

Small business and energy efficiency

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Skill sets and units of competency

Micro Business



BSBSMB308A Improve energy efficiency in a micro or small business (coming soon)

This unit describes the skills and knowledge required to improve energy efficiency in micro or small business operations where energy efficiency improvements are readily apparent and easily made within existing budgets and business processes. It applies to individuals who take responsibility for implementing change and use analytical skills to implement identified options.

Energy efficiency in business skill set

This skill set aims to develop and improve energy efficiency knowledge, skills and capacity in small business and/or work areas of larger organisations.

BSBSMB410A – Review and implement energy efficiency in business operations (coming soon)

This unit describes the skills and knowledge required to undertake a basic review and analysis of data relating to energy use and to plan for and implement energy efficiency in a small business or work area within an organisation. . It applies to individuals who use analytical and problem solving skills and take responsibility for adopting and promoting approaches that will improve energy efficiency.

BSBSMB411A – Manage specialist external advisory services (coming soon)

This unit describes the skills and knowledge required to identify and select suitable advisory / consultancy services for a small business or work area operation and monitor and review the services provided. It applies to individuals who use research and organisational skills in planning the introduction of new or specialist services, resources or processes.

BSBSMB405B Monitor and manage small business operations (<http://training.gov.au/Training/Details/BSBSMB405B>)

This unit describes the skills and knowledge required to operate a small business and to implement a business plan. The strategies involve monitoring, managing and reviewing operational procedures. Specific legal requirements apply to the management of a small business.



Cloud computing

This skill set is for small business practitioners who want to introduce cloud computing to their business operations and develop digital literacy skills to support implementation.

BSBSMB412A Introduce cloud computing in business operations (coming soon)

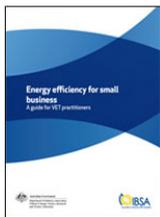
This unit describes the skills and knowledge required to understand the fundamentals of internet computing and cloud services; undertake a basic review of business computing needs and options for introducing cloud computing services in a small business or work area within an organisation. It applies to individuals who use problem solving skills and take responsibility for adopting and promoting approaches that will improve business operations.



ICAWEB201A Use social media tools for collaboration and engagement (<http://training.gov.au/Training/Details/ICAWEB201A>)

This unit describes the performance outcomes, skills and knowledge required to establish a social networking presence using social media tools and applications.

Resources



Energy efficiency guide for VET practitioners working with small business

This guide provides information to assist VET practitioners to work with small businesses to improve energy efficiency skills.

The term 'VET practitioners' is used to cover a range of roles in vocational education and training, including trainers, assessors, training managers, VET consultants, learning/assessment materials developers, instructional designers and business development managers.

Industry bodies, associations and other consultants working with small business may also find the guide useful.

The guide takes a business consultancy approach to working with small/micro business, so different aspects of the guide might be helpful to these diverse practitioners.

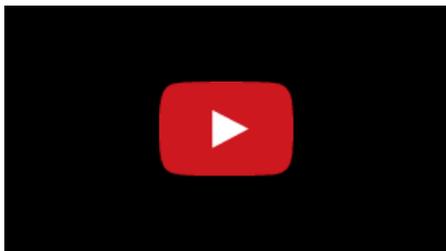
Download  [Energy Efficiency Guide for small business](http://www.ibsa.org.au/sites/default/files/media/EE%20guide%20for%20VET%20practitioners%20final.pdf)

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Case studies

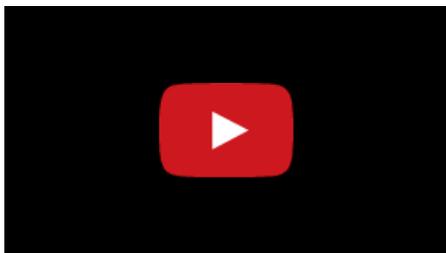
Micro Businesses

Retail Butcher



This business was set up by a brother and sister team bringing together their experience as a butcher and as a manager within a small business. They took over an existing butcher shop with existing equipment and don't yet have the budget to replace the old equipment or to do full renovations. They butcher and prepare the meat for sale and must meet regulations for temperature control and hygiene. The business has two owners and employs one 2nd year apprentice.

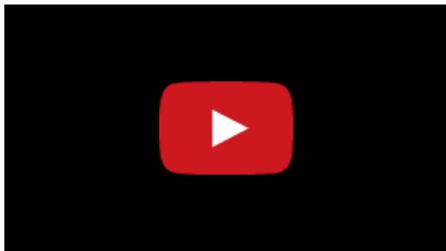
Going Green Solutions (Retail sustainability products)



This retail business provides sustainable options for everyday practical needs. Originally it focused on individual needs but now the office supplies and catering and food packaging supplies is a big part of the business.

The business is run by a husband and wife team and has two casual staff. They have a strong personal commitment to sustainability and chose to set up in a local area so as to be part of the community and to have things in walking distance. Energy costs are an issue, as for most small businesses.

Whitford Property Real Estate (Regional business)



The owner set up a new real estate office in rented premises in a regional, coastal town. The core business is property management and listing properties for sale. These roles include visiting properties, meeting with clients, marketing, showing properties, negotiating contracts and managing repairs and services. The business has one owner and employs two sales agents and a receptionist. The owner has implemented activities to reduce energy costs to be more energy efficient.

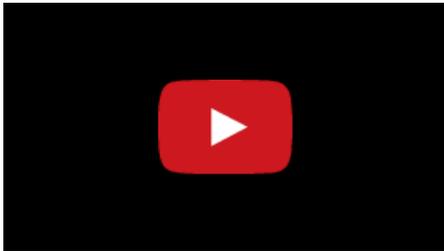
Small Business

Alto Hotel (Boutique Hotel)



This boutique hotel is 4 star rated and is located in inner city Melbourne. It was set up 6 years ago with the goals of being the best hotel it can be and within that being as energy efficient (and sustainable) as possible. It has won a number of awards for environmental and sustainability performance including Earthcheck global benchmarking program and the Victorian Tourism Awards.

FB Rice (IP Firm)



The business specialises in intellectual property protection, patents and trademarks for both local and international clients. The company was established 60 years ago and now has offices in Melbourne and Sydney with a total of approximately 90 partners and staff across the two offices. They have been committed to sustainability and energy efficiency for the last five years and see it as closely aligned to the culture and values of the business.
