and Industry Training Advisory Bodies (ITABs)
- all RTO's with qualifications on scope of delivery.
- workshops and webinars to discuss the proposed changes and seek stakeholder participation

The IBSA website included an option for stakeholders to sign up for project updates. By project's end, a total of 176 interested parties had subscribed – an increase of nearly 50%.

All stakeholders were emailed to alert them when drafts were available for public review. Key stakeholders were also contacted by phone to alert them of the opportunity to provide input and discuss particular issues. Further evidence of consultation with all relevant stakeholders is detailed below.

Research Findings

The research stage included desktop investigation and analysis of roles, training package components, legislation and local and international standards and goals relating to corporate social responsibilities. Although there are no current Australian or New Zealand Standards (AS/NZS) in Corporate Social Responsibility, more progressive organisations would look to ISO26000: Social Responsibility for guidance in establishing a framework. Training package components were examined in the context of ISO26000, United Nations Sustainable Development Goals (SDG), the Global Reporting (GRI) Standards, and the ASX Reporting framework. The TAC highlighted the relevance of the ASX Reporting framework, not just for ASX listed companies, but also to guide best practice for smaller private companies and SME's and to meet obligations to comply with some of its aspects because of their involvement in supply chain activities. It was noted the ASX Reporting framework is currently under review.

Research revealed that Global Reporting Initiative Guidelines had been superseded by Global Reporting Initiative Standards. This would require MSS015006 Report to Global Reporting Guidelines to be rewritten as per new standards that came into effect 1 July 2018.

It was determined by the TAC and IRC that existing training components be examined, and any new development work should apply cross sectors and therefore be relevant to all organisations implementing CSR initiatives. It would need to be generic enough to cater for all types of organisations.

Analysis of all Training Package units around Corporate Social Responsibility uncovered only 1 unit, BSBMGT624 - *Develop and implement corporate social responsibility*, that could potentially be used to implement CSR. However, initial research and analysis of that unit and the CSR guidelines found that more depth might be required around assessing current status of CSR performance and being able to analyse cost-benefit and more detailed knowledge would be required.

The TAC and the IRC determined that the priority for industry was to create two cross sector skill sets. The first would be focusing on establishing the organisation's directives for corporate social responsibilities, and the second skill set would focus on implementing the strategies. According to the TAC and IRC, the skill gaps related more to skills in senior management level prioritising and deploying corporate social responsibility initiatives. It was determined that it would be useful to target this from a bottom up approach by ensuring middle management had skills in accessing and

interpreting standards, developing a case for change and seeking approval, implementing improvements, communicating with stakeholders and reporting. This would allow middle management to take the lead to initiate CSR strategies when they are not forthcoming from the organisation's senior management team. It would also give middle managers skills to interpret and implement directives that do come from senior management who were prioritising CSR.

Technical Advisory Committee (TAC)

The **Sustainability TAC** was established, under the direction of the IRC, to provide advice around the detail of the components developed and reviewed. The TAC provided advice for the components which focussed on corporate social responsibility skills, current global and Australian best practice, guidelines and standards.

TAC members were selected based on one or more of the following criteria:

- technical experience working in the job role
- technical experience directly supervising those in the job role
- specific expertise in subject through experience with the sector or service provision.

The TAC worked under the direction of the IRC. The IRC ensured adequate industry consultation occurred, monitored the TAC's progress, and validated outcomes and draft Training Package components.

The final membership of the TAC included industry representatives currently involved in the sustainability sector to provide significant breadth and depth of technical knowledge and expertise. The IRC approved the following TAC members:

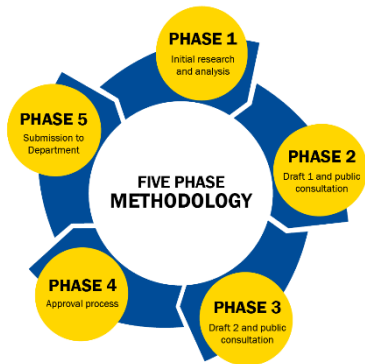
First Name	Family Name	Organisation	State
Andrew	Petersen	Business Council for Sustainable Development	NSW
Bradley	Anderson	Office of Environment and Heritage, NSW Govt	NSW
Terry	Lawler	Industry Skills Advisory Council NT (ISACNT)	NT
Jessica	French	Brickworks Building Products	NSW

Their key deliberations included various phone calls and emails, and included the following formal TAC meetings:

TAC Meeting	Date	Purpose
1	July 26, 2018 August 13, 2018	Scoping, development of R1 drafts
2	September 26, 2018	Review R1 feedback, develop R2 drafts
3	November 8, 2018	Review R2 feedback, develop final drafts
4	December 18, 2018	Sign-off final drafts for endorsement

Broader industry engagement was achieved through regular contact with identified stakeholders across relevant industry sectors. They were regularly kept informed of project work and notified of opportunities to inform training package development and review.

This training package development project followed the standard IBSA Manufacturing Training Package Development and Endorsement Process Policy and used a five-phase methodology. The approach to all training package development work is to consider industry skills needs, Council of Australian Governments (COAG) Industry and Skills Council (CISC) priorities and 2012 Standards for Training Package Development. Any opportunities to remove obsolete products, minimise duplication, provide more information on industry's expectations of training delivery and support individuals to move more easily across occupations are investigated.



Phase 1 – Initial research and analysis

Establishment of a TAC to validate project scope and undertake a job role functional analysis.

Phase 2 – Draft 1 and public consultation

Develop first draft of training package components for feedback.

Phase 3 – Draft 2 and public consultation

Respond to feedback and develop second draft of training package components.

Phase 4 – Approval process

Adjust training package components in response to further feedback and seek approval from respective committees and endorsement from state training authorities.

Phase 5 – Submission to Department

Submit to the Department of Education and Training for AISC approval.

Consultation is driven by the standards and principles for training product development, in an effort to provide an outcome which is industry-led and guided by broad and transparent stakeholder consultation.

Responsiveness to industry skills needs and priorities, and speed to market are key to our training product development. Internal processes and practices are established to support efficient and cost-effective delivery of high quality and independently validated training products.

An overview of the TAC meeting content and deliberations, public consultation and feedback received, and draft changes made can be found in *Appendix C – Consultation process, feedback and participants*. Appendices C and D also lists the organisations consulted throughout the project, with many organisations circulating project information to their networks/members.

State/Territory engagement

IBSA Manufacturing has actively engaged with all State and Territory Training Authorities (STAs) throughout the project, providing an initial briefing, maintaining open dialogue and requesting comments or issues raised on Draft 1 and Draft 2 (validation) components. STAs also had two weeks at the end of the project to review and provide feedback on the final drafts of training package components, as required by the Training Package Development and Endorsement Products Policy. No objections were noted, and support was received from the New South Wales, Queensland, Northern Territory, Victorian, and Western Australian State Training Authorities.

STA Personnel

ORGANISATION	NAME	STATE
State Training Authorities (STA)		
ACT Government	Jodie Kafer	ACT
Association of Independent Schools of NSW (AISNSW)	Julie Sheridan	NSW
Catholic Education Commission NSW (CENSW)	Gerard Delany	NSW
NSW Education Standards Authority (NESA)	Catherine Tucker	NSW
NSW Department of Education	Robyn Pemberton	NSW
NSW Department of Industry	Marilyn Ng	NSW
NSW Department of Industry	Son Ly	NSW
NSW Department of Industry	Susan Bearfield	NSW
Northern Territory Government	Nelson Brown	NT
Northern Territory Government	Howard Lai	NT
Department of Education and Training	Anthea Brazel	QLD
Department of Education and Training	Chris Buchanski	QLD
Department of Education and Training	Vicki Lundh	QLD
South Australia Government	Marina Borrello	SA
South Australia Government	Irina Ferouleva	SA
South Australia Government	Juliana Fitzpatrick	SA
Skills Tasmania	Bec Evans	TAS
Skills Tasmania	Bridget Hillier	TAS
Skills Tasmania	Linda Seaborn	TAS
Skills Tasmania	Stuart Hollingsworth	TAS
Department of Education & Training	Michael Segrave	VIC
Department of Education and Training	Jacqui Spencer	VIC
Chisholm Institute	Paul Saunders	VIC
Department of Training and Workforce Development	Lisa Barron	WA
Department of Training and Workforce Development	Paul Muenchow	WA
Department of Training and Workforce Development	Lucinda Pita	WA
Industry Training Advisory Bodies (ITAB)		
Forestworks Industry Training Advisory Bodies	Tim Cleary	NSW
Food Fibre and Timber Industry Training Advisory Council (FFTITAC)	Kay Gerard	WA
Logistics Training Council	Jillian Dielesen	WA
Queensland Manufacturing Industry Solutions (QMI)	Sam Nicolosi	QLD
Manufacturing Skills Australia (MSA)	Leon Drury	NSW

Industry Skills Advisory Council		
Industry Skills Advisory Council Northern Territory (ISACNT)	Terry Lawler	NT
Industry Skills Advisory Council Northern Territory (ISACNT)	Claire Monks	NT
Industry Skills Advisory Council Northern Territory (ISACNT)	Neda Aleksic	NT
Training Council		
UEEA Training Council Inc (UEEA)	Jason Cullen	WA
UEEA Training Council Inc (UEEA)	Mark Harper	WA

Feedback and expressed competing views were dealt with through consultation and the outcomes were approved in IRC meetings.

Reports by exception

There are no reports by exception.

Support by Industry Reference Committee

In January 2019, a fully constituted Sustainability IRC approved the draft components for submission to the Australian Industry and Skills Committee for endorsement. See Appendix E for letter of support.

