



Australian Government

Department of Education, Employment and Workplace Relations

RTE2506A Assess and receive raw materials for composting

Release: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to receive raw material for processing at a compost facility, including measuring quantity for billing and assessing material quality for acceptability against specified enterprise requirements. It also covers following procedures for handling non-conformance.

The unit involves the application of knowledge and skills to a limited range of defined tasks and responsibility.

Application of the Unit

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Composting is used as a general expression for the processing of organic materials; with this unit being relevant for both aerobic composting and vermiculture technologies.

This unit of competency applies to an employee of an enterprise engaged in commercial-scale composting operations. Tasks are likely to be performed by a yard hand or general hand under supervision of an operations team leader or site foreman. Work is likely to be performed as a part of a team.

This unit must be read in conjunction with the National Guidelines for Occupational Health and Safety Competency Standards for Operation of Load-Shifting Equipment and Other Types of Specified Equipment [NOHSC: 7019 (1992)].

Where work requires the use of load-shifting equipment, appropriate training/certification must be provided according to state and territory safety and licensing requirements.

Licensing/Regulatory Information

Refer to Application of the Unit

Pre-Requisites

Not applicable.

Employability Skills Information

Employability Skills

The required outcomes described in this unit of competency contain applicable facets of 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 required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 1 Organise for work.	1.1 Specifications for raw materials for composting operation, acceptance criteria and receival procedures are confirmed according to supervisor instructions and enterprise procedures. 1.2 Hand tools appropriate to job requirements are selected and checked for serviceability according to manufacturer specifications and enterprise procedures. 1.3 Existing and potential hazards to health and safety are identified, assessed and reported according to occupational health and safety (OHS) and enterprise procedures. 1.4 Suitable personal protective equipment (PPE) is selected, used, maintained and stored according to OHS procedures.
2 2 Receive raw materials.	2.1 Raw materials are accurately identified and assessed against specified acceptance criteria. 2.2 Unacceptable (non-conforming) materials are rejected according to enterprise procedures. 2.3 Non-conformances are documented and reported according to enterprise procedures. 2.4 Acceptable raw materials are measured, and quantity is recorded according to enterprise procedures. 2.5 Fee is calculated based on raw material type and quantity, and charged to customer according to

enterprise procedures.

- 2.6 Correct fee payment is received and recorded, and receipt is provided according to enterprise procedures.

3 3 Unload raw materials.

- 3.1 Drivers are given clear directions for unloading safely at a specific location.
- 3.2 Unloading assistance is provided as required.
- 3.3 Raw materials are inspected and assessed against specified acceptance criteria according to enterprise procedures.
- 3.4 Unacceptable (non-conforming) materials are rejected according to enterprise procedures.
- 3.5 Non-conformances are documented and reported according to enterprise procedures.
- 3.6 Designated unloading areas are clearly identified and monitored to ensure compliance with unloading instructions, containment and segregation of materials, and availability of storage capacity.

4 4 Remove contaminants and stockpile acceptable raw materials.

- 4.1 Physical **contaminants** are removed from raw materials according to enterprise procedures.
- 4.2 Raw materials are segregated, stockpiled and contained in appropriate areas or otherwise managed according to enterprise procedures.
- 4.3 Raw material stockpiles are monitored to ensure adequate available storage capacity and containment, and non-conformances are reported to supervisor.
- 4.4 Raw material stockpiles are clearly labelled according to job and enterprise procedures.

Required Skills and Knowledge

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

Required skills include:

basic mathematics for volume estimation and calculation of quantities and fees

literacy levels sufficient to:

read and follow enterprise policies and procedures

read site operating guidelines to confirm acceptance criteria

operating a weighbridge

oral communication skills to:

give directions to drivers

confirm instructions from supervisor

performing basic administration procedures such as producing a receipt and operating a cash register.

Required knowledge includes:

characteristics of a range of raw materials

enterprise policies and procedures, including OHS procedures

safety risks to self and product posed by contaminants in raw materials and products

standard risk control measures used in the industry to minimise risk associated with handling raw materials and products.

Evidence Guide

Overview of assessment

This unit of competency could be assessed on its own or in combination with other units of competency relevant to the job function. For example it may be assessed with TDTD2298B

Conduct weighbridge operations and after RTE2507A **Recognise raw materials, production processes and products on a composting site.**

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

The critical requirements for this unit of competency as a whole are listed below.

Assessment must confirm one's ability to:

inspect and assess raw materials for contamination and acceptability against established criteria

measure and assess quantity of raw material

handle and report non-conformances

record raw material quantity and calculate fee

maintain appropriate documentation

identify hazards in handling raw materials and implement risk control measures

provide clear directions to drivers entering site.

Context and specific resources for assessment

Assessment for this unit of competency is to be largely practical in nature and must be assessed in a commercial-scale composting facility or in a situation that reproduces and/or simulates operational conditions.

For valid assessment, candidates should have opportunities to participate in a range of exercises, case studies and other real and simulated practical and knowledge assessments that demonstrate the skills and knowledge specified in this unit.

The candidate should also have access to the following resources:

weighbridge and scales

load-shifting equipment

hand tools/equipment for removing physical contaminants

PPE

raw materials for assessment

acceptability criteria and procedures for raw materials

forms (e.g. for recording quantity and reporting non-conformance).

Guidance information for assessment

To ensure consistency in performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities and, where possible, over a number of assessment activities.

The skills and knowledge required to demonstrate competency must allow for application in a broad industry context, and should be transferable to a range of work environments, including the ability to deal with unplanned events. For example, this could include work within composting operations of varying scale; processing a range of different raw materials; producing a range of different composts and value-added products to meet the demands of different markets; located in an urban or rural context with varying environmental constraints; and using various equipment, practices, technologies and management systems.

Range Statement

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 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.

Raw materials assessed and/or received on the site may include:

animal mortalities
biosolids such as sewage sludge
crop residuals
dairy waste
fats and oils
food organics:
food waste
kitchen waste
food processing waste
forestry residuals
manures
organic sludges
paper mill wastes
paper-based materials
plant materials such as:
garden organics
green organics
green waste
yard waste
sawdust and wood shavings
sewage facility grit and screenings
wood and timber (non-treated)
other organic waste or by-product of processing.

Hand tools required may include:

bins and buckets
grabbers
mechanical hands
other physical contaminant removal hand

	tools and receptacles shovels and scoops.
OHS hazards may include:	biological hazards ergonomic hazards associated with manual handling physical hazards such as: compressed air and water dust hammer mills and grinders hot or cold weather conditions noise shredders underfoot conditions vehicles and mobile machinery sharps or other physical contaminants in materials.
PPE required may include:	dust masks earmuffs fire extinguishers gloves hard hats high visibility vests protective clothing safety footwear safety glasses.
Methods for measuring raw materials may include:	scale volume estimates weighbridge.
Contaminants that may need to be removed from raw materials include:	biological contaminants such as pathogens chemical contaminants such as: pesticides heavy metals physical contaminants such as:

glass, plastics and metals
rubble, stone and soil
sharps
other non-biodegradable materials.

Unit Sector(s)

Not applicable.