



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PRMWM03B Review, evaluate and document waste assessment findings**

**Release: 1**

## **PRMWM03B Review, evaluate and document waste assessment findings**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit of competency covers the review and evaluation of assessment findings, and documentation of evaluation and findings made. It requires the ability to review and evaluate company/client waste practices and issues that impact upon their operations. These work functions would be carried out under routine supervision within organisational guidelines.

### **Application of the Unit**

Not Applicable

### **Licensing/Regulatory Information**

Not Applicable

### **Pre-Requisites**

Not Applicable

### **Employability Skills Information**

Not Applicable

### **Elements and Performance Criteria Pre-Content**

Not Applicable

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

- |   |                                |  |
|---|--------------------------------|--|
| 1 | Review waste assessment data   | 1.1 Review waste <i>assessment data</i> to identify major waste characteristics and features, and identify hazards and risks and unanticipated waste findings                                  |
|   |                                | 1.2 Report hazards and risks to appropriate personnel  |
| 2 | Conduct site analysis          | 2.1 Conduct <i>site</i> analysis in accordance with assessment plan, including a review of <i>site</i> management of waste and waste processes, to determine possible causes of waste findings |
|   |                                | 2.2 Document site analysis findings in accordance with assessment plan and company requirements  |
| 3 | Evaluate and document findings | 3.1 Review and evaluate waste assessment data and site assessment information to make valid conclusions relating to the client's management of waste   |
|   |                                | 3.2 Identify possible causes for the existence of unusual or extraordinary waste assessment results  |
|   |                                | 3.3 Document all waste assessment findings in accordance with assessment plan and company requirements   |

## Required Skills and Knowledge

Refer to Evidence Guide

## Evidence Guide

### EVIDENCE GUIDE

#### Critical aspects of competency

- Thoroughly review waste assessment findings.
- Identify and evaluate reasons for/causes of waste assessment results.

#### Knowledge needed to achieve the performance criteria

Knowledge and understanding are essential to apply this unit in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this unit are listed below.

- Common reasons for undertaking a waste assessment.
- Assessment requirements and procedures.
- Waste types.
- Streams and characteristics.
- Sampling techniques.
- Waste disposal and recovery routes.
- Company requirements.
- Occupational health and safety requirements.
- Duty of care in provision of services.
- Relevant industry standards.
- Relevant legislation.
- Relevant environmental regulations.
- OHS hierarchy of control.

#### Specific skills needed to achieve the performance criteria

To achieve the performance criteria, some complementary skills are required. These are:

- oral communication skills including questioning, listening, following instructions, giving information
- reading and interpreting data and information
- written communication skills for recording information and report preparation
- reviewing and evaluating information
- methodical organisation of work
- using recording equipment
- accuracy and attention to detail
- computer skills
- spreadsheeting, including creating graphs and charts
- estimating
- basic numeracy skills including measurements and calculations (weights, volumes and quantities)
- time management
- safe and efficient work practices.

#### Other units of competency that could be assessed with this unit

This unit could be assessed on its own or in combination with other competencies relevant to the job function, for example:

- PRMWM01B: Plan waste audit
- PRMWM02B Carry out waste audit.

**Resources required to assess this unit**

The following resources should be available:

- waste assessment data
- waste site for analysis
- data analysis tools
- reporting tools e.g. computer.

**Gaining evidence to assess this unit**

For valid and reliable assessment of this unit, the competency should be demonstrated over a period of time and be observed by the assessor (or assessment team working together to conduct the assessment). The competency is to be demonstrated in a range of situations, which may include customer/workplace interruptions and involvement in related activities normally experienced in the workplace.

Evidence of competency is best obtained by observing activities in the relevant environment and conducting the review and evaluation of assessment findings under normal industry operating conditions. If this is not practicable, observations in realistic simulated environments may be substituted.

**Consistency in performance**

Assessment requires that strategies meet the objectives of clients and comply with industry expectations in the particular client environment. If the environment is narrowly defined or is not representative of industry needs, it will be necessary to assess the unit within a variety of waste management environments or different client needs to assess competency in the review and evaluation of assessment findings under normal industry operating conditions.

Oral questioning or written assessment and hypothetical situations (scenarios) may be used to assess underpinning knowledge. (In assessment situations where the candidate is offered a preference between oral questioning and written audit, questions are to be identical.)

Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

Note: All practical demonstrations must adhere to the safety and environmental regulations relevant to each state or territory.

**Key competency levels**

There are a number of processes that are learnt throughout work and life which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added.

Information below highlights how these processes are applied in this competency standard.

- |                              |   |   |
|------------------------------|---|---|
| <b>1</b> Perform the process | <b>2</b> Perform and administer the process | <b>3</b> Perform, administer and design the process |
|------------------------------|---|---|

How can <b>communication of ideas and information</b> be applied?	2	Review and document assessment findings with clients and colleagues.
How can <b>information be collected, analysed and organised</b> ?	3	Gather from a number of sources including regulatory sources, relevant personnel and company specifications.
How are <b>activities planned and organised</b> ?	1	Prepare activities appropriately for site analysis.
How can <b>teamwork</b> be applied?	1	Discuss relevant issues with clients and/or colleagues.
How can the use of <b>mathematical ideas and techniques</b> be applied?	1	Conduct appropriate mathematical calculations in the review and evaluation of waste assessment findings.
How can <b>problem-solving skills</b> be applied?	1	Discuss client concerns throughout review and evaluation of waste assessment findings while observing company requirements.
How can the <b>use of technology</b> be applied?	1	Demonstrate understanding of technological principles and physical skills to use appropriate equipment.

## Range Statement

### RANGE STATEMENT

The range statement links the required knowledge and organisational and technical requirements to the workplace context. It describes any contextual variables that will be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The following variables may be present for this particular unit.

**Assessment data** may include but is not limited to:

- agreed objectives
- assessment procedures
- assessment team
- collected data
- current management methods
- facility location and size
- graphs and tables
- outcomes
- photographs
- processes
- raw materials
- sample size

- scope (sample, methodology, processes)
- sources
- summary of waste stream characteristics and ranking.

**Client** includes all forms of business enterprises in this context including government agencies, local governments/councils, private and public companies and residents/ratepayers.

**Client requirements** are found in briefing papers, letters, quality assurance documents, tender/contract documents and verbal or written instructions.

**Performance of this unit** is carried out in accordance with relevant requirements of the following:

- Australian Standards
- environmental regulations
- legislative requirements
- manufacturers' specifications
- OHS regulations
- organisational procedures
- relevant state/territory regulations.

**Site** may include business premises, landfill site, local government area, plant/factory and waste processing plant.

## **Unit Sector(s)**

Not Applicable