

# **MSS11 SUSTAINABILITY TRAINING PACKAGE**

## **Version 3**

# **WA NOMINAL HOURS GUIDE**

**Western Australian Department of Training and Workforce  
Development**

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## Introduction

This Guide has been generated to enable the stakeholders in the Sustainability Industry in Western Australia to participate in the managed implementation of the National MSS11 Sustainability Training Package **Version 2**.

This Guide is designed to aid Registered Training Organisations (RTOs) to convert from existing Training Package qualifications to new Training Package qualifications within the scope of their training delivery.

The Guide should be read in conjunction with the **endorsed components** of the Training Package

**Version 3** of the MSS11 Sustainability Training Package was released by Training.Gov.Au (TGA) on the **13 December 2013**.

## Obtaining the Training Package

The MSS11 Sustainability Training Package can be purchased from:



Office: Level 8, 80 Arthur Street  
North Sydney NSW 2060  
Postal: PO Box 289  
North Sydney NSW 2059  
T: 1800 358 458 | F: (02) 9955 8044  
E: [info@mskills.com.au](mailto:info@mskills.com.au)

W: [www.mskills.com.au](http://www.mskills.com.au)

Information on National Training Packages is also available through Training.Gov (TGA), which can be located on the Internet at: [www.training.gov.au](http://www.training.gov.au)

**All RTOs who have Training Package qualifications on their Scope of Delivery must have access to the relevant Training Package.**

## Version Modification History

The version details of this endorsed Training Package are in the table below. The latest information is at the top of the table.

Version	TGA Release Date	Modification History
3.0	13 December 2013	<p><b>Endorsed changes</b></p> <p>Addition of three new units of competency for inclusion as electives in MSS40111, MSS50112 and MSS70111</p> <ul style="list-style-type: none"> <li>• MSS014007A Implement social sustainability in work practices</li> <li>• MSS015019A Establish metrics for social sustainability</li> <li>• MSS017008A Develop a proactive social sustainability strategy</li> </ul> <p>Refer to mapping for details</p>
2.0	2 May 2012	<p><b>Endorsed changes</b></p> <p>Addition of:</p> <ul style="list-style-type: none"> <li>- 7 new Competitive Systems and Practices qualifications</li> <li>- 104 new units of competency</li> <li>- One new imported unit.</li> </ul> <p>Existing qualification corrected and re-endorsed:</p> <ul style="list-style-type: none"> <li>- MSS50112 Diploma of Sustainable Operations</li> </ul> <p><b>ISC upgrades</b></p> <p>Superseded competitive manufacturing units imported as electives to MSS11 qualifications replaced with new competitive systems and practices units of competency.</p>
1.0	June 2011	Initial release

## Transition Arrangements

Registered Training Organisations (RTOs) are required to deliver Training Package qualifications within 12 months of the release date of the Training Package on to Training.gov.au (TGA).

Students currently enrolled in an existing version of the Training Package qualification should be permitted to complete the program they enrolled in initially, unless the move to the related qualification from a Training Package can be made without disadvantage to a student.

## Nominal Hours

The Commonwealth Department of Employment, Education and Workplace Relations' definition of nominal hours states:

***“The value assigned to a structured program of study that nominally represents the anticipated hours of supervised learning and/or training deemed necessary to conduct training/learning and assessment activities associated with the program of study”***

Source: National Quality Council Training Package Glossary Version V2.1  
17/03/2010

<http://www.deewr.gov.au/Skills/Overview/Policy/TPDH/Downloads/Documents/TrainingPackGlossary.pdf>

Nominal hours are identified for each Training Package qualification. Total nominal hours may vary within a qualification depending on the selection of elective units of competency

In Western Australia, nominal hours are used as a mechanism for funding allocation.

## Licensing Requirements

Industry is subject to a range of environmental and sustainability related regulatory control. Depending on the actions taken by individuals to improve environmental and sustainability outcomes for organisations occupational licences may be required e.g. electricians undertaking sustainability related improvements to equipment will generally need an electrical worker's licence. The occupational licences required will vary with the nature of the work and to some extent on location as most regulations are State based and some are enforced by local government. This Training Package allows for these differences without mandating them to specific units of competency which would not be appropriate.

