



Australian Government

Department of Education, Employment and Workplace Relations

CPPHSA4002A Assess household waste generation and management

Release: 1

CPPHSA4002A Assess household waste generation and management

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency specifies the outcomes required to collect and analyse information on household waste and provide advice on ways of reducing waste and improving waste management in the home. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	This unit of competency supports the work of home sustainability assessors engaged in assessing household waste generation and providing advice on ways to reduce waste and improve waste management in the home.
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and organise the assessment.	1.1 <i>Need for assessing waste generation and management</i> in a <i>residential building</i> is clarified with <i>client</i>. 1.2 <i>Effective communication strategies</i> are employed to assist in establishing rapport with client and in responding to client questions and concerns. 1.3 Assessment is planned in line with <i>commonwealth, state or territory, and local government legislation and regulations, and industry ethical and conduct standards</i>. 1.4 <i>Issues</i> relating to state and territory legislation and regulations and industry ethical and conduct standards are identified and clarified with client. 1.5 Plan is established for the assessment in line with enterprise practice and client requirements. 1.6 Potential <i>hazards</i> are identified to ensure risks are suitably managed. 1.7 Assessment activities are planned to ensure they do not compromise the health and safety of self and others. 1.8 <i>Assessment documentation</i> is prepared in a manner consistent with enterprise practice. 1.9 <i>Tools, equipment and other requirements</i> for the assessment are identified and arrangements are made to ensure their availability on day of assessment. 1.10 Client is advised of <i>information that should be obtained prior to assessment</i> and <i>details of assessment</i> are confirmed. 1.11 Authority to proceed is obtained from client prior to commencement and reconfirmed as appropriate during the assessment.
Gather and analyse data on household waste.	2.1 <i>Information</i> to be gathered on household waste generation and management is confirmed. 2.2 Visual assessment and measurement of <i>household waste disposed of through municipal waste and recycling containers</i> are conducted to determine <i>composition and quantity of waste components</i>. 2.3 Information on the composition and quantity of <i>other forms of household waste</i> is gathered through discussion with resident and observations made during

ELEMENT	PERFORMANCE CRITERIA
	inspection of the residence. 2.4 Visual findings, measurements and other data are recorded by waste type and quantity observed. 2.5 Information on behaviour and preferences of household members that impact on waste generation and management is gathered through discussion with resident and observations made during inspection of the residence. 2.6 Information is verified for accuracy and recorded using the relevant data collection tool. 2.7 Information is analysed to identify key characteristics of household waste and waste management practices.
Assess options for reducing household waste and associated emissions, and improving waste management.	3.1 Sources of technical advice on household waste management are identified. 3.2 Government rebates and other assistance programs for reducing household waste and improving household waste management are identified. 3.3 Options for reducing household waste and associated emissions and improving waste management are assessed based on type and ownership of building, user behaviour and preferences, availability of rebates and other assistance programs, cost and practicality. 3.4 Cost of options for reducing waste and improving waste management are estimated in line with enterprise procedures.
Report outcomes of waste assessment.	4.1 Results and recommendations, along with supporting evidence, are collated and documented in line with enterprise and client requirements. 4.2 Estimated cost of proposed recommendations, associated reductions in household waste and emissions, and improvements in household waste management are documented in line with enterprise procedures. 4.3 Results and recommendations, including estimated costs, are explained to client in line with enterprise, legislative and client requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to interact with clients from diverse social, economic and cultural backgrounds
- decision-making and problem-solving skills to make recommendations based on analysis of data on household waste
- literacy skills to:
 - complete standard forms
 - generate business correspondence
 - prepare reports
 - read and interpret a variety of texts, including legislation, regulations, and codes of conduct and ethical standards
- numeracy and data analysis skills to:
 - extract and interpret data from reports and guidelines on appropriate ways of dealing with different categories of household waste
 - identify, calculate and interpret data from visual inspection and measurement of household waste
- planning, organising and scheduling skills to undertake work-related tasks, such as collecting data on household waste generation and management
- research skills to identify and locate documents, reports and information on key matters associated with household waste and waste management, such as:
 - characteristics of different types of household waste
 - types and composition of waste
 - waste reduction, recycling, reuse and removal
- technology skills to:
 - enter data and use the functions of general purpose software packages
 - use measuring equipment, such as scales
- time-management skills to complete assessment tasks in a time and cost efficient manner

