



Australian Government

CPPWMT4008 Provide waste management information to stakeholders

Release: 1

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Modification History

Release 1 This version first released with CPP Property Services Training Package Release 10.0.

Supersedes and is equivalent to CPPWMT4032A Inform and educate clients on waste management issues.

Application

This unit specifies the skills and knowledge required to inform stakeholders about waste management practices, issues and trends. It includes conducting research to prepare and present information that matches the needs of the target group and using presentation techniques and aids to provide clear information and engage stakeholders.

A person who achieves this unit of competency is able to use specialised knowledge to complete routine and non-routine tasks and deal with predictable and sometimes unpredictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Waste management

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

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| 1 Prepare to provide waste management information. | 1.1 Assess stakeholder group and review documentation to confirm their waste management information needs and communication preferences. |
| | 1.2 Conduct research to source and document waste management information that meets the needs of the stakeholder group. |

- 1.3 Interpret legislation, regulations, standards and codes associated with required waste management information and apply to presentation.
 - 1.4 Select and source presentation techniques and aids suitable to the stakeholder group and information to be presented.
 - 1.5 Use technologies and workplace resources to collate and document waste management information and presentation materials and check to ensure accuracy and relevance to stakeholder needs.
- 2 Provide waste management information.
- 2.1 Present waste management information clearly, considering audience needs.
 - 2.2 Use oral communication skills that engage stakeholders, respond to questions and encourage contributions to discussion.
 - 2.3 Use presentation aids to enhance information provision and stakeholder engagement.
 - 2.4 Monitor stakeholder participation and input and adjust presentation as required to maintain engagement and meet stakeholder needs.
- 3 Finalise information provision.
- 3.1 Assist stakeholders to access additional waste management information and services.
 - 3.2 Obtain feedback from relevant persons to identify opportunities for improving future information provision.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria:

- oral communication skills to interact with people from diverse socioeconomic and cultural backgrounds
- writing skills to structure and sequence information for presentations to stakeholders.

Unit Mapping Information

Supersedes and is equivalent to CPPWMT4032A Inform and educate clients on waste management issues.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>