



**Australian Government**

# **BSBSUS404 Assess, implement, monitor and report on waste management**

**Release: 1**

# BSBSUS404 Assess, implement, monitor and report on waste management

## 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<br>1.2 Classify the organisation's waste into types and categories<br>1.3 Assess waste quantities by volume or weight over a specified time period<br>1.4 Identify quantities of recyclable and unavoidable waste<br>1.5 Identify compliance requirements for disposal of waste<br>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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                  | <p>management planning</p> <p>2.2 Use the waste management hierarchy to prioritise waste management practices within the organisation</p> <p>2.3 Identify and assess existing and potential waste management risks seeking expert advice as required</p> <p>2.4 Identify resources required to support implementation</p> <p>2.5 Identify roles, responsibilities and training needs of individuals and work teams</p> <p>2.6 Document a waste management plan and receive sign off from key stakeholders</p> |
| 3. Implement and monitor a waste management plan | <p>3.1 Communicate waste management plan to staff</p> <p>3.2 Allocate waste management roles and responsibilities, and arrange required training</p> <p>3.3 Execute waste management in accordance with plan</p> <p>3.4 Establish and apply procedures for monitoring waste management</p> <p>3.5 Document, maintain and store waste management records according to organisational requirements</p>                                                                                                          |
| 4. Evaluate and communicate outcomes             | <p>4.1 Review implementation results in accordance with organisational requirements</p> <p>4.2 Identify any changes required to achieve waste management goals</p> <p>4.3 Prepare report including conclusions and recommendations in a format and style consistent with organisational guidelines</p> <p>4.4 Present findings and recommendations to key stakeholders</p>                                                                                                                                    |

## 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 | <ul style="list-style-type: none"> <li>Identifies and analyses complex texts to determine existing processes, their effectiveness, and alignment with compliance requirements</li> </ul> |

|                            |                                     |                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |                                     | <ul style="list-style-type: none"> <li>Reviews texts to identify potential risks of, and resources for, developing new practices</li> </ul>                                                                                                                                                                                                        |
| Writing                    | 2.6, 3.1, 3.5, 4.1, 4.2, 4.3        | <ul style="list-style-type: none"> <li>Researches, plans and prepares documentation using format and language appropriate to context and audience</li> <li>Maintains documents according to organisational requirements</li> </ul>                                                                                                                 |
| Oral Communication         | 2.3, 2.6, 3.1, 3.2, 4.4             | <ul style="list-style-type: none"> <li>Presents information and seeks advice using structure and language appropriate to audience</li> <li>Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding</li> </ul>                                                            |
| Numeracy                   | 1.3, 1.4, 1.6, 2.4                  | <ul style="list-style-type: none"> <li>Analyses numerical information to assess quantities and calculates metric measurements, quantities, ratios, time and costs using appropriate tools</li> </ul>                                                                                                                                               |
| Navigate the world of work | 2.5, 3.2, 3.4, 3.5, 4.1, 4.3        | <ul style="list-style-type: none"> <li>Establishes and applies organisational procedures in accordance with organisation goals</li> <li>Arranges training appropriate to work needs and goals of groups and individuals</li> </ul>                                                                                                                 |
| Interact with others       | 2.3, 2.6, 3.1, 3.2, 4.4             | <ul style="list-style-type: none"> <li>Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information</li> <li>Plays a lead role in consulting and negotiating positive outcomes with a range of stakeholders</li> </ul>                                           |
| Get the work done          | 1.1-1.6, 2.2-2.6, 3.2-3.5, 4.1, 4.2 | <ul style="list-style-type: none"> <li>Analyses current practices to identify opportunities for improvement</li> <li>Uses systematic, analytical processes to set targets, gather relevant information, identify and evaluate alternative approaches</li> <li>Evaluates outcomes of decisions to identify opportunities for improvement</li> </ul> |

## Unit Mapping Information

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

| <b>Code and title<br/>current version</b> | <b>Code and title<br/>previous version</b> | <b>Comments</b> | <b>Equivalence status</b> |
|-------------------------------------------|--------------------------------------------|-----------------|---------------------------|
| management                                |                                            |                 |                           |

## Links

Companion Volume implementation guides are found in VETNet -

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