



Australian Government

Department of Education, Employment and Workplace Relations

PRMWM101A Prepare for work in the waste management industry

Release: 1

PRMWM101A Prepare for work in the waste management industry

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency describes the skills and knowledge required to understand legal and procedural requirements of the waste management industry. It requires the ability to access industry information, applicable legislative and OHS guidelines. These work functions would be carried out under direct supervision within organisation guidelines.

Application of the Unit

Not Applicable

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Not Applicable

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1 Identify and apply industry information | 1.1 Assess a range of <i>legislation, procedural requirements and occupational health and safety issues</i> relevant to employment in the waste management industry |
| | 1.2 Identify key waste management organisations able to provide information and assist individuals and enterprise |
| | 1.3 Identify various roles and understand <i>rights and responsibilities of employees and employers</i> |
| | 1.4 Demonstrate a commitment to comply with applicable legislative, procedural and occupational health and safety requirements |
| 2 Identify future career opportunities | 2.1 Identify key industry sectors and occupations |
| | 2.2 Discuss possible career directions in the waste management industry with <i>appropriate persons</i> |
| | 2.3 Take personal values and attitudes into account regarding work and business when planning future work/career directions |
| | 2.4 Identify <i>opportunities for development</i> in consultation with appropriate persons |
| 3 Raise awareness of environmental issues | 3.1 Ensure that <i>waste minimisation hierarchy</i> and reasons for the ordering of waste minimisation strategies is understood |
| | 3.2 Identify opportunities for the minimisation of waste |
| | 3.3 Ensure that the importance of waste management and the impact of waste on the environment is understood |

Required Skills and Knowledge

Refer to Evidence Guide

Evidence Guide

EVIDENCE GUIDE

Critical aspects of competency

- Accurately interpret organisational information to ensure an effective understanding of various roles and responsibilities and organisational processes and procedures.
- Access, interpret and comply with a range of legislative and procedural requirements relevant to specific assignment procedures.
- Develop effective and person relationships through the application of organisational social, ethical and operational standards and use of appropriate interpersonal styles and techniques.

Knowledge needed to achieve the performance criteria

Knowledge and understanding are essential to apply this unit in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this unit are listed below.

- Legislation, regulations and codes of practice applicable to specific waste management functions.
- Types of waste management situations and responses.
- Organisational structure and reporting channels.
- Terms and conditions of employment.
- Workplace communication channels and procedures.
- Company pricing schedules.
- Principles of effective communication.
- OHS issues and requirements.

Specific skills needed to achieve the performance criteria

To achieve the performance criteria, some complementary skills are required. These are:

- communicating in a clear and concise manner in both written and verbal modes
- requesting advice or further information
- clarifying and confirming legal issues associated with job specifications and procedures
- seeking and receiving feedback
- working on an individual basis and within a team in a range of waste management activities
- use of information technology appropriate to specific tasks
- sourcing, organising and recording information
- processing workplace documentation
- estimating time to complete activities and prioritise tasks
- relating to people from a range of social, cultural and ethnic backgrounds and varying physical and mental abilities.

Other units of competency that could be assessed with this unit

This unit could be assessed on its own or in combination with other competencies relevant to the job function, for example:

- PRMWM05B Identify and segregate waste
- PRMWM11B Respond to waste emergency
- PRMWM44B Identify wastes and hazards
- PRMCMN201A Participate in workplace safety arrangements

- PRMCMN203A Provide effective customer service
- BSBCMN215B Participate in environmental work practices.

Resources required to assess this unit

The following resources should be available:

- access to suitable venue and equipment
- access to relevant guidelines and regulations
- assignment instructions, work plans and schedules, policy documents and duty statements
- assessment instruments, including personal planner and assessment record book.

Gaining evidence to assess this unit

For valid and reliable assessment of this unit, the competency should be demonstrated over a period of time and be observed by the assessor (or assessment team working together to conduct the assessment). The competency is to be demonstrated in a range of situations, which may include customer/workplace interruptions and involvement in related activities normally experienced in the workplace.

Evidence of competency is best obtained by observing activities in this field and reviewing the preparation of a detailed tender. If this is not practicable, observations in realistic simulated environments may be substituted.

Consistency in performance

Assessment requires that the plan meets the objectives of the client and that it complies 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 of a variety of waste requirements to assess induction competency.