Units marked for deletion

This submission also includes the proposed deletion of one (1) unit of competency, to reduce duplication and remove obsolete units:

- MSS403013 Lead team culture improvement

This unit appears as an elective and is repetitious. The content is more adequately covered in *MSS405013 Facilitate a holistic culture improvement in an organisation* which appears both as a core and an elective in MSS qualifications. The Consultation Paper provided with R1 components specifically mentioned that repetitious units would be identified and listed in R2 consultation for comment, along with a request for feedback on units that could be removed. The R2 Consultation specifically referenced the unit that had been earmarked for removal, along with a request for specific feedback. No feedback on the unit earmarked for removal was received. The TAC approved the removal of 1 unit.

D. Industry expectations about training delivery

Training delivery

The *Companion Volume Implementation Guide* includes advice about industry's expectations of training delivery. Duration of training, delivery modes and pathways, work-based learning strategies, assessment and learner characteristics are included in the Implementation Guide.

The *Companion Volume Range of Conditions* includes all Range of Condition that were in the original units. As more MSS units are revised, this Guide will also be revised. Range of Condition were deemed as useful information for training implementation and industry requested they be retained.

Delivery as an Australian Apprenticeship

The Sustainability IRC and Sustainability TAC agree that there have been no changes since MSS Training Package Release 2.0 in terms of suitability of qualifications for delivery as apprenticeships/traineeships. They confirmed the Sustainable Operations and Competitive Systems streams in the MSS Sustainability Training Package are not recommended for a traineeship or apprenticeship. The Certificate IV and Diploma in Environmental Monitoring and Technology are suitable to be undertaken as part of a formal training contract with an employer under an Australian Apprenticeship arrangement.

Entry requirements

There were no changes to entry requirements.

E. Implementation of the new training packages

Occupation and licensing requirements

No licensing or certification requirements apply to the units or qualifications included in this submission. There are regulations, standards and/or external accreditation requirements that may apply to the various sectors using this training package. Because the requirements vary between jurisdictions, the following statement has been added to all units of competency:

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

The qualifications include the following statement:

No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

Implementation issues and management strategy

All units of competency have been analysed, the range of conditions removed, and assessment requirements clarified and made more succinct.

These changes will not require RTOs to update their scope of delivery, however it will be essential for them to review and update training and assessment plans, and review and update training and assessment materials.

The only exception is the unit *MSS015035 Report to Global Reporting Initiative Standards* which is not equivalent. Any RTO that has the unit *MSS015035* explicitly listed on scope would need to update their scope. According to training.gov.au, only two RTOs have this unit on scope, but it is implicit within their qualification scope. Therefore, they will not need to update their delivery scope for this unit.

The transition period for MSS Sustainability Training Package Release 2.0 and Release 3.0 versions of the qualifications will be 12 months, in line with the Standards for RTOs (2015), and new learners must not commence training in a unit of competency that has been removed or deleted from the National Register.

Learners currently enrolled in units that are proposed to be deleted will have two years to finalise completion.

Funding arrangements will need to be reviewed by states and territories.

F. Quality assurance reports

IBSA Manufacturing declares that the proposed components of the MSS Sustainability Training Package Release 3.0 meet the requirements of the Standards for Training Packages 2012, Training Package Products Policy and Training Package Development and Endorsement Process Policy.

This declaration is confirmed by the independent Quality Assurance report, included at Appendix F.

The Companion Volume Implementation Guide has been quality assured through the IBSA Manufacturing internal process, and through the independent quality assurance process. It is available with this submission and will be available on the VETNet website <https://vetnet.education.gov.au/Pages/TrainingPackages.aspx> at endorsement.

Statement of evidence against the Training Package Quality Principles

Training Package Quality Principles	Evidenced by:
1. Reflect identified workforce outcomes	<p>Changes made demonstrate a link back to relevant AISC decisions commissioning the work, the IRC Skills Forecast and Proposed Schedule of Work, National Review Schedule and the Case for Change and include:</p> <ul style="list-style-type: none"> • development of one new unit of competency to address the skill needs of workers responding to corporate social responsibilities (CSR). • development of 2 new skill sets. The first to address the skill needs of managers directing CSR policy and strategies and the second for those leading the implementation of CSR. • consequential modification and update of 32 units of competency and update of eight qualifications to include the new components listed above and refine the work tasks to better align with real industry outcomes. <ul style="list-style-type: none"> • Training package components are compliant with the Standards for Training Packages 2012, the Training Package Products Policy and the Training Package Development and Endorsement Process Policy, as evidenced by the following Quality Assurance report • Evidence that the training package components respond to Ministers' policy initiatives, in particular the 2015 training

	<p>package reforms, including the removal of duplication and obsolete components where one unit has been deleted.</p> <ul style="list-style-type: none"> • Open and inclusive consultation and validation commensurate with scope and impact has been conducted, as described in the Case for Endorsement.
2. Support portability of skills and competencies including reflecting licensing and regulatory requirements	<ul style="list-style-type: none"> • Packaging rules, qualifications framework, and pathways support movement within and across sectors, as described in the MSS Companion Volume Implementation Guide, Release 3.0 • Identification of skill sets that respond to client needs, including the development of the following: <ul style="list-style-type: none"> ○ MSSSS00014 SS14 Direct Corporate Social Responsibility ○ MSSSS00015 SS15 Lead Response to Corporate Social Responsibility.
	<ul style="list-style-type: none"> • Other national and international standards for skills are considered.
	<ul style="list-style-type: none"> • No licensing or certification requirements exist at the time of publication.
3. Reflect national agreement about the core transferable skills and core job-specific skills required for job roles as identified by industry	<ul style="list-style-type: none"> • Active engagement across industry has sought to achieve a national consensus about the advice being provided to the AISC, as described in this Case for Endorsement.
4. Be flexible to meet the diversity of individual and employer needs, including the capacity to adapt to changing job roles and workplaces	<ul style="list-style-type: none"> • Provide flexible qualifications that enable application in different contexts.
	<ul style="list-style-type: none"> • Provide multiple entry and exit points, as described in the MSS Companion Volume Implementation Guide, Release 3.0
5. Facilitate recognition of an individual's skills and knowledge and support movement between the school, vocational education and higher education sectors	<ul style="list-style-type: none"> • Provide pathways from entry level into work, and between VET and higher education qualifications, as described in the MSS Companion Volume Implementation Guide, Release 3.0.
6. Support interpretation by training providers and others through the use of simple, concise language and clear articulation of assessment requirements	<ul style="list-style-type: none"> • Industry advice about delivery is provided via a Companion Volume Implementation Guide ready for publication at the same time as the Training Package. A Companion Volume Range of Conditions will also be available.
	<ul style="list-style-type: none"> • Units of competency and their associated assessment requirements are clearly written and have consistent breadth and depth.
	<ul style="list-style-type: none"> • Components comply with the TGA/National Register requirements for publication.

	<ul style="list-style-type: none"> Implementation advice is provided in a Companion Volume Implementation Guide that is ready for publication at the same time as the Training Package.
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Declaration

IBSA Manufacturing, the SSO for the Sustainability IRC, declares that the proposed training package component(s) meet the requirements of the *Standards for Training Packages 2012*, *Training Package Products Policy* and *Training Package Development and Endorsement Process Policy*.

Furthermore, IBSA Manufacturing, the SSO for the Sustainability IRC, declares that the Companion Volume Implementation Guide is available and has been quality assured.

G. Implementation of the COAG Industry Skills Council reforms to training packages

The decision being sought from the AISC will support the COAG Industry and Skills Council reforms to training packages. Completion of the training package development work outlined in the Case for Change, together with extensive consultation confirms that this work:

- has removed superfluous information from units of competency, does not duplicate qualifications and units from other training packages, utilises units from other training packages where possible
- includes information about industry's expectations of training delivery (i.e. duration of training, mode of delivery and learner characteristics) in the MSS Companion Volume Implementation Guide, Release 3.0
- has improved qualification design to clarify the AQF outcomes and enable individuals to move easily from one related occupation to another
- improved the efficiency of the training system through the creation of units of competency that can be owned and used by multiple industry sectors (new unit)
- fostered the development of two skill sets, MSSSS00014 Direct Corporate Social Responsibility Skill Set, and the MSSSS00015 Lead Response to Corporate Social Responsibility Skill Set.

Ensure that more information about industry's expectations of training delivery is available to training providers to improve their delivery and to consumers to enable more informed course choices

A Companion Volume Implementation Guide will accompany the Training Package, helping to support implementation of training across a range of settings. An additional Companion Volume – Range of Conditions has been created to retain all 'Range of Conditions' that were in the original units.

Ensure that the training system better supports individuals to move easily from one related occupation to another

No prerequisite units have been added and the skills required in industry have been clearly articulated and these skills are transferable between occupations.

Conditional prerequisites have been removed from 2 units (MSS027007 & MSS027009)

Improve the efficiency of the training system by creating units that can be owned and used by multiple industry sectors

Training package components have been developed so they are applicable across job roles and across industries given the multi sectorial nature of the Sustainability training package. For example, it is expected that the new unit and skill set which have been developed will apply across in multiple industry sectors and be relevant to a large variety of professional settings.

Foster greater recognition of skill sets

Based on feedback collected during industry consultation, stakeholders identified the need for skill sets both in directing and implementing corporate social responsibilities which could be used to readily upskill a range of job roles to meet cross industry requirements and multiple industry sectors. This review ensured that industry is provided with critical skills to be able to direct CSR policies, develop strategies, implement those strategies, report on progress, comply with National and International agreements and standards, communicate with stakeholders and fulfil community expectations, whilst remaining a viable and competitive entity.

The skill sets and associated units support long term global and local initiatives, emerging expectations and industry best practice around 'corporate social responsibility' for Australian organisations across all sectors.

H. A copy of the full content of the proposed training package component(s)

The AISC will be provided with a copy of the developed training package components to be approved under the Case for Endorsement.

All components have been developed to comply with the requirements of the National Register and include a modification history.