## Qualifications and Nominal Hours

The following table provides a summary of the qualifications and nominal hours in Version 3 of the MSS11 Sustainability Training Package

<b>National ID</b>	<b>Title</b>	<b>Nominal Hours</b>
MSS20312	Certificate II in Competitive Systems and Practices	326
MSS30312	Certificate III in Competitive Systems and Practices	370
MSS40111	Certificate IV in Sustainable Operations	392
MSS40211	Certificate IV in Environmental Monitoring and Technology	820
MSS40312	Certificate IV in Competitive Systems and Practices	490
MSS50112	Diploma of Sustainable Operations	1285
MSS50211	Diploma of Environmental Monitoring and Technology	1410
MSS50312	Diploma of Competitive Systems and Practices	1090
MSS60312	Advanced Diploma of Competitive Systems and Practices	1670
MSS70111	Graduate Certificate In Sustainable Operations	470
MSS70211	Graduate Certificate In Environmental Management	890
MSS70312	Vocational Graduate Certificate in Competitive Systems and Practices	280
MSS80312	Vocational Graduate Diploma in Competitive Systems and Practices	530

## Units of Competency and Nominal Hours

The following table provides a summary of the units of competency and nominal hours in version 3 of the MSS11 Sustainability Training Package

Note: the new units in version 3 are highlighted in red

National ID	Title	Nominal Hours
MSS014001A	Improve sustainability through readily implementable change	40
MSS014002A	Evaluate sustainability impact of a work or process area	40
MSS014003A	Optimise sustainability of a process or plant area	60
MSS014004A	Develop team strategies for more sustainable use of resources	40
MSS014005A	Apply proactive maintenance strategies to sustainability	40
MSS014006A	Contribute to sustainability related audits	70
<b>MSS014007A</b>	<b>Implement social sustainability in work practices</b>	<b>35</b>
MSS015001A	Measure and report carbon footprint	80
MSS015002A	Develop strategies for more sustainable use of resources	70
MSS015003A	Analyse product life cycle for sustainability	60
MSS015004A	Design sustainable product or process	100
MSS015005A	Develop required sustainability reports	80
MSS015006A	Report to Global Reporting Initiative guidelines	70
MSS015007A	Develop a business case for sustainability improvements	50
MSS015008A	Develop strategic sustainability plans	100
MSS015009A	Implement sustainability plans	50
MSS015010A	Conduct a sustainability water use audit	40
MSS015011A	Conduct a sustainability energy audit	40
MSS015012A	Conduct an emissions audit	40
MSS015013A	Conduct a sustainability related transport audit	40
MSS015014A	Develop response to sustainability related regulation	80
MSS015015A	Evaluate sustainability impact of a process	80
MSS015016A	Implement and monitor reengineering for sustainability	80
MSS015017A	Develop regulated sustainability reports	70
MSS015018A	Inform and advise organisation and community representatives on sustainability issues	50
<b>MSS015019A</b>	<b>Establish metrics for social sustainability</b>	<b>55</b>
MSS017001A	Analyse and determine organisational risk areas in sustainability	80
MSS017002A	Determine process loss through mass or energy balancing	70
MSS017003A	Identify and respond to external sustainability factors for an organisation	70
MSS017004A	Lead sustainable strategy deployment	100
MSS017005A	Manage a major sustainability non-conformance	100
MSS017006A	Identify and improve sustainability interactions relations with the community	100
MSS017007A	Design for sustainability	100
<b>MSS017008A</b>	<b>Develop a proactive social sustainability strategy</b>	<b>70</b>
MSS024001A	Work and communicate effectively as an environmental technician	35
MSS024002A	Implement environmental management plans and procedures	45
MSS024003A	Apply an understanding of environmental principles to a site	140
MSS024004A	Process and present environmental data	40
MSS024005A	Collect spatial and discrete environmental data	35
MSS024006A	Perform sampling and testing of water	80
MSS024007A	Collect and evaluate meteorological data	40
MSS024008A	Recognise common geological landforms and samples	40
MSS024009A	Assist with assessing and monitoring stormwater systems	40
MSS024010A	Perform environmental biological techniques	100
MSS024011A	Navigate in urban, regional and remote areas	40
MSS024012A	Undertake simple environmental project activities	100
MSS025001A	Assist with assessing site environmental indicators	160



