



Australian Government

Department of Education, Employment and Workplace Relations

PRMWM36B Develop a waste management plan

Release: 1

PRMWM36B Develop a waste management plan

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency describes the development of a waste management plan for a client.

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 Review and evaluate waste management strategies to determine possible options | 1.1 Review <i>waste management strategies</i> to determine options for <i>waste management plan</i>
1.2 Assess <i>feasibility of waste management strategies</i> to ensure development of a realistic and achievable plan which conforms to <i>client</i> and <i>relevant legislation</i> requirements
1.3 Consult and involve client where appropriate in the development of waste management plan |
| 2 Develop waste management plan | 2.1 Produce waste management plan that details all aspects of implementation, including process changes, education, resource requirements, timelines, schedules and targets
2.2 Produce waste management plan to include client's waste minimisation aims and goals where appropriate |
| 3 Document plan | 3.1 Document waste management plan details in accordance with <i>company requirements</i> and relevant legislation |
| 4 Present plan | 4.1 Make presentation in a business-like manner using suitable aids, where appropriate
4.2 Explain benefits, rationale and implementation of the plan
4.3 Provide opportunities for client questions and discussion |

Required Skills and Knowledge

Refer to Evidence Guide

Evidence Guide

EVIDENCE GUIDE

Critical aspects of competency

- Effectively reviews waste management strategies to determine options for plan.
- Accurately undertakes feasibility analysis of strategies.
- Consults with client in plan development where appropriate.
- Presents waste management plan.

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.

- Features required for waste management plans.
- Impact of recommendations on client processes.
- Lifecycle assessment.
- Waste analytical methods.
- Waste management strategies available.
- Nature and significance of waste minimisation hierarchy.
- Waste types, streams and characteristics.
- Waste management plans.
- Company requirements.
- Occupational health and safety requirements.
- Duty of care in provision of services.
- Relevant industry standards.
- Relevant legislation.
- OHS hierarchy of control.

Specific skills needed to achieve the performance criteria

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

- communication including liaison and consultation, facilitation, conciliation, report writing, interpersonal, giving information and presentation
- reading and interpreting data and information
- developing strategies
- methodical organisation of work
- brainstorming
- feasibility analysis
- prioritising
- computer skills
- report preparation.

Resources required to assess this unit

The following resources should be available:

- waste assessment data
- waste management strategy options
- client requirements
- relevant environmental protection legislative requirements
- plan documentation tools (e.g. computer, word-processing software)

- case studies.

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 the field and reviewing the development of a waste management plan. If this is not practicable, observations in realistic simulated environments may be substituted.

Consistency in performance

Assessment requires that strategies meet the objectives of clients and comply with industry expectations in the particular client environment. If the environment is narrowly defined or is not representative of industry needs, it will be necessary to assess the unit within a variety of waste management environments or different client needs to assess competency in the development of a waste management plan.

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?	2	Discuss strategies with relevant personnel about development of a waste management plan.
How can information be collected, analysed and organised ?	2	Gather and analyse information from a number of sources (including relevant legislation and company requirements about development of a waste management plan.
How are activities planned and organised ?	2	Develop waste management plan and organise presentation.
How can teamwork be applied?	1	Work cooperatively with colleagues to prepare the waste management plan and conduct a professional presentation.
How can the use of mathematical ideas and techniques be applied?	1	Conduct and document appropriate mathematical calculations.
How can problem-solving skills be applied?	1	Identify and solve risk elements in the waste management plan.
How can the use of technology be applied?	1	Demonstrate understanding of technological principles and physical skills to use appropriate equipment.

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. **Client** includes manufacturer, local council, private and public companies, and government agency and residents/ratepayers.

Company requirements are found in briefing documents, letters, quality assurance documents, tender/contract documents and verbal or written instructions.

Details of waste management plan include but are not limited to feasibility, implementation, plans, recommendations, waste assessment findings and waste management strategies.

Feasibility of waste management strategies involve consideration of:

- commitment
- compliance with relevant legislation
- cost-benefit analysis
- costs

- lead time
- process constraints
- resource requirements (including equipment, personnel)
- resources available.

Performance of this unit is carried out in accordance with relevant requirements of the following:

- Australian Standards
- environmental regulations
- legislative requirements
- manufacturers' specifications
- organisational procedures
- relevant state/territory regulations.

Relevant legislation and codes cover state and federal:

- duty of care
- freedom of information
- industrial
- industry codes of conduct
- occupational health and safety
- Australian Standards
- environmental protection legislation.

Waste management plan is a plan that places emphasis on waste minimisation and cleaner production practices for sound waste disposal, handling and management.

Waste management strategies may include:

- advertising
- changed disposal methods
- education
- employee participation
- minimisation
- preventative maintenance
- process audit
- process changes
- product and material changes
- product scheduling and planning
- reclamation
- recycling
- re-use
- waste segregation.
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Unit Sector(s)

Not Applicable