I. Continuous Improvement

The following issues/errors from IBSA's ongoing Continuous Improvement Register have also been actioned and will be uploaded on training.gov.au as part of this review.

NEW Unit / Qualification	EXISTING Unit / Qualification	Issue	How Resolved
N/A	MSS80118	Entry requirement change missing from previous release. The ambiguous use of the word "should" was to be replaced with "must" as per STA feedback.	Clarification of entry requirement terminology in MSS80118 Graduate Certificate in Sustainable Operations outstanding from Release 2.
N/A	MSS015024	Clarification of knowledge requirement missing from previous project to ensure cross sector application of unit.	Knowledge requirement clarified.

Appendix A: Activity Order Reference number: IBSA/TPD/2017-18/001

Details of the activities to be completed as part of this activity order as follows:

Undertake the necessary training package review and development work for the following:

- 9 qualifications:
 - MSS40116 Certificate IV in Sustainable Operations
 - MSS40216 Certificate IV in Environmental Monitoring and Technology
 - MSS50116 Diploma of Sustainable Operations
 - MSS50216 Diploma of Environmental Monitoring and Technology
 - MSS80116 Graduate Certificate in Sustainable Operations
 - MSS80216 Graduate Certificate in Environmental Management
 - MSS40316 Certificate IV in Competitive Systems and Practices
 - MSS50316 Diploma of Competitive Systems and Practices
 - MSS80316 Graduate Certificate in Competitive Systems and Practices

- 33 units of competency reviewed and modified in consultation with industry

- 1 new unit of competency:
 - Develop response to corporate social responsibility

- Revise an existing Skill Set to address the specialist skill needs of workers in Corporate Social Responsibility.

- Ensure a broader consultation process is undertaken as part of training package development activities.

- Ensure that the project aligns with any development work undertaken as part of the Environmental Sustainability Cross-Sector Project.

During the scoping of the project feedback from industry stakeholders and desktop research, TAC members discussed the content of the current Training Package and the skill requirements for corporate social responsibility. They determined priorities for the needs of workers in the corporate social responsibility sector and made recommendations for:

- development of 2 draft skill sets that focused on (1) establishing the organisation's directives for corporate social responsibility and (2) implementing an organisation's corporate social responsibility strategy that could be used across all sectors. The existing MSSSS00006 Reduce Sustainability Risk did not provide an adequate framework to modify to address the requirements required and was therefore not redeveloped.
- development of one new unit focusing on facilitating an organisation's response to and strategy for corporate social responsibility
- review of 33 units

In January 2018 and again in March 2018, Mr Peter Nemtsas, the Sustainability IRC Chair, communicated with both Skills Impact (SSO) and the AISC re contributing to the Environmental Sustainability Cross-Sector Project. While his correspondence and the willingness of the Sustainability IRC to participate in this cross sector project was acknowledged, at the time of writing there has been no further updates to this project in 2018, so it was agreed by the IRC that the CSR project

continue as intended, or until such time that the cross sector project commences and any alignment work needs to be undertaken.

The TAC also confirmed that the following competencies previously developed for the energy audit skill set and qualifications were also required and consistent with corporate social responsibility roles including:

- Business case development
- Leadership and management
- Strategic planning
- Continuous improvement
- Project management
- Change management
- Risk management
- Stakeholder management

In this context, it was deemed that a new unit of competency was required by the TAC and the IRC, as the possible existing *BSBMGT624 Develop and implement corporate social responsibility* did not meet industry requirements as previously discussed. It was also confirmed that additional electives added to the Sustainable Operations qualifications to meet the above requirements will continue to support workers undertaking Sustainability job roles.

The TAC and IRC also leveraged off an extensive and varied network across multiple industries and sectors to help frame this development to ensure its cross-sector appeal. A full list of organisations consulted directly and indirectly by TAC and IRC members is listed in Appendix C and D.

Appendix B: MSS components

Draft components requiring endorsement

The following components require AISC endorsement:

NEW MSS unit of competency

- *MSS015039 Develop response to corporate social responsibility*

Reviewed existing MSS units of competency

- *MSS015035 Report to Global Reporting Initiative Standards*
- *MSS015036 Develop response to sustainability related regulation*
- *MSS015037 Develop regulated sustainability reports*
- *MSS015038 Establish and review metrics for social sustainability*
- *MSS027020 Coordinate water quality management activities*
- *MSS027021 Coordinate air quality management activities*
- *MSS027022 Coordinate noise management activities*
- *MSS027023 Coordinate site remediation or rehabilitation activities*
- *MSS027024 Select, commission and maintain environmental monitoring instruments*
- *MSS403052 Map an office value stream*
- *MSS403053 Map an operational process*
- *MSS403054 Facilitate breakthrough improvements*
- *MSS403055 Facilitate continuous improvement through the use of standardized procedures and practices*
- *MSS404054 Apply statistics to operational processes*
- *MSS404085 Undertake proactive maintenance analyses*
- *MSS404086 Assist in implementing a proactive maintenance strategy*
- *MSS404087 Support proactive maintenance*
- *MSS405008 Analyse and map a value stream*
- *MSS405009 Manage a value stream*
- *MSS405015 Manage relationships with non-customer external organisations*
- *MSS405016 Manage workplace learning*
- *MSS405054 Determine and improve process capability*
- *MSS405063 Develop the application of enterprise control systems in an organisation*
- *MSS405064 Determine and establish information collection requirements and processes*
- *MSS407018 Review use of competitive systems and practices tools*
- *MSS407019 Facilitate improvements in the internal value chain*
- *MSS407020 Undertake a qualitative review of a process change*
- *MSS407021 Respond to a major non-conformance*
- *MSS407022 Facilitate improvements in the external value chain*
- *MSS408009 Develop models of future state operations practice*
- *MSS408010 Analyse data for relevance to organisational learning*

Deleted MSS units of competency

- *MSS403013 Lead team culture improvement (superseded by MSS405013)*

New MSS skill sets

- *MSSSS00014 SS14 Direct Corporate Social Responsibility*
- *MSSSS00015 SS15 Lead Response to Corporate Social Responsibility*

Draft components requiring endorsement – UNITS OF COMPETENCY

The following table lists the changes made to MSS Sustainability units of competency. These components are required for endorsement by the AISC.

MSS Release 2.0 Units of Competency – mapped to MSS Release 3.0 Units of Competency

MSS Sustainability Training Package Release 2		MSS Sustainability Training Package Release 3			
Code	Title	Code	Title	Comments	E/ NE/ New
MSS015006	Report to Global Reporting Initiative Guidelines	MSS015035	Report to Global Reporting Initiative Standards	No change to vocational outcomes. Code updated. Name changed. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. GRI Guidelines superseded. Updated to reflect new GRI Standards. Range of conditions moved to Companion Volume. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	NE
MSS015014	Develop response to sustainability related regulation	MSS015036	Develop response to sustainability related regulation	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS015017	Develop regulated sustainability reports	MSS015037	Develop regulated sustainability reports	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E

MSS Sustainability Training Package Release 2		MSS Sustainability Training Package Release 3			
Code	Title	Code	Title	Comments	E/ NE/ New
MSS015019	Establish/review metrics for social sustainability	MSS015038	Establish and review metrics for social sustainability	No change to vocational outcomes. Code updated. Name changed. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to elements and performance criteria. Range of conditions moved to Companion Volume. Foundation skills information added. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
		MSS015039	Develop response to corporate social responsibility	New unit.	New
MSS027006	Coordinate water quality management activities	MSS027020	Coordinate water quality management activities	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to elements and performance criteria. Range of conditions moved to Companion Volume. Foundation skills information added. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS027007	Coordinate air quality management activities	MSS027021	Coordinate air quality management activities	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Conditional pre-requisites removed. Changes to elements and performance criteria. Range of conditions moved to Companion Volume. Foundation skills information added. Assessment requirements amended. Assessment	E

MSS Sustainability Training Package Release 2		MSS Sustainability Training Package Release 3			
Code	Title	Code	Title	Comments	E/ NE/ New
				conditions simplified, and superfluous information removed.	
MSS027008	Coordinate noise management activities	MSS027022	Coordinate noise management activities	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to elements and performance criteria. Range of conditions moved to Companion Volume. Foundation skills information added. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS027009	Coordinate site remediation or rehabilitation activities	MSS027023	Coordinate site remediation or rehabilitation activities	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Conditional pre-requisites removed. Changes to performance criteria. Range of conditions moved to Companion Volume. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS027011	Select, commission and maintain environmental monitoring instruments	MSS027024	Select, commission and maintain environmental monitoring instruments	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS403007	Map an office value stream	MSS403052	Map an office value stream	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume.	E

MSS Sustainability Training Package Release 2		MSS Sustainability Training Package Release 3			
Code	Title	Code	Title	Comments	E/ NE/ New
				Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	
MSS403013	Lead team culture improvement			REMOVED Superseded by MSS405013 Facilitate a holistic culture improvement in an organisation	
MSS403033	Map an operational process	MSS403053	Map an operational process	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS403041	Facilitate breakthrough improvements	MSS403054	Facilitate breakthrough improvements	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Foundation skills information added. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS403044	Facilitate continuous improvement through the use of standardized procedures and practices	MSS403055	Facilitate continuous improvement through the use of standardized procedures and practices	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Foundation skills information added. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E

MSS Sustainability Training Package Release 2		MSS Sustainability Training Package Release 3			
Code	Title	Code	Title	Comments	E/ NE/ New
MSS404052	Apply statistics to operational processes	MSS404054	Apply statistics to operational processes	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS404081	Undertake proactive maintenance analyses	MSS404085	Undertake proactive maintenance analyses	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS404082	Assist in implementing a proactive maintenance strategy	MSS404086	Assist in implementing a proactive maintenance strategy	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS404083	Support proactive maintenance	MSS404087	Support proactive maintenance	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E

