



Australian Government

BSBSUS404 Assess, implement, monitor and report on waste management

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to develop waste management practices which support sustainable use of resources.

It applies to individuals who are responsible for sustainability, either as their primary duty or as a part of a work role.

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

Unit Sector

Sustainability

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Conduct a waste assessment	1.1 Identify the organisation's waste stream 1.2 Classify the organisation's waste into types and categories 1.3 Assess waste quantities by volume or weight over a specified time period 1.4 Identify quantities of recyclable and unavoidable waste 1.5 Identify compliance requirements for disposal of waste 1.6 Identify the current cost of waste disposal
2. Research and prepare a waste management plan	2.1 Identify possible impact of organisational waste management strategies, budget and contractual arrangements on waste

ELEMENT	PERFORMANCE CRITERIA
	management planning 2.2 Use the waste management hierarchy to prioritise waste management practices within the organisation 2.3 Identify and assess existing and potential waste management risks seeking expert advice as required 2.4 Identify resources required to support implementation 2.5 Identify roles, responsibilities and training needs of individuals and work teams 2.6 Document a waste management plan and receive sign off from key stakeholders
3. Implement and monitor a waste management plan	3.1 Communicate waste management plan to staff 3.2 Allocate waste management roles and responsibilities, and arrange required training 3.3 Execute waste management in accordance with plan 3.4 Establish and apply procedures for monitoring waste management 3.5 Document, maintain and store waste management records according to organisational requirements
4. Evaluate and communicate outcomes	4.1 Review implementation results in accordance with organisational requirements 4.2 Identify any changes required to achieve waste management goals 4.3 Prepare report including conclusions and recommendations in a format and style consistent with organisational guidelines 4.4 Present findings and recommendations to key stakeholders

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1,1.2, 1.4-1.6, 2.1-2.4, 4.1, 4.2	Identifies and analyses complex texts to determine existing processes, their effectiveness, and alignment with compliance requirements

		Reviews texts to identify potential risks of, and resources for, developing new practices
Writing	2.6, 3.1, 3.5, 4.1, 4.2, 4.3	- Researches, plans and prepares documentation using format and language appropriate to context and audience - Maintains documents according to organisational requirements
Oral Communication	2.3, 2.6, 3.1, 3.2, 4.4	- Presents information and seeks advice using structure and language appropriate to audience - Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Numeracy	1.3, 1.4, 1.6, 2.4	Analyses numerical information to assess quantities and calculates metric measurements, quantities, ratios, time and costs using appropriate tools
Navigate the world of work	2.5, 3.2, 3.4, 3.5, 4.1, 4.3	- Establishes and applies organisational procedures in accordance with organisation goals - Arranges training appropriate to work needs and goals of groups and individuals
Interact with others	2.3, 2.6, 3.1, 3.2, 4.4	- Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information - Plays a lead role in consulting and negotiating positive outcomes with a range of stakeholders
Get the work done	1.1-1.6, 2.2-2.6, 3.2-3.5, 4.1, 4.2	- Analyses current practices to identify opportunities for improvement - Uses systematic, analytical processes to set targets, gather relevant information, identify and evaluate alternative approaches - Evaluates outcomes of decisions to identify opportunities for improvement

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBSUS404 Assess, implement, monitor and report on waste	Not applicable	New unit	No equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
management			

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBSUS404 Assess, implement, monitor and report on waste management

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Performance Evidence

Evidence of the ability to:

- research an organisation's waste stream including:
 - types and volume of waste
 - disposal arrangements and cost
- create and implement a waste management plan, in accordance with legislative and organisational requirements
- report on implementation of waste management plan, according to organisational requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain the waste management hierarchy and how it could be applied in the organisation
- explain the technique for assessing waste management risk
- outline the legislative and regulatory context relevant to waste management
- outline the organisation's policies, procedures and practices that relate to the waste management strategy and plan
- explain how to assess training needs within the organisation.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the environmental sustainability field of work and include access to:

- relevant legislation and workplace policies and procedures

- interaction with others
- case studies or, where possible, real situations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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