



Australian Government

Department of Education, Employment and Workplace Relations

RIIWBP502A Plan and monitor recycled material operations

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the planning and monitoring of recycling material operations in the mining and extractive industries. It includes; planning the recyclable material processing and monitoring the operations.

Application of the Unit

This unit applies at mine and extractive industries sites where the quality system provides for recycling. This unit is appropriate for those working in a management or technical specialist role, within:

- Coal mining
- Extractive industries
- Metalliferous mining

Licensing/Regulatory Information

Refer to Unit Descriptor.

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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan recyclable material processing	1.1. Access, interpret and apply <i>compliance documentation</i> relevant to the planning and monitoring of recycling material operations 1.2. Identify and explore market opportunities to assist the organisation to forecast trends and options 1.3. Undertake feasibility study to confirm market research and determine viability of project 1.4. Plan recyclable materials processing using on-site mobile equipment and fixed depots 1.5. Plan storage of raw feed and products 1.6. Test products to support ongoing quality assurance 1.7. Investigate the blending of secondary aggregates with A-grade materials to produce road base replacements 1.8. Design compatible equipment for the recycling process, storage and transport of reclaimable materials 1.9. Design process in accord with environmental and <i>statutory/legal requirements</i>
2. Monitor operations	2.1. Monitor growth potential of the recycling industry 2.2. Monitor, appraise and introduce new techniques and new systems and adopt products 2.3. Monitor production rates and associated environmental impact results 2.4. Organise stockpiling and removal of separated saleable materials having a high level of cleanliness from ones that need disposal/tipping 2.5. Undertake ongoing testing of product to comply with quality assurance requirements 2.6. Produce cost analysis reports in line with organisation requirements 2.7. Prepare and circulate records and reports to appropriate personnel, in line with organisation requirements

Required Skills and Knowledge

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

Required skills

Specific skills are required to achieve the performance criteria in this unit, particularly for the application in the various circumstances in which this unit may be applied. This includes the ability to carry out the following as required to plan and monitor recycled material operations:

- apply legislative, organisation and site requirements and procedures
- apply people and processes management techniques
- apply capital equipment proposal preparation requirements and procedures
- apply business and resource plan development requirements and procedures
- apply operating budget preparation requirements and procedures
- analyse and review operations/costs
- apply project and task management techniques
- apply procedures for coordinating resources - human, financial and physical
- apply procedures for delivering and maintaining services to required specifications
- apply equipment and maintenance systems management requirements and procedures
- apply techniques for evaluate new and used equipment
- apply operating costs control requirements and procedures
- apply procedures to audit recycled material operations performance - finance, safety, environment, quality assurance, legislative compliance, resource utilisation
- prepare tender specifications
- apply negotiating and contract finalisation techniques
- apply procedures for implementing change
- access and use appropriate technologies
- prepare and present management reports
- apply techniques for negotiations with internal/external customers, community and statutory/legal authorities
- apply conflict resolution techniques

Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly its application in a variety of circumstances in which the unit may be used. This includes knowledge of the following, as required to plan and monitor recycled material operations:

- metalliferous mining recycled material operations
- metalliferous mining products and services
- metalliferous mining plant and equipment
- team management

- quality system
- statutory control
- organisational objectives
- resource monitoring
- risk management: principles, strategies and applications
- customer/client relations
- organisational change and development
- environmental management
- OHS
- computer applications
- negotiation techniques
- statistics

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	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following: • knowledge of the requirements, procedures and instructions for the planning and monitoring of recycled material operations • implementation of procedures and techniques for the safe, effective and efficient planning and monitoring of recycled material operations • the identification of the relevant information and scope of the work required to meet the required outcomes • the identification of viable options and the selection of options that best meet the required outcomes • working with others to undertake and complete the planning and monitoring of recycled material operations • consistent successful planning and monitoring of recycled materials operations
Context of and specific resources for assessment	• This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills. • The assessment environment should not disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those required on the job.

	• Customisation of assessment and delivery environment to sensitively accommodate cultural diversity. • Aboriginal people and other people from a non English speaking background may have second language issues. • Assessment of this competency requires typical resources normally used in a civil works environment. Selection and use of resources for particular worksites may differ due to site circumstances. • 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.
Method of assessment	This unit may be assessed in a holistic way with other units of competency. The assessment strategy for this unit must verify required knowledge and skill and practical application using more than one of the following assessment methods: • written and/or oral assessment of the candidate's required knowledge to apply in undertaking of the planning and monitoring recycling material operations • observed, documented and/or first hand testimonial evidence of the candidate's: • implementation of appropriate procedures and techniques for the safe, effective and efficient achievement of the required outcomes • identification of the relevant information and scope of the work required to meet the required outcomes • identification of viable options and the selection of options that best meet the required outcomes • consistently achieving the required outcomes • first hand testimonial and documentary evidence of the candidate's: • working with others to undertake and complete the planning and monitoring of

	recycled material operations • provision of clear and timely required support and advice on the planning and monitoring of recycled material operations
Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.

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.

Relevant compliance documentation may include:	• legislative, organisation and site requirements and procedures • manufacturer's guidelines and specifications • Australian standards • code of practice • Employment and workplace relations legislation • Equal Employment Opportunity and Disability Discrimination legislation
Statutory/legal requirements may include:	• environmental -noise/air/water • quantities • zonings • boundaries • processes • royalties • rehabilitation • freehold • council • lease • by-laws • contamination • wildlife corridors
Statutory bodies may include:	• Mineral Resources or appropriate body • OHS Authority • Environmental • federal/state/local government • Water Supply • Harbours and Marine • Port Authority • Road Authorities • Company policy and procedures • Planning and development would typically include: • interpreting and communicating information

	• surveying • infrastructure/technology requirements and would typically incorporate the following specifications: • products • production rate • recyclable materials • stack emissions • hours per week of operation • waste and stockpiles • water/tailings management • transportation systems • all weather development drives and openings
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Unit Sector(s)

Waste and By-products

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.