MSS Sustainability Training Package Release 2		MSS Sustainability Training Package Release 3			
Code	Title	Code	Title	Comments	E/ NE/ New
MSS405002	Analyse and map a value stream	MSS405008	Analyse and map a value stream	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS405003	Manage a value stream	MSS405009	Manage a value stream	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Foundation skills information added. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS405010	Manage relationships with non-customer external organisations	MSS405015	Manage relationships with non-customer external organisations	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS405012	Manage workplace learning	MSS405016	Manage workplace learning	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E

MSS Sustainability Training Package Release 2		MSS Sustainability Training Package Release 3			
Code	Title	Code	Title	Comments	E/ NE/ New
MSS405050	Determine and improve process capability	MSS405054	Determine and improve process capability	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS405060	Develop the application of enterprise control systems in an organisation	MSS405063	Develop the application of enterprise control systems in an organisation	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS405061	Determine and establish information collection requirements and processes	MSS405064	Determine and establish information collection requirements and processes	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Foundation skills information added. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS407002	Review operations practice tools and techniques	MSS407018	Review use of competitive systems and practices tools	No change to vocational outcomes. Code updated. Name changed. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Foundation skills information added. Assessment requirements amended. Assessment	E

MSS Sustainability Training Package Release 2		MSS Sustainability Training Package Release 3			
Code	Title	Code	Title	Comments	E/ NE/ New
				conditions simplified, and superfluous information removed.	
MSS407004	Facilitate improvements in the internal value chain	MSS407019	Facilitate improvements in the internal value chain	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS407005	Undertake a qualitative review of a process change	MSS407020	Undertake a qualitative review of a process change	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS407007	Respond to a major non-conformance	MSS407021	Respond to a major non-conformance	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS407009	Facilitate improvements in the external value chain	MSS407022	Facilitate improvements in the external value chain	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Assessment requirements amended.	E

MSS Sustainability Training Package Release 2		MSS Sustainability Training Package Release 3			
Code	Title	Code	Title	Comments	E/ NE/ New
				Assessment conditions simplified, and superfluous information removed.	
MSS408003	Develop models of future state operations practice	MSS408009	Develop models of future state operations practice	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Foundation skills information added. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E
MSS408008	Analyse data for relevance to organisational learning	MSS408010	Analyse data for relevance to organisational learning	No change to vocational outcomes. Code updated. Application and licensing statement simplified. Unit template updated to meet policy requirements. Changes to performance criteria. Range of conditions moved to Companion Volume. Assessment requirements amended. Assessment conditions simplified, and superfluous information removed.	E

Imported units of competency

There have been no additional imported units of competency as part of this project.

Appendix C: Consultation process, feedback and participants

DRAFT 1 CONSULTATION

TAC meetings for Draft 1

TAC members met via teleconference on 26 July 2018 and again on 13 August 2018. Members discussed the content of the current Training Package and the skill requirements for corporate social responsibilities.

They determined priorities for the needs of industry and made recommendations for:

- development of a diploma level skill set that focuses on managers responsible for developing CSR strategy and implementation: 'Lead response to Corporate Social Responsibility'.
- development of a senior/top level management skill set targeting those responsible for developing and deploying a CSR strategy: 'Direct corporate social responsibility'
- development of one new unit focusing on responding to CSR requirements
- review of 33 units, including updating to current practices and standards
- development of new skill set/s as proposed existing skill set MSSSS00013 Reduce Sustainability Risk too narrow and did not meet industry requirements
- skills gaps in the workforce and the subsequent update of the qualifications and the addition of electives as relevant to address those gaps.

These units, skill sets and qualifications were subsequently reviewed, updated/developed and circulated.

Members agreed that units at Draft 1 stage should focus on removing any superfluous information that is currently included (such as definitions in the Range of Conditions and repetitive information in the Assessment Requirements) and providing greater alignment with the Standards for Training Packages 2012.

It was noted that many of the skills required for the skill sets were available in current units except for CSR specific skills and knowledge. IBSA proposed the unit, *BSBMGT624 Develop and implement corporate social responsibility* as a potential to address this skills gap. However, industry did not support this unit in its current state. It was determined that it did not sufficiently address cross sector, current CSR requirements.

In this context only one new unit of competency, and existing MSS units were deemed required for the new Skill Sets by the TAC and the IRC.

Summary of changes made in Draft 1

New Unit

- the development of one new unit: *MSS015039 Develop response to corporate social responsibility*

Existing Units

Existing units were reviewed, and 33 units were modified as follows for Draft 1:

- updated to reflect new Global Reporting Standards

- context of corporate social responsibility included where relevant and appropriate
- the addition of a modification table to fulfil training.gov.au requirements
- minor changes to the Application and licensing statement to provide more clarity
- the Range of Conditions removed (because the information included did not meet the intent of the Standards for Training Packages 2012) and retained in a separate Companion Volume – Range of Conditions. Some of this information was also moved to the Knowledge Evidence field of the Assessment Requirements.
- very minor edits to the Elements and Performance Criteria to clarify intent and sequence of activities
- updated Unit Mapping Information
- updated link to Training Package Companion Volumes
- Performance Evidence reduced and key information usually about frequency and volume included. Performance evidence that was merely a repeat of performance criteria was removed and this field was tightened to remove superfluous or ambiguous information.
- Assessment Conditions reduced to include key conditions that must be in place for assessment
- Conditional prerequisites removed.

Skill Sets

Addition of two new skill sets:

- ***MSSSS00014 Direct Corporate Social Responsibility***
- ***MSSSS00015 Lead Response to Corporate Social Responsibility***

Qualifications

Updates to the qualifications were minor and included:

MSS40116 Certificate IV in Sustainable Operations*	<ul style="list-style-type: none"> • <i>No changes identified for draft 1</i>
MSS50116 Diploma of Sustainable Operations*	<ul style="list-style-type: none"> • <i>No changes identified for draft 1</i>
MSS80116 Graduate Certificate in Sustainable Operations*	<ul style="list-style-type: none"> • <i>No changes identified for draft 1</i>
MSS40216 Certificate IV in Environmental Monitoring and Technology*	<ul style="list-style-type: none"> • <i>No changes identified for draft 1</i>
MSS50216 Diploma of Environmental Monitoring and Technology*	<ul style="list-style-type: none"> • <i>No changes identified for draft 1</i>
MSS80216 Graduate Certificate in Environmental Management*	<ul style="list-style-type: none"> • <i>No changes identified for draft 1</i>

MSS40316 Certificate IV in Competitive Systems and Practices	<ul style="list-style-type: none"> • <i>Template updated. Qualification description simplified. Incorrect codes, names and pre-requisites corrected.</i>
MSS50316 Diploma of Competitive Systems and Practices	<ul style="list-style-type: none"> • <i>Template updated. Qualification description simplified. Incorrect codes, names and pre-requisites corrected.</i>
MSS60316 Advanced Diploma of Competitive Systems and Practices	<ul style="list-style-type: none"> • <i>Template updated. Qualification description simplified. Incorrect codes, names and pre-requisites corrected.</i>
MSS80316 Graduate Certificate in Competitive Systems and Practices	<ul style="list-style-type: none"> • <i>Template updated. Qualification description simplified. Entry requirements. Incorrect codes, names and pre-requisites corrected.</i>

* Qualification codes changed between Round 1 and Round 2 consultation following endorsement of Release 2.0 in October.

Draft 1 Public consultation

Draft 1 components were available for review and comment on the IBSA website for four (4) weeks from 20 August to 14 September 2018. A consultation paper accompanied the draft training package products which provided a summary of key information about proposed changes to the MSS Sustainability Training Package, and questions for stakeholders along with a Feedback Form for stakeholders to respond to the specific questions.

IBSA also facilitated a series of workshops and webinars to outline proposed changes and to seek feedback on the project and training package. These included:

- Perth 15 August 9.30am – 11.00am (DTWD, Osborne Park)
- Melbourne 17 August 11.00am – 1.00pm (IBSA office, East Melbourne)
- National webinar 20 August 1.30pm – 3.30pm
- National webinar 22 August 2.00pm – 4pm
- Sydney 24 August 11am – 12.30pm (Dept. of Industry, Training Services NSW, Parramatta)
- National webinar 27 August 2.00pm – 4pm

An email notification was sent to stakeholders when the draft components were released on the IBSA Manufacturing website to inform them that consultation had commenced. A reminder email was sent to stakeholders in the last week of R1 consultation, and the IBSA website project pages were updated at the completion of R1 consultation to reflect Round 1 consultation had closed. Appendix C includes organisations that were notified of consultation opportunities during the project.

Industry Training Advisory Bodies (ITABs), State/Territory Training Authorities, RTOs with the MSS Sustainability qualifications on scope, and stakeholders who had registered their interest in the project were also notified – 265 in total were advised.

During the R1 consultation period the Project page on the IBSA website received 166 views and IBSA received 7 discrete feedback submissions. Feedback was received on behalf of organisations, collated submissions on behalf of a group of individuals, and individuals themselves. Appendix C includes stakeholders who provided feedback.

The Project issues register that was used to compile feedback throughout this period noted feedback in the following general areas:

- Feedback regarding the inclusion of quantifying non-financial costs and benefits in knowledge requirements
- Support for the new skill sets and the new unit and the recommendation to place new unit in appropriate qualification.
- Recommendation to add foundation skills
- Recommendation to add additional knowledge to new unit
- feedback about the language used to describe job tasks accompanied by suggestions for more current language and to ensure new unit is applicable across all sectors and organisational types
- feedback to remove additional corporate social responsibility knowledge be removed from competitive systems and practices units.

DRAFT 2 CONSULTATION

TAC meetings for Draft 2

The Sustainability TAC reviewed the feedback received following Round 1 consultation on September 26, and again on November 8 to make recommendations about future development of training package components.