Oral questioning or written assessment and hypothetical situations (scenarios) may be used to assess underpinning knowledge. (In assessment situations where the candidate is offered a preference between oral questioning and written audit, questions are to be identical.)

Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

Note: All practical demonstrations must adhere to the safety and environmental regulations relevant to each state or territory.

Key competency levels

There are a number of processes that are learnt throughout work and life that are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added.

Information below highlights how these processes are applied in this competency standard.

- | | | |
|------------------------------|---|---|
| 1 Perform the process | 2 Perform and administer the process | 3 Perform, administer and design the process |
|------------------------------|---|---|

How can communication of ideas and information be applied?	1	Collect, interpret and comply with legislative, OHS and procedural requirements applicable to each assignment.
How can information be collected, analysed and organised ?	1	Discuss and verify with colleagues or the supervisor own role and responsibilities to ensure compliance with assignment and organisational requirements.
How are activities planned and organised ?	1	Measure and prioritise work tasks to meet operational schedules in an efficient and effective manner.
How can teamwork be applied?	1	Provide support and assistance within the team to complete work tasks within designated timelines.
How can the use of mathematical ideas and techniques be applied?	1	Use mathematics to measure and schedule tasks.
How can problem-solving skills be applied?	1	Clarify contradictory or ambiguous information or instructions with colleagues or the supervisor.
How can the use of technology be applied?	1	Use technology to access, organise and record information.

Range Statement

RANGE STATEMENT

The range statement links the required knowledge and organisational and technical requirements to the workplace context. It describes any contextual variables that will be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The following variables may be present for this particular unit.

Applicable legislation, codes and national standards must relate to:

- Australian Standards, quality assurance and certification requirements
- award and enterprise agreements
- licensing arrangements
- relevant codes of practice
- relevant Commonwealth/state/territory legislation which affects organisational operation:
 - anti-discrimination and diversity
 - environmental issues
 - equal employment opportunity
 - industrial relations
 - occupational health and safety.

Appropriate person may include assessor, colleague, supervisor and trainer.

Industry procedures may involve:

- compacting waste
- developing an environmental management strategy
- developing waste management plans
- dispatching processed waste
- educating the public on waste and cleaner production techniques
- identification of waste types:
 - solid (non-hazardous) e.g. construction and demolition
 - liquid (non-hazardous) e.g. chemical aqueous
 - recoverable resources e.g. recyclable and green waste
- maintaining waste processing plant and equipment
- manual sorting of waste
- monitoring and maintaining waste disposal site
- moving waste
- operating waste processing plant
- preparing waste for re-use
- rehabilitating landfill site
- resource recovery
- responding to waste emergency
- segregation of waste
- selling recoverable waste to the public in a tip shop environment
- storage of waste
- waste audit
- waste minimisation
- waste receipt
- waste recovery
- waste recycle and recovery.

Occupational health and safety includes:

- identification of hazardous waste:
 - clinical-related
 - prescribed
 - quarantined
 - regulated
- understanding of company OHS guidelines such as the use of appropriate personal protective equipment:
 - appropriate footwear
 - breathing apparatus
 - communications equipment
 - emergency procedure guides
 - eye protection
 - eyewash kit
 - face shield/mask
 - fire extinguishers
 - First Aid kit
 - gloves
 - hard hat

- hearing protection
- material safety data sheets (MSDS)
- overalls and protective clothing
- spill kit.

Opportunities for development may include:

- access and equity policy, principles and practice
- career planning/development
- coaching, mentoring and/or supervision
- formal/informal learning programs
- internal/external training provision
- personal study
- quality assurance assessment and recommendations
- recognition of current competency assessment
- recognition of prior learning assessment
- records and information systems and processes
- work experience/exchange opportunities
- workplace skills assessment.

Rights and responsibilities of employees may relate to confidentiality and privacy rights, knowing the terms and conditions of own employment, protection from discrimination and sexual harassment, safety and care with respect to occupational health and safety requirements and taking direction from supervisors.

Rights and responsibilities of employers may relate to:

- responsibility of providing a safe environment free from discrimination and sexual harassment (see relevant state and Commonwealth anti-discrimination legislation)
- the right to dismiss you if you commit a criminal offence; are negligent, careless or cause an accident; commit acts of disloyalty such as revealing confidential information (see the Commonwealth Workplace Relations Act 1996).

Waste minimisation hierarchy includes, by level weighting of importance: reduce, re-use, recycle and dispose.

Unit Sector(s)

Not Applicable