



Australian Government

Department of Education, Employment and Workplace Relations

NWP528B Implement and manage trade waste policies and plans

Revision Number: 2

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Modification History

NWP528B Release 2: Layout adjusted. No changes to content.

NWP528B Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required for implementation and management of activities relating to trade waste management systems.

Application of the Unit

This unit supports the attainment of skills and knowledge required for managers of trade waste.

Licensing/Regulatory Information

Not applicable.

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Implement trade waste policies and plans.	1.1 Confirm performance measures for trade waste management plans. 1.2 Identify and communicate relevant environmental factors, regulations, policies and criteria for the disposal of trade waste to waste generators and stakeholders. 1.3 Identify and interpret trade waste quality and quantity requirements according to legislative and enterprise requirements and procedures. 1.4 Operate the management system according to policies and management plans. 1.5 Carry out the management system maintenance according to the management plans. 1.6 Manage the system and enterprise to achieve the objectives of the management plans.
2 Implement and coordinate the monitoring and testing program.	2.1 Design and implement the monitoring and testing programs and procedures according to the objectives of the management plans, policies and legal requirements. 2.2 Analyse, interpret and report testing results according to legislative and enterprise requirements. 2.3 Identify and investigate issues and/or potential issues and trends and report results and recommendations according to legislative and enterprise requirements.
3 Monitor treatment and discharge and provide advice and guidance.	3.1 Monitor trade waste treatment and discharge according to the trade waste management policies and plans. 3.2 Provide advice and guidance to trade waste generators and stakeholders according to legislative and enterprise requirements. 3.3 Identify and investigate breaches of trade waste discharge provisions and report the results and/or recommendations according to legislative and enterprise requirements.
4 Maintain trade waste records.	4.1 Accurately and legibly complete trade waste management records according to legislative and enterprise requirements. 4.2 Store trade waste records for access and review according to legislative and enterprise requirements. 4.3 Regularly review and assess trade waste records to identify long term trends and impacts. 4.4 Report results of record reviews according to the policy and plan requirements.
5 Gather and prepare	5.1 Carry out the testing, sampling and collection of physical evidence of breaches according to legal requirements.

ELEMENT

**evidence in
relation to
breaches of
statutory
regulations.**

PERFORMANCE CRITERIA

- 5.2 Record data according to legal requirements.
- 5.3 Provide witness statements according to legal requirements.
- 5.4 Collect, collate and present evidence to the legal department of the organisation for prosecution of waste generators.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- interpret and review hydraulic, architectural and site plans
- identify and evaluate trade waste-producing processes
- evaluate process inputs and outputs using relevant methodologies such as Mass Balance and Process Yield
- interpret and evaluate sample analysis data
- interpret and apply legislation and policies applicable to trade waste
- develop monitoring plans and coordinate measuring, testing and sampling activities
- apply risk assessment and management based on AS 4360
- plan and conduct investigations
- assess environmental impacts using ISO 14001 where appropriate
- assess waste treatment methods, processes, plant and equipment
- negotiate and communicate
- manage trade waste resources
- use appropriate personal protective equipment for protection against physical, chemical and biological hazards

Required knowledge:

- relevant legislation
- capacity and operation of plant and equipment
- relevant enterprise policies for trade waste management
- water quality parameters of significance to the wastewater system
- appropriate analytical techniques available
- industrial waste treatment methods and procedures
- hydraulics, chemistry and/or equivalent science
- investigation procedures
- range of appropriate measuring, testing and sampling procedures
- customer expectations and requirements
- occupational health and safety legislation
- personal protection and safety precautions for wastewater sampling, including the requirements for relevant inoculations, such as:
 - Q Fever
 - Hepatitis A&B
 - Polio
 - Tetanus
 - Diphtheria

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The candidate should demonstrate the ability to implement, monitor and review a trade waste management plan including:

- interpreting and applying complex requirements (legislation, organisational policy, testing procedures, key performance indicators)
- designing monitoring programs
- implementing monitoring programs
- monitoring trade waste treatment and disposal programs
- gathering data and preparing reports of the implementation of the trade waste management plan
- managing the effective and efficient storage and maintenance of records
- investigating breaches and providing input to the legal processes that flow from successful investigations of breaches

Context of and specific resources for assessment

Access to the workplace and resources including:

- documentation that should normally be available in a water industry organisation
- relevant codes, standards, and government regulations

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and/or assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice
- a decision of competence should only be made when the assessor has complete confidence in the person's

competence over time and in various contexts

- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
- where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be authenticated and show that it represents competency demonstrated over a period of time
- assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in a manner appropriate to the skill levels of the operator, any cultural issues that may affect responses to the questions, and reflecting the requirements of the competency and the work being performed.

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. Add any 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.

Trade waste management plans may include:

- industrial waste generation, handling, treatment and disposal guides
- enterprise policies, procedures and administrative framework procedures
- information on applicable trade waste laws or other requirements
- complaint records
- training records
- process information
- process operational logbooks
- inspection, maintenance and calibration records
- relevant contractor and supplier information
- incident reports
- information on emergency preparedness and response
- records of significant trade waste impacts
- audit results
- management reviews
- trade waste charging policy
- industrial trade waste generators' register

Environmental factors may include:

- disposal options
- sensitivity of the receiving environment
- persistency and toxicity of the substances
- hydraulic loads
- temperature
- receiving treatment plant capacity

Trade waste may include:

- the liquid waste generated by any:
 - industry
 - business
 - manufacturing processes
 - commercial operations
- trade waste does not include domestic wastewater

Monitoring and testing programs may include:

- inspections of trade waste sites, processes and treatment facilities
- meter reading and discharge volume recording

Treatment and discharge
may include:

- maintenance schedules and reporting
- customer self monitoring programs and reporting
- sampling and testing locations, techniques and frequencies
- on-line monitoring and/or alarms
- record keeping and reporting
- on-site storage and discharge
- on-site storage and off-site discharge
- on-site storage and off-site treatment and discharge
- recycle and reuse options
- on-site treatment and discharge

Stakeholders may include:

- the enterprise
- government (all levels)
- industry (e.g. extractive, manufacturing)
- community action groups
- conservation groups
- lobby groups
- land care groups

Unit Sector(s)

Not applicable.

Competency field

Trade waste.