Actions for training package development arising from Draft 1 and other targeted consultation included:

- Minor content changes arising from feedback
- Propose the removal of unit based on repetition
- Agreement to remove Range of Conditions and retain in a separate Companion Volume.

Draft 2 (validation) components were developed with further advice from TAC members and other highly skilled professionals and subject matter experts (refer Appendix C for breadth of experience and organisations consulted) Draft 2 was approved by the TAC and the IRC in early November 2018 and made available to the public via the IBSA website for two (2) weeks ending 21 November 2018. A consultation paper accompanied the draft training package products which provided a summary of key information about proposed changes to the MSS Sustainability Training Package. Emails were sent to the same stakeholders as outlined for Draft 1 components, plus any additional stakeholders that registered their interest, on the day the Round 2 draft components were released on the IBSA website, and a reminder email the week before Draft 2 Consultation was scheduled to finish. Emails were sent to individuals by IBSA, and the reported numbers do not include emails onforwarded by the TAC and IRC members to their networks for feedback.

Appendix C includes stakeholders that provided feedback. Appendix D includes all organisations that were notified of consultation opportunities during the project.

Summary of changes made in Draft 2

Existing Units:

- Minor changes to existing units including the removal of additional corporate social responsibility knowledge from competitive systems and practices units.
- Proposed removal of the elective unit *MSS403013 Lead team culture improvement*, because it is repetitive of *MSS405013 Facilitate a holistic culture improvement in an organisation*.
- Notification of potential unit code changes.
- Correcting typographical and formatting errors.

New Unit - MSS015039 Develop response to corporate social responsibility:

- Changes to provide more clarity around legislative requirements.
- Included reference to modern slavery and its relevance to the organisation and its supply chains.
- Included UN Sustainable Development Goals in the knowledge requirements (or its replacement).
- Included ability to and knowledge of, quantifying non-financial costs and benefits.

Skill Sets

- No changes identified for draft 2.

Qualifications

MSS40118 Certificate IV in Sustainable Operations*	<ul style="list-style-type: none"> • Proposed removal of <i>MSS403013 Lead team culture improvement</i> from Group B electives, add <i>MSS40513 Facilitate a holistic culture improvement in an organisation</i> to Group B electives
MSS50118 Diploma of Sustainable Operations*	<ul style="list-style-type: none"> • New unit: <i>MSS015039 Develop response to corporate social responsibility</i> added to electives
MSS80118 Graduate Certificate in Sustainable Operations*	<ul style="list-style-type: none"> • <i>No changes identified for draft 2</i>
MSS40218 Certificate IV in Environmental Monitoring and Technology*	<ul style="list-style-type: none"> • <i>No changes identified for draft 2</i>
MSS50218 Diploma of Environmental Monitoring and Technology*	<ul style="list-style-type: none"> • <i>No changes identified for draft 2</i>
MSS80218 Graduate Certificate in Environmental Management*	<ul style="list-style-type: none"> • <i>No changes identified for draft 2</i>
MSS30316 Certificate III in Competitive Systems and Practices	<ul style="list-style-type: none"> • Proposed removal of <i>MSS403013 Lead team culture improvement</i> from Group A electives.

MSS40316 Certificate IV in Competitive Systems and Practices	<ul style="list-style-type: none"> • <i>No changes identified for draft 2</i>
MSS50316 Diploma of Competitive Systems and Practices	<ul style="list-style-type: none"> • <i>No changes identified for draft 2</i>
MSS60316 Advanced Diploma of Competitive Systems and Practices	<ul style="list-style-type: none"> • <i>No changes identified for draft 2</i>
MSS80316 Graduate Certificate in Competitive Systems and Practices	<ul style="list-style-type: none"> • <i>No changes identified for draft 2</i>

* Code changed following endorsement of MSS Release 2.0 in October 2018.

Draft 2 public consultation

During this second consultation period the IBSA website received 64 views, and 14 feedback submissions. Feedback was received on behalf of organisations, with collated submissions on behalf of a group of individuals, and individuals themselves.

The issues register for this stage of the project includes:

- support for changes and the new components.
- repeated feedback regarding adding detailed foundation skills so that RTOs will be audited on foundations skills
- minor content changes regarding current terminology and industry context.

TAC meetings for Final Draft

The Sustainability TAC reviewed the feedback received following Draft 2 consultation on December 18 to make final recommendations and validate the final draft training package components. Each piece of feedback was considered, and the TAC agreed to the following:

- minor content changes to new and existing units
- removal of MSS403013 Lead team culture improvement
- Unit code changes.

The TAC also determined that:

- Only one revised unit was not equivalent to its previous release. *MSS015006 Report to Global Reporting Initiative Guidelines* was completely rewritten because the GRI Guidelines have been replaced with GRI Standards.
- The remaining revised units and qualifications were equivalent. Several units had duplication and superfluous information removed, and clarity improved for a better-defined unit that captures the competency requirements and strengthens the unit intent. Where there were changes to elements, performance criteria, and assessment requirements, the changes were minor and described the detail of the work task more explicitly, and the vocational outcome did not change.
- The changes made to the qualifications had only been updated and that this did not impact the Volume of Learning. They agreed that volume of learning and appropriateness for

traineeship/apprenticeship had not changed since the previous release of the MSS Training Package. This is detailed in the Companion Volume – Implementation Guide.

- The final version of the units, qualifications and the skill sets accurately reflect the recommendations made by the TAC, and validation from highly skilled and well recognised sustainability specialists and experts (refer Appendix C).

The following individuals and organisations participated in the development process. The excellent value of their expertise and input is gratefully acknowledged.

POSITION	ORGANISATION
Senior Project Officer – Energy Management Services, Sustainability Programs	<p>Office of Environment and Heritage (and on behalf of the following organisations:</p> <p>Apple Australia; Accor Hotels; Actron Air; Adventist Healthcare Limited; ANZRP; Australian Packaging Covenant; BetterGrow; Blackmores Ltd; Brother International; Canon Australia; CLEAN Cowra; Cleanaway; Coca-Cola Amatil; CSR Limited; David Jones; Dell; Department of Finance, Services and Innovation; Environment Protection Authority; Epson Australia; HealthShare NSW; Hewlett Packard PPS Asia Pacific; Foodbank Australia; Fuji Xerox Australia Fujitsu Australia Ltd; InBetween Media; Industry Capability Network; Inghams; Inner West Council; Kimberly-Clark Australia; Konica Minolta; Lake Macquarie City Council; Lexmark Australia Pty; Lenovo Australia; Maroba Aged Care; Mercy Services; Nestle Nespresso; OneSteel Wire Pty Ltd; Parramatta City Council; Pepsico; Salvation Army / Freedom Partnership; Sanitarium Health & Wellbeing; Social Enterprise Services; Southern Cross Care (NSW & ACT); Starcom Mediavest Group; Strategic Access, representing Healthshare NSW; Supply Chain Sustainability School; Sutherland District Trade Union Club TRADIES; Sydney Markets Ltd; Sydney Opera House; Sydney Water; Stockland; TAFE Illawarra Institute; TAFE NSI; Tapex; Taronga Conservation Society Australia; The Freedom Partnership - to End Modern Slavery; The Smith Family; Toxfree E-Waste; Tradies; Transport for NSW; Two Good; Uniting; Veolia Australia and New Zealand; Virgin Australia; Warrigal Care; 2XE Pty Ltd; ANZRP/TechCollect; BlueScope Steel/Steel Stewardship Council; Cross Connections; Energy X; Ferrero Australia Pty Ltd; General Secretary, International Trade Union Confederation; Karrikins Group; National Disability Services; NSW Dept of</p>

	Industry; Office of Environment & Heritage; One Stone Advisors; OPS Asia Pacific Pty Ltd/ Soft Landing; SD Environmental Management; Social Traders; Steel Stewardship Council; Supplynation; Sustainability & Climate Change Facilitation; Sustainable Business Consulting; Weston Aluminium.
Head of Projects	Energy Efficiency Council (and on behalf of EEC members)
Independent Inspections	Director
Project Officer	Industry Skills Advisory Council NT
Energy and Sustainability Manager	Brickworks Building Products
CEO	Business Council for Sustainable Development Australia (and on behalf of BCSD members)
Curriculum Maintenance Manager	Chisholm Institute
Quality and Compliance Manager	Workwear Group
Director	Taps Consulting
Environmental Consultant	Envirotech Education
Training Manager	Productivity Improvers
National Coordinator – Skills, Training and Apprenticeships	AMWU
Project Officer	Manufacturing and Engineering Skills Advisory Body Inc
CEO	Vative
RTO Manager	Vative Academy
Statistical Inventory Reconciliation Analysis Manager	Leighton O’Brien
Director	Efficiency Works
Director	Australian Trade Training College Limited
Trainer	People Improvers
SkillsPoint Industry Relationship Lead Innovative Manufacturing, Robotics and Science	TAFE NSW

Director	Distinctive Solutions Group
Lecturer Management	North Regional TAFE
	Department for Industry and Skills, SA Govt.
RTO Coordinator	University of Tasmania
Compliance Support Officer	University of Tasmania
Lecturer	North Metropolitan TAFE
Environmental Lecturer	Envirotech Education
Head of HR	Flowserve
Head Office Manager / RTO Compliance Manager	Centre for Australasian TPM
Manager	Federation Training
Project Officer	Logistics Training Council
Senior Project Officer	Department of Training and Workforce Development
Teacher	Greenwich Management College
Robotics and Science SkillsPoint - Product Development	TAFE NSW
Executive Officer	NSW ITAB
Head - NSW	Ai Group (and on behalf of Ai Group members)