Required knowledge

- commonwealth, state or territory, and local government legislation and regulations impacting on household waste and waste management related to:
 - anti-discrimination and equal employment opportunity
 - consumer protection, fair trading and trade practices
 - employment and industrial relations
 - environment protection
 - occupational health and safety (OHS)
 - privacy

REQUIRED SKILLS AND KNOWLEDGE

- government rebates and other assistance programs related to reducing household waste and improving household waste management
- greenhouse gas emissions:
 - relationship between waste and greenhouse gas emissions
 - ways of reducing greenhouse gas emissions through improving waste efficiency
- household waste:
 - e-waste
 - greenhouse emissions
 - trends in household waste and factors impacting on those trends
 - types, streams and characteristics of waste
 - units of measurement
- impact of attitudes, behaviour and preferences of household members on waste generation and management
- options for improving household waste management:
 - waste recycling
 - waste reduction
 - waste refusal
 - waste removal
 - waste reuse
- household waste assessment:
 - duty of care in provision of services
 - OHS requirements
 - possible benefits and outcomes from conducting a waste assessment
 - potential risks and hazards
 - sampling and recording techniques
 - visual assessment and measuring techniques and procedures
- sources of technical advice on household waste management

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

This unit of competency could be assessed by conducting a household waste assessment that involves collecting and

	analysing information on household waste and providing advice on ways to improve waste management.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of the required skills and knowledge specified in this unit. In particular, the person should demonstrate the ability to: • collect and analyse information on household waste • use visual assessment and measurement techniques to determine the composition and quantity of household waste • comply with OHS requirements when conducting household waste assessment • provide advice on ways to improve waste management in the home • apply knowledge of: • trends in household waste • ways of gathering information on household waste • ways of improving household waste management.
Context of and specific resources for assessment	Assessment of essential underpinning knowledge may be conducted in an off-site context and is to comply with relevant regulatory and Australian standards' requirements. Resource implications for assessment include: • data collection tools • relevant codes, standards and government regulations • access to residential buildings in order to conduct a household waste assessment • technology suitable for generating reports • technical reference library with current publications on: • household waste generation • manufacturers' product information on household waste management technologies • strategies for waste minimisation, recycling and reuse.
Method of assessment	Assessment methods must: • satisfy the endorsed Assessment Guidelines of the CPP07 Property Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application

	- reinforce the integration of employability skills with workplace tasks and job roles - confirm that competency is verified and able to be transferred to other circumstances and environments.
Guidance information for assessment	This unit could be assessed on its own or in combination with other units relevant to the job function, for example: - CPPHSA4001A Assess household energy use - CPPHSA4003A Assess household water use - CPPHSA4004A Assess thermal performance of existing residences using non-rating tools and techniques. Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support. Assessment processes and techniques should, as far as is practical, take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
<i>Need for assessing waste generation and management</i> may include assessment for:	- determining waste profile, identifying opportunities for reducing household waste and improving management of household waste - legislative, regulatory and compliance purposes - providing building design advice.
<i>Residential building</i> refers to:	any building categorised as Class 1, 2, 4 and 10a of the Building Code of Australia or in accordance with jurisdictional requirements.
<i>Client</i> may include:	- builder - community organisation

	• construction manager • government agency • landlord • local government • house owner • property developer • property manager • real estate agent • tenant.
Effective communication strategies may include:	• active listening • being non-judgemental • exploring problems • expressing an individual perspective • providing sufficient time for questions and responses • providing summarising and reflective responses in conflict situations • using appropriate words, behaviour and posture • using clarifying, summarising questions • using clear and concise language • using culturally appropriate communication • using plain English • using verbal and non-verbal communication.
Commonwealth, state or territory, and local government legislation and regulations, and industry ethical and conduct standards may include:	• environment protection • ethical behaviour • fair trading and consumer protection: • confidentiality • conflict of interest • duty of care • non-discriminatory practices • privacy • residential tenancies • OHS • waste and waste management • waste use assessment: • accreditation • assessment procedures • certification • documentation.
Issues may include:	• basis for need to conduct waste assessment • information required by assessor from client • information that assessor is required to document

	objectives of assessment.
Hazards may include:	- biological waste - confined spaces - electricity - fire - harassment, bullying and/or violence involving co-workers or customers - hazardous substances: - asbestos - biological products - blood products - broken metal - chemicals - electrical wiring - fibres - fumes - gases - glass - insulation - lead - leaking containers - mercury - oil and petrol - heat: - burns - scalds - manual handling: - carrying - lifting - pulling - pushing - machinery, including powered and non-powered equipment - skin penetrating injuries: - knives - plant thorns and prickles - sharps - syringes - waste: - contaminated

