



# ASSESSOR GUIDE



raspberry  
training and consulting

CPPWMT3001  
Identify and  
segregate waste

## INFORMATION FOR ASSESSORS

This assessor guide is designed to assist you in conducting assessments for this task. It provides guidance on assessments, benchmark answers, and where appropriate, instructions for setting up assessment tasks.

The document includes student instructions, so you understand what the student has been advised about the assessment.

Benchmark answers are identified in red italic text.

### ASSESSMENTS INSTRUMENTS

This unit is assessed using the following assessment instruments

Assessment Task	Summary of tasks provided to students
Knowledge Test	Students must correctly answer all questions to show that you understand the knowledge required of this unit.
Safety Data Sheet	You will be required to review a Safety Data Sheet and answer a series of questions regarding the hazardous substance
Workplace Observation – Waste identification and segregation	You will be observed in your workplace conducting waste identification and segregation activities on two separate occasions.

### ASSESSMENT DOCUMENTS

**Assessors will need the following documents:**

- Assessment Record Tool – This is an assessor only document. In this document you will record your assessment decisions, including any observation checklists required for the unit.
- This Assessor Guide
- Mapping document which shows you how these assessments map to the training package and assessment requirements for this unit of competency
- Any workplace documents or other attachments that are noted in the assessment instruments

**Students must be provided with the following:**

- Student Assessment Booklet for this unit.
- All relevant learning resources

### RESOURCES AND EQUIPMENT REQUIREMENTS

Each assessment instrument/task provides a list of resources and equipment. Before conducting any assessment, ensure that all of the listed items are sourced and provided to students so they can undertake their assessment fairly and fully.

Assessors should refer to their RTO's policy and procedures regarding training and assessment for further information. Most RTO's will have a policy on how many attempts a student can make before being referred for additional training or referral to another more appropriate training program.

### ASSESSMENT OUTCOMES

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Each assessment task must be given one of the following outcomes results:

- Satisfactory (S), or
- Not Satisfactory (NS).

To achieve a competent result, students must achieve a satisfactory result for every instrument/task in this assessment tool.

### RECORDING ASSESSMENT OUTCOMES

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Assessment decisions for each task/assessment instrument must be recorded using the Assessment Record Tool (ART).

Final determination of competency is to be recorded on the Record of Assessment Outcomes which is located on the final page of the Assessment Record Tool (ART)

### ASSESSMENT APPEALS

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All students have the right to appeal an assessment decision. Refer to your RTO's Assessment Appeal Policy and Procedure. Students should also have been provided with information about the RTO's Assessment Appeal process in the RTO's Student Handbook.

### PLAGIARISM, CHEATING AND COLLUSION

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Assessors should always be on the look out for signs or evidence of plagiarism, cheating or collusion.

Things to look out for to identify academic misconduct include:

- Sudden changes in the style of writing or text
- Changes in fonts or handwriting
- Hyperlinks where they are not required
- Responses that are identical to other student's responses
- A sudden and significant improvement in the quality of work being submitted by a student

An easy way to spot plagiarism is to copy some of the student's text and do a Google search based on that text.

If you believe you have identified academic misconduct, you should refer to your RTO's Policy and Procedure for direction. Never give a satisfactory assessment decision until the concern has been investigated and dealt with according to your organisations processes.

## ASSESSMENT TASK 1: KNOWLEDGE TEST

### ABOUT THE TASK

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You are to answer all the questions in this task.

### WHAT RESOURCES DO I NEED TO COMPLETE THIS TASK?

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- Access to learning material
- Access to organisational policies and procedures

### WHEN WILL I DO THIS TASK?

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This task may be done in your own time as homework or you may be given time to do this task in the workplace. Your assessor will advise.

### WHAT DO I NEED TO SUBMIT?

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- A completed assessment cover sheet
- Your answers to all the questions.

### WHAT HAPPENS IF I DON'T GET A SATISFACTORY RESULT?

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If your assessor marks any of your answers as incorrect, they will talk to you about resubmission. You will need to do one of the following:

- Answer the questions that were incorrect in writing.
- Answer the questions that were incorrect verbally.