Appendix D: Key stakeholder engagement

Industry organisations notified of public consultation

ORGANISATION	SECTOR
ABV Pty Ltd	Education
Aegis Training Services Pty Ltd	Education
Applied Training Solutions Pty Ltd	Education
ASC Training & Development Pty Ltd	Education
ASH Pty Ltd	Education
Australian College of Training Pty Ltd	Education
Australian Industry Group Training Services	Education
Australian Institute of Management - Western Australian Human Resource Development Centre Inc	Education
Australian Institute of Workplace Learning Pty Ltd	Education
Australian Society for Quality Pty Ltd	Education
Bannister Technical Pty Ltd	Education
Bendigo Kangan Institute	Education
Business Planning Services Pty Ltd	Education
Canberra Institute of Technology	Education
CLB Training and Development P/L (Spectra Training)	Education
Complete Lean Solutions Pty Ltd	Education
Corporate Partners Pty Ltd	Education
Cother Consulting P/L	Education
Department of Training and Workforce Development (TAFE WA)	Education
Dynamic Learning Services P/L	Education
Eagle Wing Education & Training Pty Ltd	Education
Education Institute Pty Ltd	Education
Efficiency Works Pty Ltd	Education
Envirotech Education Pty Ltd	Education
FITEC Australia Pty Ltd	Education
Fortunity Training Pty Limited	Education
Franklyn Scholar (Australia) Pty Ltd	Education
Freelance Support Pty Ltd	Education
Glen Charles Knight	Education
Gordon Institute of TAFE	Education
Goulburn Ovens Institute of TAFE	Education
Impact Training Institute Pty Ltd	Education
Incremental Improvements Australia Pty Ltd	Education
Insight Training Group Australia Pty Ltd	Education
Inspirative Training Pty Ltd	Education
Kordon Training Management Systems Pty Ltd	Education
Leadership Management Australia Pty Ltd	Education
National Training Services Pty Ltd	Education
New Mindscape International Pty Ltd	Education
Noise Measurement Services	Education
Orion Training and Performance Management Pty Ltd	Education
Performance Partners Consulting Pty Ltd	Education
Pivotal Training & Development Pty Ltd	Education
PL Lean Training P/L	Education
QTS Education Solutions P/L	Education
Response Consulting Australia P/L	Education
RII - Resource & Infrastructure Skills Centre Pty Ltd	Education
RPL Central Pty Ltd	Education
RTO Solutions Pty Ltd	Education

Safetynet Management Solutions Pty Ltd	Education
South Metropolitan TAFE	Education
Swinburne University of Technology	Education
The Management Edge Pty Ltd	Education
TIME Education and Training Pty Ltd	Education
Train Australia Pty Ltd	Education
Training Practical Solutions Consultancy Pty Ltd	Education
Training Solutions For Life P/L	Education
Triumph Training Academy P/L	Education
University of Tasmania	Education
Victorian Chamber of Commerce & Industry	Education
Vocational Training Australia Pty Ltd	Education
William Angliss Institute of TAFE	Education
Windsor and Williams Pty Ltd	Education
Wiseman Institute Pty Ltd	Education
Yawley Pty Ltd	Education
Chamber of Minerals and Energy of Western Australia	Industry Association
University of New South Wales	Education
Industry Skills Advisory Council NT	Training Council
Individual	Unknown sector
Financial Administrative and Professional Services Training Council	Training Council
Australian Skills Quality Authority	Government body
Department of Corrective Services, WA Government	Government
Department of Justice, WA Government	Government
TAFE SA (Lecturer)	Education
Barwon Consulting	Industry
Department of Education and Training, Victorian Government	Government
Individual	Unknown sector
Skills Impact	Skills Service Organisation
Stylus Group	Industry
Etc Ltd RTO	Education
People Improvers	Education
Productivity Improvers	Education
Individual	Unknown sector
Dampier Island Tourism	Tourism
Contitech	Industry
TAFE NSW (Western Sydney Institute)	Education
TAFE NSW (Ultimo)	Education
Pepsi Co	Industry
TAFE NSW (Hunter)	Education
Department of Education and Training	Government
e-mobility	Education
Site.edu.au	Education
Essteamm Learning	Education
WA STA	Government
Individual	Unknown sector
Bendigo Technical School	Education
Chisholm Institute	Education
TAFE SA (Team Leader)	Education
Focaz	Education
Catholic Education Diocese of Cairns	Education
RMIT (Course Coordinator)	Education
Skill Invest	Education
Skills Impact	Skills Service Organisation
TAFE NSW (South West Sydney Institute)	Education

Pearson	Industry
MP Training and Recruitment	Education
TAFE NSW (South West Sydney Institute – Manufacturing and Transport Faculty)	Education
ESI Racking	Industry
Martyr Training	Education
Bren Closures	Industry
RMIT (Teacher)	Education
TAFE NSW, Manufacturing, Mechanical Engineering, Drafting and Metallurgy	Education
TAFE QLD (South Brisbane)	Education
Federation Training	Education
Adapt RTO	Education
Histotechnology Society of NSW	Industry Association
Manufacturing Skills ITAB	Training Council
Department of Training and Workforce Development, WA Government	Government
Individual	Unknown sector
BFX Furniture	Industry
TAFE Queensland (South West)	Education
Furnishing Industry Association of Australia	Industry Association
Think Perform	Education
Mrael	Education
The Centre for TPM	Education
Individual	Unknown sector
Department of Training & Workforce Development, WA Government	Government
Individual	Unknown sector
Chisholm Institute	Education
Myoora Transformations	Consulting Services
CS Institute Australia	Education
North Metropolitan TAFE	Education
Police Citizens Youth Clubs NSW	Charity
Individual	Unknown sector
TAFE Queensland (Lead Vocational Teacher)	Education
Department of Education and Training, Victorian Government	Government
Department of Education and Training, Federal Government	Government
Australian Apprenticeships and Traineeships Information Service	Government body
Skills Impact	Skills Service Organisation
Oggi Consulting	Consulting Services
Individual	Unknown sector
Lab Tech Training	Education
Envirotech Education Pty Ltd	Education
Individual	Unknown sector
TAFE NSW (Market Research)	Education
Sydney Metro College	Education
Qualify Me	Education
Individual	Unknown sector
Education Queensland	Education
Australian Industry Standards	Skills Service Organisation
TAFE NSW (Coffs Harbour)	Education
Apprenticeships Matter	Government body
First 5000.com.au	Industry Association
Australian Industry Standards	Skills Service Organisation
Individual	Unknown sector
Skills Tasmania	Government

PD Centre	Education
Individual	Unknown sector
Individual	Unknown sector
Distinctive Solutions Group	Education
Individual	Unknown sector
Revium Group	Marketing Services
Individual	Unknown sector
Individual	Unknown sector
Queensland Department of State Development	Government
The Management Edge Pty Ltd	Education
Youth Futures	Education
Individual	Unknown sector
Holmesglen Institute	Education
Service Skills SA	Government
Chamber of Minerals and Energy of Western Australia	Industry Association
National Institute of Dramatic Arts	Education
Ai Group	Industry Association
Sustainable Business Australia	Industry Association
Energy Efficiency Council	Industry Association
Advanced Manufacturing Growth Centre	Industry Association
Australian Manufacturing Workers Union	Employee Association
The Character Group	Education
Leighton O'Brien	Industry
Tricia Caswell and Associates	Consulting Services
Full Circle Fibres	Industry
Office of Environment & Heritage, NSW Government	Government
Independent Inspections	Consulting Services
Sustainable Advantage Group Australia	Education
Individual	Unknown sector
Industry Skills Advisory Council NT	Training Council
QMI Solutions	Training Council
Chief Minister, Treasury and Economic Development Directorate	Government
Association of Independent Schools of NSW	Industry Association
Forest Works	Skills Service Organisation
Catholic Schools NSW	Industry Association
NSW Department of Education and Communities	Government
NSW Department of Industry - Policy Enablers & Analytics	Government
NSW Department of Industry	Government
Workforce Development, Industry Programs, NSW Govt.	Government
NSW Education Standards Authority	Government body
Workforce NT, Department of Trade, Business and Innovation, Northern Territory Government	Government
Business, NT Government	Government
Department of Employment, Small Business & Training	Government
South Australia State Training Authority	Government
Skills Tasmania	Government
Skills Tasmania	Government
Skills Tasmania	Government
Skills Tasmania	Government
Department of Education and Training, Victorian Government	Government
Box Hill Institute	Education
Chisholm Institute	Education
Holmesglen Institute	Education
Food Fibre and Timber Industry Training Council	Training Council
Logistics Training Council	Training Council

Utilities Electrical and Automotive Training Council	Training Council
HD Training	Consulting Services
Jenni Oldfield Consulting	Consulting Services
Department of Education and Training, Victorian Government	Government
Professional Managers Australia	Industry Association

Appendix E: Letter of Support

10th January 2019

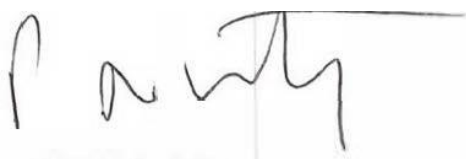
Dear Australian Industry and Skills Committee,

As the Chair of the Sustainability IRC (IRC), I write on behalf of the IRC to support the endorsement of the reviewed MSS Sustainability Training Package components, as completed under the Activity Order IBSA/TPD/2017-18/001.

The training package components have been significantly strengthened and closely reflect current industry practice.

A fully constituted IRC was present to approve the draft components for submission to the Australian Industry and Skills Committee for endorsement.

Regards

A handwritten signature in black ink, appearing to read 'Peter Nemtsas', with a long horizontal line extending from the end of the signature.