National ID	Title	Nominal Hours
MSS025002A	Assess the environmental risk or impact of a project activity or process	80
MSS025003A	Report environmental data	40
MSS025004A	Provide environmental information to customers	40
MSS025005A	Produce site maps	60
MSS025006A	Collect and evaluate groundwater data	60
MSS025007A	Perform sampling and testing of soils	80
MSS025008A	Monitor and evaluate noise	70
MSS025009A	Perform sampling and testing of air	80
MSS025010A	Assist with odour source assessment	40
MSS025011A	Assist with odour field assessment	45
MSS025012A	Perform environmental microbiological tests	80
MSS025013A	Assist with assessing and monitoring wetlands	50
MSS025014A	Perform sampling and testing of contaminated sites	80
MSS025015A	Plan and conduct environmental project work	100
MSS025016A	Perform sampling and testing of stationary emissions	60
MSS027001A	Coordinate environmental management activities	100
MSS027002A	Apply environmental legislation, codes and standards	120
MSS027003A	Provide environmental advice to clients	150
MSS027004A	Contribute to environmental decision making	80
MSS027005A	Contribute to improving environmental performance	80
MSS027006A	Coordinate water quality management activities	80
MSS027007A	Coordinate air quality management activities	55
MSS027008A	Coordinate noise management activities	35
MSS027009A	Coordinate site remediation or rehabilitation activities	60
MSS027010A	Undertake complex environmental project work	120
MSS027011A	Select, commission and maintain environmental monitoring instruments	100
MSS027012A	Implement and monitor the site OHS management system	60
MSS402001A	Apply competitive systems and practices	40
MSS402002A	Sustain process improvements	40
MSS402010A	Manage the impact of change on own work	40
MSS402020A	Apply quick changeover procedures	30
MSS402021A	Apply Just in Time procedures	30
MSS402030A	Apply cost factors to work practices	35
MSS402031A	Interpret product costs in terms of customer requirements	30
MSS402040A	Apply 5S procedures	30
MSS402041A	Apply 5S in an office	30
MSS402050A	Monitor process capability	30
MSS402051A	Apply quality standards	30
MSS402052A	Implement continuous improvements based on standardised work practices	40
MSS402053A	Participate in breakthrough improvements in an office	10
MSS402060A	Use planning software systems in operations	30
MSS402061A	Use SCADA systems in operations	30
MSS402080A	Undertake root cause analysis	30
MSS402081A	Contribute to the application of a proactive maintenance strategy	30
MSS403001A	Implement a competitive systems and practices	50
MSS403002A	Ensure process improvements are sustained	50
MSS403005A	Facilitate use of a Balanced Scorecard for performance improvement	40
MSS403006A	Facilitate implementation of competitive systems and practices in an office	40
MSS403007A	Map an office value stream	60
MSS403010A	Facilitate change in an organisation implementing competitive systems and practices	50
MSS403011A	Facilitate implementation of competitive systems and practices	40
MSS403013A	Lead team culture improvement	40
MSS403021A	Facilitate a Just in Time system	50
MSS403023A	Monitor a levelled pull system of operations	50

