



Australian Government

CPPWMT4004 Prepare waste management tender submissions

Release: 1

CPPWMT4004 Prepare waste management tender submissions

Modification History

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

Supersedes but is not equivalent to CPPWMT5031A Prepare detailed tenders.

Application

This unit specifies the skills and knowledge required to prepare waste management tender submissions. It includes assessing waste management tender documentation to clarify specifications, timeframes and submission requirements, defining and costing tender content and finalising and submitting tenders within required timeframes.

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.

1 Assess waste management tender requirements.

- 1.1 Source and assess tender documentation to clarify specifications, timeframes and submission requirements.
- 1.2 Interpret legislation, regulations and workplace policies and procedures and apply to tender specifications to ensure compliance when preparing tender.
- 1.3 Evaluate viability of providing services against tender specifications and workplace requirements.

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| | 1.4 | Assess risk associated with tender specifications and plan risk management strategies according to workplace requirements. |
| | 1.5 | Discuss waste management tender specifications with relevant persons to identify and clarify issues associated with the tender. |
| 2 Define, document and cost tender deliverables. | 2.1 | Define and document project timelines, stages, activities and deliverables to meet tender specifications. |
| | 2.2 | Assess specific resources required to meet tender specifications against capacity to deliver. |
| | 2.3 | Apply workplace rate schedules, industry-based labour rates and quotes from external suppliers to cost tender requirements. |
| | 2.4 | Source additional resources required to meet tender specifications in consultation with relevant persons. |
| 3 Finalise waste management tender. | 3.1 | Document waste management tender in the required style and format. |
| | 3.2 | Check to ensure tender content is accurate and meets all tender specifications. |
| | 3.3 | Forward tender to relevant persons for feedback and make required edits. |
| | 3.4 | Lodge tender within required timeframes. |
| | 3.5 | Complete and secure tender documentation in a manner that facilitates future retrieval and maintains confidentiality according to workplace requirements. |

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:

- numeracy skills to calculate labour and equipment costs using rate schedules, industry-labour rates and external quotes.

Unit Mapping Information

Supersedes but is not equivalent to CPPWMT5031A Prepare detailed tenders.

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>

Assessment Requirements for CPPWMT4004 Prepare waste management tender submissions

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Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by:

- assessing requirements and preparing two local government tenders for the provision of waste management services from the list below:
- food organics and garden organics waste
- bulk transport
- municipal waste collection
- municipal recycling
- verge collection.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- content, format and presentation requirements for waste management tenders
- issues that can impact on waste service provision and contingency measures to be factored into tenders
- legislative and procedural requirements applicable to preparing waste management tenders and relevant to the workplace:
 - commonwealth, state and territory legislation and regulations in the state or territory of operation, including work health and safety (WHS)
 - confidentiality and privacy
 - classifications of dangerous goods and hazardous substances
 - duty of care
 - environmental protection
 - local government by-laws
 - licensing requirements
- mathematical methods used to calculate labour and equipment costs when quoting for waste management services
- tender management, assessment, preparation, submission and review processes
- types of waste management services and operational features

- workplace policies and procedures for assessing and preparing tenders for waste management services:
 - client service
 - documentation and reporting
 - obtaining external quotes for equipment and labour
 - rate schedules for waste management services
 - waste management services and workplace resources, capacities and capabilities
 - WHS:
 - hazard identification, risk assessment and control using the hierarchy of control
 - injury, dangerous occurrence and incident reporting
 - personal protective equipment.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or in a simulated workplace environment using realistic workplace conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

Candidates must have access to workplace policies and procedures, tender documentation, technologies and equipment required to achieve the performance evidence.

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