Peter Nemtsas

Appendix F: Quality Report

Section 1 – Cover page

Information required	Detail
Training Package title and code	MSS Sustainability Training Package, Release 3
Number of new qualifications and their titles ¹	Nil
Number of revised qualifications and their titles	<p>Ten qualifications have had minor updates - see Attachment 1.2.</p> <p>These updated qualifications are not required to be formally reviewed (minor changes only / new releases). Brief comments relating to the qualifications have been made within this report where relevant.</p> <p>Note: Two new skill sets are also included in the Case for Endorsement (CfE):</p> <ul style="list-style-type: none"> • MSSSS00014 SS14 Direct Corporate Social Responsibility • MSSSS00015 SS15 Lead Response to Corporate Social Responsibility
Number of new units of competency and their titles	<p>One new unit of competency:</p> <ul style="list-style-type: none"> • MSS015039 Develop response to corporate social sustainability
Number of revised units of competency and their titles	<p>31 revised units of competency – see Attachment 1.1.</p> <p>One unit is proposed for deletion due to duplication:</p> <ul style="list-style-type: none"> • MSS403013 Lead team culture improvement
<p>Confirmation that the panel member is independent of:</p> <ul style="list-style-type: none"> • the Training Package or Training Package components review ('Yes' or 'No') • development and/or validation activities associated with the Case for Endorsement ('Yes' or 'No') • undertaking the Equity and/or Editorial Reports for the training package products that are the subject of this quality report ('Yes' or 'No') 	<p>Yes - I confirm that I am independent of:</p> <ul style="list-style-type: none"> • the Training Package or Training Package components review • development and/or validation activities associated with the Case for Endorsement <p>No - I have not undertaken the Equity and/or Editorial Reports for the MSS Sustainability Training Package products covered in this quality report.</p>

¹ When the number of training products is high the titles can be presented as an attached list.

Information required	Detail
Confirmation of the Training Packages or components thereof being compliant with the <i>Standards for Training Packages 2012</i>	Yes - the components submitted as part of the Corporate Social Responsibility (CSR) project within the <i>MSS Sustainability Training Package, Release 3.0</i> reviewed in this report are compliant with the <i>Standards for Training Packages 2012</i>
Confirmation of the Training Packages or components thereof being compliant with the <i>Training Package Products Policy</i>	Yes - the components submitted as part of the CSR project within the <i>MSS Sustainability Training Package, Release 3.0</i> reviewed in this report are compliant with the <i>Training Package Products Policy</i>
Confirmation of the Training Packages or components thereof being compliant with the <i>Training Package Development and Endorsement Process Policy</i>	Yes - the components submitted as part of the CSR project within the <i>MSS Sustainability Training Package, Release 3.0</i> reviewed in this report are compliant with the <i>Training Package Development and Endorsement Process Policy</i>
Panel member's view about whether: <ul style="list-style-type: none"> the evidence of consultation and validation process being fit for purpose and commensurate with the scope estimated impact of the proposed changes is sufficient and convincing 	Yes - IBSA Manufacturing on behalf of the Sustainability Industry Reference Committee (IRC) has undertaken considerable industry consultation and validation commensurate for the development of one new unit and updates to 31 existing units.
Name of panel member completing Quality Report	Sue Hamilton Focus on Skills Pty Ltd
Date of completion of the Quality Report	1 February 2019

Section 2 – Compliance with the Standards for Training Packages 2012

Standards for Training Packages	Standard met 'yes' or 'no'	Evidence supporting the statement of compliance or noncompliance (including evidence from equity and editorial reports)
<p>Standard 1</p> <p>Training Packages consist of the following:</p> <ol style="list-style-type: none"> 1. AISC endorsed components: <ul style="list-style-type: none"> • qualifications • units of competency • assessment requirements (associated with each unit of competency) • credit arrangements 2. One or more quality assured companion volumes 	<p>Yes</p>	<p>The MSS Sustainability Training Package meets Standard 1. The components addressing CSR submitted for review in Release 3.0 include:</p> <ul style="list-style-type: none"> • 1 new unit of competency - <i>MSS015039 Develop response to corporate social sustainability</i> • 31 revised units of competency • 2 quality assured companion volumes: <ul style="list-style-type: none"> • MSS Sustainability Companion Volume Implementation Guide – Release 3.0 (MSS CVIG) – updated • MSS Sustainability Training Package Companion Volume - Range of Conditions <p>The following components were also submitted for review but do not need formal endorsement.</p> <ul style="list-style-type: none"> • 10 updated qualifications with minimal change • 1 unit with minor change • 2 new skill sets. <p>The MSS CVIG states there are career pathways to Higher Education via the Graduate Certificates and Graduate Diploma (MSS CVIG p13/14). No specific credit arrangements with Higher Education are listed.</p>

Standards for Training Packages	Standard met 'yes' or 'no'	Evidence supporting the statement of compliance or noncompliance (including evidence from equity and editorial reports)
<p>Standard 2</p> <p>Training Package developers comply with the <i>Training Package Products Policy</i></p>	<p>Yes</p>	<p>The new unit of competency is coded and titled appropriately. There are no prerequisites and the mapping information and modification tables clearly indicate the status of the unit as new, with no equivalent unit.</p> <p>The 31 revised units have new codes and the mapping information and modification tables clearly outline the changes for each unit and their equivalence status. One unit is identified as 'not equivalent' reflecting the need to update to address new Global Reporting Initiative Standards.</p> <p>The qualifications reviewed for the CSR project have been updated to:</p> <ul style="list-style-type: none"> • reflect code changes for the revised units submitted for endorsement • address subsequent changes to prerequisites • remove the deleted unit (2 qualifications) • add the new unit as an elective (3 qualifications) • update codes of imported units.
<p>Standard 3</p> <p>Training Package developers comply with the <i>AISC Training Package Development and Endorsement Process Policy</i></p>	<p>Yes</p>	<p>The CfE provides detailed information about the industry engagement and consultation undertaken to develop and review the CSR components, including:</p> <ul style="list-style-type: none"> • formation of a Technical Advisory Committee • engagement of subject matter experts for technical advice • ongoing communications via the IBSA website and other channels. <p>Feedback and issues relating to both drafts 1 and 2 are documented in a feedback register and key issues summarised in the CfE. The feedback register was examined as part of this review.</p> <p>The process followed indicates that open and inclusive consultation and validation commensurate with scope and impact of the components has been undertaken.</p>

Standards for Training Packages	Standard met 'yes' or 'no'	Evidence supporting the statement of compliance or noncompliance (including evidence from equity and editorial reports)
<p>Standard 4</p> <p>Units of competency specify the standards of performance required in the workplace</p>	<p>Yes</p>	<p>The units of competency reviewed specify the standard of performance required in the workplace. Although there is some variation between sectors in how the performance criteria are expressed (reflecting the style of units in each sector) the units of competency meet Standard 4.</p>
<p>Standard 5</p> <p>The structure of units of competency complies with the unit of competency template</p>	<p>Yes</p>	<p>The structure of the one new and 31 revised units complies with the unit of competency template.</p> <p>The revised units of competency included:</p> <ul style="list-style-type: none"> • the addition of foundation skills information to relevant units • the removal of the Range of Conditions as information included did not meet the intent of the 2012 Standards for Training Packages • the revision of prerequisites.
<p>Standard 6</p> <p>Assessment requirements specify the evidence and required conditions for assessment</p>	<p>Yes</p>	<p>The Assessment Requirements specify the performance and knowledge evidence required for each unit and the required conditions for assessment. The Assessment Requirements are clearly written and have consistent breadth and depth.</p> <p>The Performance Evidence requirements are expressed succinctly and clearly reflect industry requirements and input.</p>
<p>Standard 7</p> <p>Every unit of competency has associated assessment requirements. The structure of assessment requirements complies with the assessment requirements template</p>	<p>Yes</p>	<p>All 32 units of competency include assessment requirements specifying:</p> <ul style="list-style-type: none"> • performance evidence, including references to volume and frequency • knowledge evidence, and • required conditions for assessment.
<p>Standard 8</p> <p>Qualifications comply with the Australian Qualifications Framework specification for that qualification type</p>	<p>Yes</p>	<p>There have been no significant changes to impact on the Australian Qualifications Framework (AQF) alignment of the updated qualifications.</p> <p>The MSS CVIG (p18-35) provides detailed information about the AQF level and occupational outcomes for each qualification.</p>
<p>Standard 9</p> <p>The structure of the information for the Australian Qualifications Framework qualification complies with the qualification template</p>	<p>Yes</p>	<p>The 10 updated qualifications comply with the qualification template.</p>

Standards for Training Packages	Standard met 'yes' or 'no'	Evidence supporting the statement of compliance or noncompliance (including evidence from equity and editorial reports)
<p>Standard 10</p> <p>Credit arrangements existing between Training Package qualifications and Higher Education qualifications are listed in a format that complies with the credit arrangements template</p>	<p>Yes</p>	<p>The MSS CVIG states there are pathways to Higher Education via the Graduate Certificates and Graduate Diploma (MSS CVIG p14).</p> <p>No specific credit arrangements with Higher Education are listed. The appropriate statement is included in the MSS CVIG (p15).</p>
<p>Standard 11</p> <p>A quality assured companion volume implementation guide produced by the Training Package developer is available at the time of endorsement and complies with the companion volume implementation guide template.</p>	<p>Yes</p>	<p>The training package components in this submission are accompanied by an updated CVIG:</p> <ul style="list-style-type: none"> • MSS Sustainability Companion Volume Implementation Guide – Release 3.0 <p>The MSS CVIG complies with the companion volume implementation guide template included in the 2012 Standards, and has been quality assured in line with IBSA Manufacturing's processes.</p>
<p>Standard 12</p> <p>Training Package developers produce other quality assured companion volumes to meet the needs of their stakeholders as required.</p>	<p>Yes</p>	<p>The training package components in this submission are also supported by an additional companion volume:</p> <ul style="list-style-type: none"> • MSS Sustainability Training Package Companion Volume - Range of Conditions <p>This companion volume was developed in response to industry requests to retain information in the range of conditions section that has been removed from the current versions of the units.</p>

Section 3 – Compliance with the training package quality principles

Note: not all training package quality principles might be applicable to every training package or its components. Please provide a supporting statement/evidence of compliance or non-compliance against each principle.

