



Australian Government

Department of Education, Employment and Workplace Relations

AHCCOM201A Assess and receive raw materials for composting

Release: 1

AHCCOM201A Assess and receive raw materials for composting

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of receiving raw material for processing at a compost facility, including measuring quantity for billing and assessing material quality for acceptability against specified enterprise requirements and defines the standard required to: inspect and assess raw materials for contamination and acceptability against established criteria; measure and assess quantity of raw material; record raw material quantity and calculate fee; maintain appropriate documentation; provide clear directions to drivers entering site.
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Application of the Unit

Application of the unit	This unit applies to an employee of an enterprise engaged in commercial-scale composting operations. Tasks are likely to be performed by a yard hand or general hand under supervision of an operations team leader or site foreman. Work is likely to be performed as a part of a team.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

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1. Organise for work	<p>1.1. Specifications for raw materials for composting operation, acceptance criteria and receipt procedures are confirmed according to supervisor instructions and enterprise procedures.</p> <p>1.2. Hand tools appropriate to job requirements are selected and checked for serviceability according to manufacturer specifications and enterprise procedures.</p> <p>1.3. Existing and potential hazards to health and safety are identified, assessed and reported according to Occupational Health and Safety (OHS) and enterprise procedures.</p> <p>1.4. Suitable Personal Protective Equipment (PPE) is selected, used, maintained and stored according to OHS procedures.</p>
2. Receive raw materials	<p>2.1. Raw materials are accurately identified and assessed against specified acceptance criteria.</p> <p>2.2. Unacceptable (non-conforming) materials are rejected according to enterprise procedures.</p> <p>2.3. Non-conformances are documented and reported according to enterprise procedures.</p> <p>2.4. Acceptable raw materials are measured, and quantity is recorded according to enterprise procedures.</p> <p>2.5. Fee is calculated based on raw material type and quantity, and charged to customer according to enterprise procedures.</p> <p>2.6. Correct fee payment is received and recorded, and receipt is provided according to enterprise procedures.</p>
3. Unload raw materials	<p>3.1. Drivers are given clear directions for unloading safely at a specific location.</p> <p>3.2. Unloading assistance is provided as required.</p> <p>3.3. Raw materials are inspected and assessed against specified acceptance criteria according to enterprise procedures.</p> <p>3.4. Unacceptable (non-conforming) materials are rejected according to enterprise procedures.</p> <p>3.5. Non-conformances are documented and reported according to enterprise procedures.</p> <p>3.6. Designated unloading areas are clearly identified and monitored to ensure compliance with unloading instructions, containment and segregation of</p>

ELEMENT	PERFORMANCE CRITERIA
	materials, and availability of storage capacity.
4. Remove contaminants and stockpile acceptable raw material	4.1. Physical contaminants are removed from raw materials according to enterprise procedures. 4.2. Raw materials are segregated, stockpiled and contained in appropriate areas or otherwise managed according to enterprise procedures. 4.3. Raw material stockpiles are monitored to ensure adequate available storage capacity and containment, and non-conformances are reported to supervisor. 4.4. Raw material stockpiles are clearly labelled according to job and enterprise procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- basic mathematics for volume estimation and calculation of quantities and fees
- literacy levels sufficient to:
 - read and follow enterprise policies and procedures
 - read site operating guidelines to confirm acceptance criteria
- operating a weighbridge
- oral communication skills to:
 - give directions to drivers
 - confirm instructions from supervisor
- performing basic administration procedures such as producing a receipt and operating a cash register
- OHS and environmental legislative and enterprise requirements
- use interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities.

Required knowledge

- characteristics of a range of raw materials
- enterprise policies and procedures, including OHS procedures
- safety risks to self and product posed by contaminants in raw materials and products
- standard risk control measures used in the industry to minimise risk associated with

REQUIRED SKILLS AND KNOWLEDGE

handling raw materials and products.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:</p> <ul style="list-style-type: none"> • inspect and assess raw materials for contamination and acceptability against established criteria • measure and assess quantity of raw material • record raw material quantity and calculate fee • maintain appropriate documentation • provide clear directions to drivers entering site.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Composting may include:	<ul style="list-style-type: none"> • aerobic composting • vermiculture technologies.

Unit Sector(s)

Unit sector	Composting
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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