

Title	Monitor a resource efficiency programme		
Level	6	Credits	15

Purpose	<p>This unit standard is for people who may be working as facility, energy and project managers, and resource efficiency consultants.</p> <p>People credited with this unit standard are able to: determine monitoring requirements for a resource efficiency programme in an organisation; write specifications for monitoring resource efficiency; implement a programme for monitoring resource efficiency; and report results of a resource monitoring programme.</p>
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Classification	Zero Waste > Resource Efficiency
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Available grade	Achieved
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Guidance Information

- Recommended texts
The following International Organisation for Standardisation (Geneva) standards: ISO 14004:2016 *Environmental management systems – General guidelines on implementation*; ISO 14031:2013 *Environmental management – Environmental performance evaluation – Guidelines*.
- Definitions
Organisation refers to an entire business entity in the private or public sector or a business unit within the organisation.
Resource efficiency programme means a planned approach to implementing efficient use of resources, including energy and water, and minimising waste at a worksite.

Outcomes and performance criteria

Outcome 1

Determine monitoring requirements for a resource efficiency programme in an organisation.

Performance criteria

- 1.1 A gap analysis of existing business systems determines if any additional system is needed to monitor resource efficiency in an organisation.

- 1.2 Resource efficiency monitoring requirements are determined based on consideration of potential monitoring options and an analysis of their benefits and drawbacks.
- Range potential monitoring options include but are not limited to – outputs, methods and tools to achieve outputs, capacity of the organisation to determine accuracy levels and variability limits for the data, reporting.
- 1.3 Resource efficiency monitoring requirements are consistent with resource efficiency programme parameters and constraints.

Outcome 2

Write specifications for monitoring resource efficiency.

Performance criteria

- 2.1 Monitoring specifications are linked to business productivity.
- Range links may be demonstrated by requiring a cost benefit analysis or business case.
- 2.2 Statistical features in the specifications are verified to ensure the accuracy of the data that is collected for monitoring.
- Range includes where relevant – formulae, cumulative sum, rate of change, trend, regression analysis, limits of accuracy, error bounds, normalising tool.
- 2.3 Quality features of the monitoring programme are specified in accordance with organisational quality control criteria.
- Range calibration, rework, rejects, benchmarks, targets, reporting.
- 2.4 Documents that assist the procurement of appropriate services or systems are included in the specifications.
- Range may include but is not limited to – request for proposal, tender.

Outcome 3

Implement a programme for monitoring resource efficiency.

- Range the programme may be one that has been developed within the organisation, designed and supplied externally, or purchased as a proprietary package.

Performance criteria

- 3.1 The monitoring programme and tools are matched to the needs and capacity of the organisation.

Range tools may include but are not limited to – manual record, automated, spreadsheet, proprietary package, web-based form.

- 3.2 Where necessary, a training package is developed that ensures staff capability in the use and maintenance of the monitoring programme and tools.

- 3.3 Monitoring programme is implemented and checked to ensure reporting and quality systems are operating correctly.

Range reporting systems may be – manual, automated.

- 3.4 Implementation of monitoring programme complies with any permits applying to the site.

Outcome 4

Report results of a resource monitoring programme.

Performance criteria

- 4.1 Any instances of programme variations that exceed specified limits are reported in accordance with the specifications for monitoring resource efficiency.

- 4.2 Resource efficiency results are expressed in financial terms.

Range results – overall, specific significant items.

- 4.3 Results relating to any consent requirements are included in the report in accordance with the specifications for monitoring resource efficiency.

Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	17 June 2011	31 December 2015
Revision	2	21 November 2013	N/A
Rollover and Revision	3	28 June 2018	N/A

Consent and Moderation Requirements (CMR) reference	0014
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact MITO New Zealand Incorporated info@mito.org.nz if you wish to suggest changes to the content of this unit standard.