



Australian Government

Department of Education, Employment and Workplace Relations

CPPWMT4003A Review, evaluate and document waste assessment findings

Release: 1

CPPWMT4003A Review, evaluate and document waste assessment findings

Modification History

Revised unit

Unit updated and equivalent to PRMWM03B Review, evaluate and document waste assessment findings

Unit Descriptor

This unit of competency specifies the outcomes required to review, evaluate and document client and organisational waste practices and issues that impact on their operation. It requires the ability to follow assignment instructions, liaise with clients and effectively review and evaluate practices.

Application of the Unit

This unit of competency supports individuals with responsibilities for implementing and monitoring the organisation's waste audit policies, procedures and programs in a work area. It includes contributing to the implementation of developed strategies, systems and plans, as well as recognising the need for expert advice.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

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.

Elements and Performance Criteria

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|---|---------------------------------|-----|--|
| 1 | Review waste assessment data. | 1.1 | Contact is made with <i>client</i> and work objectives are established and communicated. |
| | | 1.2 | <i>Details relating to access to site and site requirements</i> are established. |
| | | 1.3 | <i>Waste assessment data</i> is reviewed to identify major waste characteristics and features, <i>hazards and risks</i> , and unanticipated waste findings. |
| | | 1.4 | Hazards, risks and occupational health and safety (OHS) issues are reported to appropriate personnel. |
| 2 | Conduct site analysis. | 2.1 | <i>Site</i> analysis is conducted according to assessment plan, including a review of site management of waste and waste processes, to determine possible causes of waste findings. |
| | | 2.2 | Site analysis findings are documented according to assessment plan and organisational requirements. |
| 3 | Evaluate and document findings. | 3.1 | Waste assessment data and site assessment information are reviewed and evaluated to make valid conclusions relating to client's management of waste. |
| | | 3.2 | Possible causes for unusual or extraordinary waste assessment results are identified. |
| | | 3.3 | Waste assessment findings are documented according to assessment plan and organisational requirements. |

Required Skills and Knowledge

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

Required skills

- analytical skills to:
 - identify hazards and risks
 - identify waste types and waste non-conformances
- oral communication skills to:
 - request advice or further information
 - listen actively
 - consult
- written communication skills for:
 - report writing
 - documentation
- reading skills to interpret:
 - maps
 - plans
 - data and documentation
- numeracy skills, including:
 - measurements
 - calculations (weights, volumes and quantities)
 - estimation
- interpersonal skills to liaise with clients
- self-management skills to:
 - conduct work practices safely and efficiently
 - apply accuracy and attention to detail
 - organise work methodically
 - source, organise and apply information
 - use recording equipment
 - use photographic equipment
 - use applicable information technology
 - use communications equipment (two-way radio, mobile phone)

Required knowledge

- environmental management relating to:
 - waste types, streams and characteristics
 - resource recovery options

- identification of:
 - waste non-conformances
 - unanticipated waste
 - waste non-conformance procedures
 - waste containment
 - waste disposal and recovery routes
- waste assessment processes:
 - visual assessment procedures
 - available reprocessing options
 - material densities
 - sampling and recording techniques
 - potential hazards and risks
- waste assessment review:
 - scoping site
 - analysing waste practices and resource needs
 - analysing previous assessment plans and assessment processes
 - outlining possible benefits and outcomes from conducting a waste assessment
 - incorporating standard audit requirements and procedures
 - incorporating nature and significance of waste minimisation hierarchy
 - incorporating types of client waste management surveys and their uses
- service requirements for waste assessment activities, including:
 - duty of care
 - legislation, regulations and codes of practice applicable to specific waste management functions
 - organisational pricing schedules
 - organisational requirements and structure, including workplace communication channels and procedures
 - waste management hierarchy
 - waste management options
- OHS requirements relating to:
 - dangerous goods and hazardous substances
 - OHS hierarchy of control

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 discussion, relaying the review, evaluation and documentation of waste assessment findings.
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: • review waste assessment findings • identify and evaluate reasons and causes of waste assessment results • incorporate OHS requirements into waste assessment • provide client with documented evaluation of assessment findings.
Context of and specific resources for assessment	Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements. Resource implications for assessment include: • client audit requirements for workplace portfolio case studies, if required • work plans and approved specifications • results of sampling • forms and procedures manuals.
Method of assessment	Reviewing and evaluating waste assessment findings must meet the objectives of the client and comply with industry expectations in the particular client environment. If the environment is narrowly defined or is not representative of industry needs, it may be necessary to refer to portfolio case studies to assess competency in the review and evaluation of waste assessment. Assessment methods must: • satisfy the endorsed Assessment Guidelines of the 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	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. This unit could be assessed on its own or in combination with other units relevant to the job function, for example: • CPPWMT4001A Plan waste audits • CPPWMT4002A Carry out waste audits.

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>Client may</i> include:	• business enterprises • government agencies • local government • private and public companies • residents and ratepayers.
<i>Details relating to access to site and site requirements</i> include:	• access and egress points • OHS requirements and noise control • personal protective equipment (PPE) • security clearance • time of access • union requirements • work permits.
<i>Waste assessment data</i> includes:	• agreed objectives • assessment procedures • assessment team • collected data • current management methods • environmental impacts • facility location and size • graphs and tables • outcomes • photographs • raw materials • recycling objectives • scope (sample, methodology, processes) • sources • summary of waste stream characteristics and ranking.
<i>Hazards and risks</i> include:	• contamination • dust • fire • gases and fumes • hazardous waste (e.g. sharps) • inadequately contained waste • injuries resulting from manual handling and repetitive work • other vehicles and equipment

	• projectiles • spark-producing equipment • weather.
Site may include:	• business premises • landfill site • local government area • plant • factory • waste processing plant.

Unit Sector(s)

Waste management

Custom Content Section

Not applicable.