<b>National ID</b>	<b>Title</b>	<b>Nominal Hours</b>
MSS403024A	Work within a constrained process	30
MSS403030A	Improve cost factors in work practices	50
MSS403032A	Analyse manual handling processes	50
MSS403033A	Map an operational process	60
MSS403034A	Organise products into groups	20
MSS403035A	Implement the visual workplace	40
MSS403039A	Facilitate and improve 5S in an office	50
MSS403040A	Facilitate and improve implementation of 5S	50
MSS403041A	Facilitate breakthrough improvements	40
MSS403042A	Facilitate mistake proofing in an office	40
MSS403043A	Facilitate breakthrough improvements in an office	40
MSS403044A	Facilitate continuous improvements through the use of standardised procedures and practices	50
MSS403051A	Mistake proof an operation process	50
MSS403084A	Improve changeovers	40
MSS404050A	Undertake process capability improvements	50
MSS404053A	Use six sigma techniques	40
MSS404060A	Facilitate the use of planning software systems in a team or work area	50
MSS404061A	Facilitate the use of SCADA systems in a manufacturing team or work area	50
MSS404081A	Undertake proactive maintenance analyses	50
MSS404082A	Assist in implementing a proactive maintenance strategy	50
MSS404083A	Support proactive maintenance	50
MSS405001A	Develop a competitive systems and practices for an organisation	60
MSS405002A	Analyse and map a value stream	60
MSS405003A	Manage a value stream	60
MSS405004A	Develop business plans in an organisation implementing competitive systems and practices	60
MSS405005A	Manage competitive systems and practices responding to individual and unique customer orders	60
MSS405006A	Develop a balanced scorecard	40
MSS405007A	Introduce competitive systems and practices to a small or medium enterprise	60
MSS405010A	Manage relationships with non-customer external organisations	60
MSS405011A	Manage people relationships	60
MSS405014A	Develop a communications strategy to support operations	50
MSS405020A	Develop quick changeover procedures	60
MSS405021A	Develop a Just in Time system	60
MSS405022A	Design a process layout	80
MSS405023A	Develop a levelled pull system for operations and processes	60
MSS405024A	Apply the theory of constraints	40
MSS405030A	Optimise cost of product or service	60
MSS405031A	Undertake value analysis of product or process costs in terms of customer requirements	60
MSS405032A	Analyse cost implications of maintenance strategy	60
MSS405033A	Optimise office systems to deliver to customer demand	60
MSS405040A	Manage 5S system in an organisation	60
MSS405041A	Implement a continuous improvement systems in an organisation	60
MSS405050A	Determine and improve process capability	60
MSS405052A	Apply statistics to operational processes	40
MSS405052A	Design an experiment	80
MSS405053A	Manage application of six sigma for process control and improvement	60
MSS405060A	Develop the application of enterprise control systems in an organisation	60
MSS405061A	Determine and establish information collection requirements and processes	60
MSS405062A	Develop a documentation control strategy for an organisation	60
MSS405070A	Develop and manage sustainable energy practices	60

<b>National ID</b>	<b>Title</b>	<b>Nominal Hours</b>
MSS405075A	Facilitate the development of a new product	60
MSS405081A	Develop a proactive maintenance strategy	60
MSS405082A	Adapt a proactive maintenance strategy to the process operations sector	60
MSS405083A	Adapt a proactive maintenance strategy for a seasonal or cyclical business	60
MSS407001A	Prepare for and implement change	70
MSS407002A	Review operations practice tools and techniques	70
MSS407003A	Analyse process changes	70
MSS407004A	Facilitate improvements in the internal value chain	70
MSS407005A	Undertake a qualitative review of a process change	70
MSS407006A	Build relationships between teams in an operations environment	70
MSS407007A	Respond to a major non-conformance	70
MSS407008A	Capture learning from daily activities in a organisation	70
MSS407009A	Facilitate improvements in the external value chain	70
MSS407010A	Improve visual management in the workplace	70
MSS407012A	Lead a problem solving process to determine and solve root cause	70
MSS407013A	Review continuous improvement processes	70
MSS40711A	Manage benchmarking studies	70
MSS408001A	Develop the competitive manufacturing systems and practices approach	70
MSS408002A	Audit the use of competitive tools	70
MSS408003A	Develop models of future state operations practice	70
MSS408004A	Develop the value stream	70
MSS408005A	Develop the learning processes of the operations organisation	70
MSS408006A	Develop and refine systems for continuous improvement in operations	70
MSS408007A	Develop problem solving capability of an organisation	70
MSS408008A	Analyse data for relevance to organisational learning	70

## Mapping Units of Competency

The following table provides an overview of the units of competency from 2 which are replaced by the units of competency from version 3 of the MSS11 Sustainability Training Package.

Version 2 Current Unit			Version 3 Replacement Unit			
National ID	Title	Hours	National ID	Title	Hours	E/ NE
	New unit - no previous equivalent	-	MSS014007A	Implement social sustainability in work practices	35	-
	New unit - no previous equivalent	-	MSS015019A	Establish metrics for social sustainability	55	-
	New unit - no previous equivalent	-	MSS017008A	Develop a proactive social sustainability strategy	70	-

## Traineeships

The following table provides a summary of the qualifications in version 3 of the MSS11 Sustainability Training Package and the accredited traineeship courses they will replace.

Version 2 Current Qualification				Version 3 Replacement Qualification		
National ID	Title	Traineeship	Hours	National ID	Title	Hours
MSS30312	Certificate III in Competitive Systems and Practices	Manufacturing Equipment Operation (Level 3)	370		No change	
MSS40312	Certificate IV in Competitive Systems and Practices	Manufacturing Team Leader (Level 4)	490		No change	