Quality principle 1. Reflect identified workforce outcomes

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance/non compliance with the quality principle Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i>
Driven by industry's needs	Yes	<p>The CfE clearly outlines the requirements of the Activity Order and the final work completed and submitted for endorsement. This includes:</p> <ul style="list-style-type: none"> • development of one new unit of competency to address skill needs related to CSR • revision of 31 units of competency to ensure currency and include stakeholder feedback • development of two new skill sets to address the skill needs of workers in the area of CSR <p>Detailed information is provided in the CfE (p7-12), outlining each step and outcome, in the consultation and validation process. A review of this information indicates that stakeholder feedback and requirements have been responded to and addressed to reflect industry needs.</p>
<p>Compliant and responds to government policy initiatives</p> <p>Training package component responds to the COAG Industry and Skills Council's (CISC) training package-related initiatives or directions, in particular the 2015 training package reforms. Please specify which of the following CISC reforms are relevant to the training product and identify supporting evidence:</p> <ul style="list-style-type: none"> • ensure obsolete and superfluous qualifications are removed from the system • ensure that more information about 	Yes	<p>The CfE provides evidence that the work undertaken for the Corporate Social Responsibility project for the MSS Training Package has:</p> <ul style="list-style-type: none"> • removed one unit of competency due to duplication / repetition with another unit • developed one new unit and two new skill sets that can be owned and used by multiple industry sectors • not duplicated qualifications or units from other training packages • improved the efficiency of the training system through the updating of existing units of competency that can be used in multiple industry sectors and Training Packages • included information in the MSS CVIG about industry's expectations for training delivery.

<p>industry's expectations of training delivery is available to training providers to improve their delivery and to consumers to enable more informed course choices</p> <ul style="list-style-type: none"> • ensure that the training system better supports individuals to move easily from one related occupation to another • improve the efficiency of the training system by creating units that can be owned and used by multiple industry sectors • foster greater recognition of skill sets 		
<p>Reflect contemporary work organisation and job profiles incorporating a future orientation</p>	<p>Yes</p>	<p>The CfE provides evidence that:</p> <ul style="list-style-type: none"> • research into current and international CSR developments, including the United Nations Sustainable Development Goals and the Global Reporting Standards, was undertaken to provide a future oriented approach to the new unit and skill sets • consultation and validation commensurate with the scope and impact has been conducted to ensure components reflect contemporary work organisation and job roles – particularly the skill sets which target individuals in middle and senior management roles who take the lead in initiating CSR strategies (CfE p8)

Quality principle 2: Support portability of skills and competencies including reflecting licensing and regulatory requirements

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i>
Support movement of skills within and across organisations and sectors	Yes	The existing qualifications updated in the CSR project were not required to be formally reviewed (minor changes – new releases). A review of the packaging rules and information provided in the MSS CVIG for the updated qualifications indicates support for movement within and across organisations and sectors.
Promote national and international portability	Yes	The CfE states that although there are no Australian standards for CSR, key aspects of international standards were incorporated in the new and revised units to help promote national and cross sector portability of skills (CfE p8).
Reflect regulatory requirements and licensing	Yes	No licensing or certification requirements apply to the units or qualifications included in this submission. There are regulations, standards and/or external accreditation requirements, which vary between jurisdictions that may apply to the various sectors using this training package. The MSS CVIG provides advice to users about regulatory and licensing requirements (MSS CVIG p35/36).

Quality principle 3: Reflect national agreement about the core transferable skills and core job-specific skills required for job roles as identified by industry

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i>
Reflect national consensus	Yes	The MSS CfE outlines the national consultation and validation processes and participants involved. A total of 176 interested parties subscribed to the project webpage with others involved in workshops and webinars (refer CfE Appendix C). The issues register for drafts 1 and 2 indicate that IBSA Manufacturing has sought to achieve national consensus. There are no reports by exception listed and a letter of support from the Chair of the <i>Sustainability IRC</i> is included in the submission.

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i>
Recognise convergence and connectivity of skills	Yes	<p>The MSS qualifications include units imported from a range of Training Packages, including BSB, CPP, CUV, HLT, LGA, MEM, MSF, MSL, MSM, MST, PMA, PSP, PUA, RII, TAE.</p> <p>The MSS CVIG/CfE advises that the new and revised units of competency are appropriate for use in a range of organisations and environments, and multiple sectors.</p>

Quality principle 4: Be flexible to meet the diversity of individual and employer needs including the capacity to adapt to changing job roles and workplaces

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i>
Meet the diversity of individual and employer needs	Yes	<p>The addition of the new unit to the electives of three existing qualifications offers more choice for individuals and employers.</p> <p>The changes to the assessment requirements of the revised units ensure the units are applicable to a wider range of organisations and industry sectors.</p> <p>The Equity Report, highlights that the removal of the range of conditions in the revised units allows broader options for contextualisation of training and assessment. The assessment requirements of all the units in the CSR project, specify that assessment must take place in a workplace or in a simulated environment that reflects workplace conditions and contingencies. This allows for assessment to occur in a range of different contexts.</p>

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i>
Support equitable access and progression of learners	Yes	<p>The new and revised units of competency and the updated qualifications support equitable access and progression of learners.</p> <p>The prerequisite requirements for units have been minimised through the removal of conditional prerequisites (p11 CfE). No new prerequisite units have been added to units through the CSR project.</p> <p>The Equity Report states that the three revised units that include prerequisites are at a high level (indicative AQF 5 & 7) and appear reasonable.</p> <p>The entry requirements for the updated qualifications have not changed. The entry requirements for the Graduate Certificates and Graduate Diploma, are flexible (based on qualifications and/or related work experience) and target experienced, advanced, senior workers to ensure applicants have suitable skills to undertake an AQF 8 level qualification.</p>

Quality principle 5: Facilitate recognition of an individual’s skills and knowledge and support movement between the school, vocational education and higher education sectors

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i>
Support learner transition between education sectors	Yes	<p>Detailed information on CSR occupational outcomes and career pathways including entry and exit points for the updated MSS qualifications and new skill sets, is included in the MSS CVIG (p 13-17). This includes advice on qualifications suitable for Australian Apprenticeships.</p> <p>The Equity Report states that the skill sets developed as part of this project also allow options for specialisations to be added to team leadership or management-related qualifications. They also allow a pathway into those types of qualifications and workforce development opportunities, to lead and direct ‘Corporate Social Responsibility’, in line with national and international standards.</p>

Quality principle 6: Support interpretation by training providers and others through the use of simple, concise language and clear articulation of assessment requirements

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i>
Support implementation across a range of settings	Yes	<p>Industry advice about implementation is provided in the MSS CVIG. It provides:</p> <ul style="list-style-type: none"> • detailed advice on career pathways, choosing qualifications, entry requirements and pathways (p13-18) • basic advice on training delivery and conducting assessments (p58). <p>IBSA Manufacturing has developed a <i>MSS Companion Volume - Range of Conditions</i> at the request of industry to support implementation.</p>
Support sound assessment practice	Yes	<p>Units of competency and their associated assessment requirements are clearly written. The performance evidence requirements are succinct and reflect reasonable volume/frequency of realistic, holistic workplace processes and/or products applicable across a range of contexts.</p>
Support implementation	Yes	<p>Units of competency, skill sets and updated qualifications within this submission are ready for publication on TGA/National Register. Both the MSS Companion Volumes (Implementation Guide and Range of Conditions) are ready for publication.</p>

Attachment 1

1.1 Training package components for endorsement - Revised units of competency and associated assessment requirements

Unit Code	Unit Title
MSS015035	Report to Global Reporting Initiative Standards
MSS015036	Develop response to sustainability related regulation
MSS015037	Develop regulated sustainability reports
MSS015038	Establish and review metrics for social sustainability
MSS027020	Coordinate water quality management activities
MSS027021	Coordinate air quality management activities
MSS027022	Coordinate noise management activities
MSS027023	Coordinate site remediation or rehabilitation activities
MSS027024	Select, commission and maintain environmental monitoring instruments
MSS403052	Map an office value stream
MSS403053	Map an operational process
MSS403054	Facilitate breakthrough improvements
MSS403055	Facilitate continuous improvement through the use of standardised procedures and practices
MSS404054	Apply statistics to operational processes
MSS404085	Undertake proactive maintenance analyses
MSS404086	Assist in implementing a proactive maintenance strategy
MSS404087	Support proactive maintenance
MSS405008	Analyse and map a value stream
MSS405009	Manage a value stream
MSS405015	Manage relationships with non-customer external organisations
MSS405016	Manage workplace learning
MSS405054	Determine and improve process capability

Unit Code	Unit Title
MSS405063	Develop the application of enterprise control systems in an organisation
MSS405064	Determine and establish information collection requirements and processes
MSS407018	Review use of competitive systems and practices tools
MSS407019	Facilitate improvements in the internal value chain
MSS407020	Undertake a qualitative review of a process change
MSS407021	Respond to a major non-conformance
MSS407022	Facilitate improvements in the external value chain
MSS408009	Develop models of future state operations practice
MSS408010	Analyse data for relevance to organisational learning

1.2 Updated qualifications

The following MSS qualifications have been updated to reflect the changes to elective unit codes submitted for endorsement:

- MSS30316 Certificate III in Competitive Systems and Practices
- MSS40118 Certificate IV in Sustainable Operations
- MSS40316 Certificate IV in Competitive Systems and Practices
- MSS50118 Diploma of Sustainable Operations
- MSS50316 Diploma of Competitive Systems and Practices
- MSS60316 Advanced Diploma of Competitive Systems and Practices
- MSS80118 Graduate Certificate in Sustainable Operations
- MSS80218 Graduate Certificate in Environmental Management
- MSS80316 Graduate Certificate in Competitive Systems and Practices
- MSS80416 Graduate Diploma in Competitive Systems and Practices