



Australian Government

Department of Education, Employment and Workplace Relations

PRMWM04B Develop waste management strategies

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency describes the development of waste management strategies for clients to meet their individual needs. It requires the ability to analyse practices and develop strategies by working effectively with clients. These work functions would be carried out under minimal 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 Determine possible options
 - 1.1 Review results and findings of waste assessment to determine strategy focus areas and options in accordance with *client requirements*, OHS regulations and work procedures
 - 1.2 Identify all options to meet the *client's* waste management needs
 - 1.3 Consult and involve client in the development of appropriate *waste management options*
- 2 Develop strategies
 - 2.1 Assess *feasibility of waste management options* in consultation with clients to ensure appropriate, realistic and achievable options are identified
 - 2.2 Prioritise waste management options in consultation with clients to ensure most important waste management issues are given greater emphasis
 - 2.3 Develop realistic and achievable waste management strategies which satisfy client and legislative requirements
 - 2.4 Detail the client's implementation requirements such as process changes, education, training, *resource requirements* and schedule
 - 2.5 Review the implementation of strategies in accordance with client requirements, OHS regulations and work procedures
- 3 Document strategy
 - 3.1 Document *waste management strategy* clearly and accurately based on information available, with all relevant aspects outlined including OHS procedures
 - 3.2 Include indemnity to limit liability in accordance with accepted industry practice, company requirements and relevant legislation
- 4 Present strategy
 - 4.1 *Present strategy* in a professional manner in accordance with client requirements
 - 4.2 Explain benefits and rationale of the strategy
 - 4.3 Allow time for client questions and discussion

Required Skills and Knowledge

Refer to Evidence Guide

Evidence Guide

EVIDENCE GUIDE

Critical aspects of competency

- Identify waste management options and interpret audit findings.
- Conduct feasibility analysis.
- Develop strategies.
- Present waste management strategies.

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.

- Features required for waste management strategies.
- Impact of recommendations on client processes.
- Waste management options available.
- Nature and significance of waste minimisation hierarchy lifecycle assessment.
- Waste analytical methods.
- Waste types, streams and characteristics.
- Company requirements.
- Occupational health and safety requirements.
- 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:

- sound oral communication skills including questioning, listening, liaison, consultation and facilitation
- sound written communication skills for documentation
- sound presentation skills
- sound reading skills for the interpretation of data, information, plans and documents
- methodical organisation of work
- research skills
- ability to prioritise
- computer skills
- safe and efficient work practices
- ability to apply appropriate decision-making techniques.

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:

- PRMWM30B Determine waste management services
- PRMWM32B Inform and educate clients on waste management issues
- PRMWM33B Educate public on waste management issues
- PRMCMN302A Respond to client inquiries and complaints
- PRMCMN402A Facilitate effective client relationships

- BSBSBM404A Undertake business planning.

Resources required to assess this unit

The following resources should be available:

- examples of options lists
- documentation of client liaison
- documented waste management strategies
- presentation material.

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 developing waste management strategies 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 development of waste management strategies.

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.

- | | | |
|------------------------------|---|---|
| 1 Perform the process | 2 Perform and administer the process | 3 Perform, administer and design the process |
|------------------------------|---|---|

How can communication of ideas and information be applied?	3	Discuss with clients and colleagues appropriate waste management strategies and options.
How can information be collected, analysed and organised ?	3	Gather, analyse and organise information from a number of sources (including regulatory sources and company specifications) about waste management strategies to develop accurate presentation.
How are activities planned and organised ?	3	Assess the validity of options and develop waste management strategies.
How can teamwork be applied?	2	Discuss with clients and/or colleagues during consultation and facilitation sessions appropriate waste management strategies.
How can the use of mathematical ideas and techniques be applied?	1	Use mathematical calculations and/or percentages where applicable for waste management strategies.
How can problem-solving skills be applied?	3	Discuss client concerns throughout development of waste management strategy while observing company requirements.
How can the use of technology 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. **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 letters, briefing papers, quality assurance documents, tender/contract documents and verbal or written instructions.

Equipment requirements include:

- absorbent material
- bunding equipment
- camera
- collection containers
- lifting gear

- measurement equipment
- personal protective equipment
- reference manuals
- safety barriers and warning signs
- sample bench
- scales.

Feasibility of waste management options should involve consideration of:

- commitment
- compliance with relevant legislation
- cost-benefit analysis
- costs
- lead time
- process constraints
- resource requirements (including equipment, personnel)
- resources available.

Information relating to waste management strategy may include:

- access to site
- locations of waste containers
- map of plant/site
- OHS procedures
- processing methods
- production dates and schedules
- production inputs and outputs
- site size
- specific site requirements
- storage and disposal methods
- waste handling
- waste hazards
- waste outputs
- waste recovery routes
- waste streams.

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.

Personnel requirements include licences required, personnel skills, training/briefing.

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

Strategy presentation methods include:

- formal presentation to appropriate personnel with aids such as Microsoft PowerPoint or overheads
- informal discussion to appropriate personnel
- issuing appropriate handouts.

Waste management options include but are not limited to:

- advertising
- changed disposal methods
- education
- employee participation
- minimisation
- preventative maintenance
- process audit
- process changes
- product and material changes
- product scheduling and planning
- reclamation
- recycling
- re-use
- waste segregation.

Waste management strategy may include feasibility, findings, implementation and recommendations.

Unit Sector(s)

Not Applicable