	• inadequately contained waste • work environment: • access • animals • dust • floor surfaces • insect bites • lighting • noise • pollen • temperature • trips, slips and falls • working at heights • ventilation.
Assessment documentation may include:	• building details • building plans and specifications • checklists • client details • company promotional materials • contact details • municipal waste collection details • photographic evidence • private or contract waste collection details • risk assessment • site details.
Tools, equipment and other requirements may include:	• absorbent material • bunding equipment • calculator • clipboard • collection containers • compass • digital camera • ladder • lifting gear • measurement equipment • personal protective equipment (PPE): • anti-viral/bacterial protective face masks • dust masks • eye protection • gloves

	• headwear • overalls • safety shoes and work boots • reference manuals • safety barriers and warning signs • scales • tape measure • thermometer • torch.
Information that should be obtained prior to assessment may include:	• household members: • age • number • household waste survey results: • type of waste • volume of waste • waste reduction, reuse, recycling and removal strategies currently in place.
Details of assessment may include:	• address of residence • assessor name and contact details • cost of assessment • date and time of assessment • duration of assessment.
Information may include:	• household waste generation: • type • volume • household waste management practices: • recycle • reduction • refusal • removal • reuse.
Household waste disposed of through municipal waste and recycling containers may include:	• household garbage • green organics • recyclables.
Composition and quantity of waste components may include:	• waste components: • household garbage • green organics • recyclables:

	• aluminum • cardboard • contaminated • glass • paper • plastic • steel • quantity of waste: • number • proportion/percentage • source • volume • weight.
Other forms of household waste include:	• e-waste • hard waste • hazardous waste.
Information on behaviour and preferences of household members that impact on waste generation and management may relate to:	• medical conditions of household members • resident attitudes to consumer issues: • bulk buying • lifespan of products • packaging • resident attitudes to minimising waste, reusing materials and recycling materials • resident perception of waste generation and management.
Data collection tools may include:	• checklists and forms • graphs • questionnaires • self-assessment forms • software programs • tables.
Characteristics of household waste and waste management practices may include:	• comparison of type and volume of waste with similar households • trends in waste generation over time • waste profile: • types • volume.
Sources of technical advice on household waste management may	• colleagues • community organisations • consultants

include:	• environment organisations • gardeners • government agencies • manufacturers • professional associations • research bodies • staff or employee representatives • supervisors and managers • suppliers of waste management technologies • waste management advisers • waste management companies.
<i>Options for reducing household waste and associated emissions and improving waste management</i> may include:	• preventative maintenance of: • appliances • structures • vehicles • reduction of waste: • household practices: • composting • worm farming • packaging: • avoiding individually wrapped items • purchasing products with minimal packaging • purchasing: • bulk buying products with a long shelf-life • choosing concentrated or refillable forms of products • using durable rather than disposable products • recycling waste: • packaging: • avoiding packaging made of more than one material that cannot be separated • buying products with recyclable or reusable packaging • purchasing: • buying products made from recycled materials • buying products that may be recycled • recycling household items: • aluminium cans and foil • appliances • computer equipment

	• glass bottles and jars • milk and juice containers • paper and cardboard • plastics • steel cans • segregating waste for recycling • removal: • batteries • fluorescent lamps • green waste • mixed rubble • safe chemical waste disposal • resource recovery and exchange: • automotive waste: • batteries • metal • tyres • building and construction waste • clothing • e-waste • general hard waste • scrap metals • reuse: • household practices: • reclaiming and reinventing products • repairing products • reusing products • purchasing: • purchasing durable rather than disposable items • purchasing products that can be reused many times.
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Unit Sector(s)

Unit sector	Home sustainability assessment.
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Competency field

Competency field	
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