



Australian Government

Department of Education, Employment and Workplace Relations

CPPWMT4055A Develop waste management proposals

Release: 1

CPPWMT4055A Develop waste management proposals

Modification History

Revised unit

Revised unit not equivalent to PRMWM55A Provide quotation

Unit title and outcomes changed to reflect the heightened professionalism of the waste management industry, which now provides a more comprehensive service than a quotation

Unit Descriptor

This unit of competency specifies the outcomes required to provide a proposal and an estimate on a waste management service to clients. It requires the ability to identify the needs of clients and match these with appropriate waste management services, as well as the ability to organise these services.

Application of the Unit

This unit of competency supports individuals responsible for negotiating with clients to calculate labour and material costs. It includes contributing to the implementation of developed operational procedures, 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 | Identify client needs. | <p>1.1 <i>Waste management service</i> is assessed according to <i>legislation and codes, organisational requirements</i> and <i>organisational procedures</i> to determine client requirements.</p> <p>1.2 Occupational health and safety (OHS) standards, statutory requirements, Australian standards, manufacturer specifications and organisational requirements are interpreted and incorporated in the service estimate.</p> <p>1.3 Type and quantity of material and equipment are determined and incorporated into the service estimate.</p> |
| 2 | Estimate costs. | <p>2.1 <i>Organisation rate schedules</i> and industry-based labour rates are identified, and conditions to establish costings are applied.</p> <p>2.2 Where equipment is sourced from a supplier, <i>quotations</i> are obtained to ensure comparison between suppliers.</p> <p>2.3 Availability and delivery dates of equipment, materials and other relevant items are confirmed with supplier, where required.</p> <p>2.4 Site is inspected to identify waste management service, consider possible problems and make allowances for <i>contingencies</i> based on findings.</p> <p>2.5 Cost estimate is planned to return a profit on provision of waste management services according to organisational requirements.</p> |

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| 3 | Document and confirm proposal with client. | 3.1 | Clear and concise proposal is prepared and provided according to organisational requirements. |
| | | 3.2 | Proposal is checked to ensure it reflects client's service requirements. |
| | | 3.3 | Proposal is presented to client. |
| | | 3.4 | Client is consulted and changes and variations are negotiated to meet client and organisational requirements. |
| | | 3.5 | Client file is created and documentation is updated to include relevant details according to organisational policy and procedures. |

Required Skills and Knowledge

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

Required skills

- technology skills to use:
 - computers
 - software, including:
 - word processing
 - spreadsheets
- numeracy skills to:
 - calculate and estimate costs against service
 - analyse financial information
- OHS requirements relating to:
 - potential hazards and risks
 - OHS hierarchy of control
- personnel computer features:
 - accounting software
 - security arrangements
- reading skills to interpret:
 - plans
 - documents
 - organisational procedures
- problem-solving skills to identify hazards and risks
- self-management skills to:
 - conduct work practices safely and efficiently
 - interpret proposal requirements
 - observe practices and determine needs
 - organise work methodically
 - work to deadlines
- oral communication skills to:
 - resolve conflict
 - provide customer service
 - consult with clients
 - ask questions
 - provide information
 - listen effectively

- seek feedback
- negotiate variations
- present proposals
- written communication skills for:
 - report writing
 - documentation
 - addressing proposal criteria
- critical thinking skills to provide waste management proposal, identifying:
 - resource needs
 - proposal requirements in relation to:
 - waste types, streams and characteristics
 - hazardous waste
 - unanticipated waste

Required knowledge

- financial policy and procedures, including:
 - invoicing processes
 - organisational accounting and ledger systems
 - organisational pricing schedules and procedures
 - record-keeping requirements for accounts receivable
 - industry regulations, standards and codes of conduct
 - sources of credit status information
- prior solutions offered in waste management proposals
- waste management provision, including:
 - client requirements
 - duty of care
 - OHS requirements
 - organisational requirements
 - industry regulations
 - reporting requirements
 - waste management business options
- waste management operational knowledge of:
 - waste types, streams and characteristics
 - waste non-conformances
 - unanticipated waste
 - waste non-conformance procedures
 - waste containment
 - waste disposal and recovery routes
 - organisational and client confidentiality requirements
 - procedures and documentation requirements and processes

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 demonstration of the development of proposals.
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: • identify waste management services • identify tendering criteria and conditions • conduct research and develop tender document • present tender professionally.
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: • work plans and approved specifications • forms and procedures manuals.
Method of assessment	Detailed tenders must be prepared in line 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 preparation of a detailed tender. 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 of competency relevant to the job function, for example: • CPPWMT5031A Prepare detailed tenders.
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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>Waste management service</i> may include:	• collecting waste • composting • controlling and managing litter and illegal dumping • environmental assessment • landfill • land rehabilitation • mulching • processing waste • recycling • resource recovery • removing rubbish • sorting waste • transporting waste • waste assessment • waste audit • waste disposal: • garden • hard • hazardous – regulated, prescribed, quarantined, medical and clinical • liquid (non-hazardous), e.g. chemical and aqueous • medical • putrescibles • recoverable resources, e.g. recyclable and green waste • solid (non-hazardous)e.g. construction and demolition • waste education • waste treatment: • garden • hard • hazardous – regulated, prescribed, quarantined, medical and clinical • incineration • liquid (non-hazardous), e.g. chemical and aqueous • medical
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	• putrescibles • recoverable resources, e.g. recyclable and green waste • solid (non-hazardous), e.g. construction and demolition.
Legislation and codes may include:	• codes, including: • Australian Code for the Transport of Dangerous Goods by Road and Rail • industry • commonwealth, state and territory legislation, including: • anti-discrimination • environmental protection • equal employment opportunity • freedom of information • industrial • OHS • trade practices • road laws.
Organisational requirements may include information found in:	• briefing papers • job sheets • letters • memos • operations manuals • policy and procedures documents • quality assurance documents • site development plans • tender and contract documents • training materials • verbal or written instructions • work procedures.
Organisational procedures may be found in:	• access and equity policy, principles and practice • business performance plans • client and organisational confidentiality requirements • client service standards • code of conduct policies • code of ethics policies • duty of care materials • duty statement • induction documentation • insurance policy agreements • legal and organisational policies and procedures • organisational: • goals

	- objectives - plans - processes - systems - personnel practices' guidelines - quality and continuous improvement processes and standards - records and information systems and processes.
Organisational rate schedules may include:	- labour rates - standard disposal costs - standard equipment costs - standard material costs - standard service costs - standard unit costs.
Quotations may include:	- proposed estimate for work - proposal for work.
Contingencies may include:	- building progress - cash flow - competencies - disputes - insurance - restricted site access - time penalties - transport - weather and environmental conditions.
Proposal must include:	- addressing client requirements - calculating costs - clear presentations: - drawings - format and layout - competitive price quotation, incorporating: - organisational return on profit requirements - competitor rates - legal compliance - providing a clear description of service to be conducted, including: - equipment - labour - materials - timeline analysis.
Presentation may include:	hard copy

	• electronic copy using software, such as PowerPoint • written or verbal.
Documentation may include recording:	• information on service and labour costs • industry trends • range of waste management services • housekeeping undertaken.

Unit Sector(s)

Waste management

Custom Content Section

Not applicable.