### HOW DO I COMPLETE THE TASK?

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- This is an open book test – you can use your learning materials and organisational documents as reference.
- You need to answer all questions correctly.
- You must answer the questions by writing in the space provided OR through a verbal interview with your assessor.
- If you complete this assessment through a verbal interview, your Assessor is required to record your answer in full. You will also need to initial each response recorded by the Assessor to confirm that it is an accurate record of your response.

### QUESTION 1

Name the 3 legislation, regulated by the EPA NSW, that govern waste management to ensure the minimisation of harm to people and the environment?

*Protection of the Environment Operations Act 1997*

*Protection of the Environment (Waste) Regulation 2014*

*Waste Avoidance and Resource Recovery Act 2001*

### QUESTION 2

Waste facilities are required by NSW environmental law to submit various reports to the EPA. Name one compulsory report that must be submitted

*Example answers*

- *waste contribution monthly report*
- *landfill facility information certificate (LFIC)*
- *volumetric survey report*
- *Annual Waste Report (AWR)*

### QUESTION 3

List 2 (two) hazards or risks that landfill operations may pose to the environment

*Example answers may include:*

- *Water pollution from leachate and run off*
- *Air pollution from anaerobic decomposition of organic matter to produce methane, carbon dioxide, nitrogen, sulphur and volatile organic compounds*
- *Emission of known or suspected carcinogens or teratogens (e.g. arsenic, nickel, chromium, benzene, vinyl chloride, dioxins, polycyclic aromatic hydrocarbons)*
- *Animal vectors (seagulls, flies, rats) for some diseases*
- *Odour, dust, road traffic problems*

### QUESTION 4

Name the NSW legislation that are in place to prevent injury and disease to persons in the workplace?

	Name of legislation
Act	<i>Work Health and Safety Act 2011</i>
Regulation	<i>Work Health and Safety Regulation 2017</i>

## ASSESSMENT TASK 2: SAFETY DATA SHEET

### ABOUT THE TASK

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You must read safety data sheet and answer a series of questions on how to handle this product.

### WHAT RESOURCES DO I NEED TO COMPLETE THIS TASK?

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- Automotive Diesel Fuel SDS (*your assessor will supply this document*)

### WHEN WILL I DO THIS TASK?

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This task may be done in your own time as homework or you may be given time to do this task in the workplace. Your assessor will advise.

### WHAT DO I NEED TO SUBMIT?

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- A completed assessment cover sheet
- Answers to the questions in this task

### WHAT HAPPENS IF I DON'T GET A SATISFACTORY RESULT?

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If your assessor marks any part of your assessment as unsatisfactory, they will give you some feedback and talk to you about additional assessment that may be required.

### HOW DO I COMPLETE THE TASK?

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Read the attached Safety Data Sheet and answer 5 questions regarding Automotive Diesel Fuel

## ASSESSMENT TASK 3: WORKPLACE OBSERVATION

### ABOUT THE TASK

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You will be observed carrying out waste identification and segregation activities in the workplace.

### WHAT RESOURCES DO I NEED TO COMPLETE THIS TASK?

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- Access to a waste management work site that provides:
  - Work plans, job schedules OR other instructions regarding segregation tasks
  - SWMS and/or other procedures relevant to waste identification and segregation
  - Plant and equipment for segregation tasks, including relevant PPE
  - Segregation containers or areas
  - Safety Data Sheet/s (SDS)
  - A variety of waste types for identification, segregation and quality sampling
  - Labels for segregated waste
  - Documentation for waste quality inspections
  - Access to other team members

### WHEN WILL I DO THIS TASK?

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This task is to be completed in the workplace. The task may be simulated, or it may include an observation of you completing a delegated task in the workplace.

### WHAT DO I NEED TO SUBMIT?

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- A completed assessment cover sheet

### WHAT HAPPENS IF I DON'T GET A SATISFACTORY RESULT?

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If your assessor marks any part of your assessment as unsatisfactory, they will give you some feedback and talk to you about additional assessment that may be required.

### HOW DO I COMPLETE THE TASK?

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You will be required to demonstrate your ability to identify and segregate waste on two separate occasions. Your assessor will observe you completing these activities in the workplace.

You will be assessed on your ability to complete the following tasks:

- Review job schedules to confirm waste identification and segregation requirements
- Review other relevant documentation including SWMS, procedures and SDS relevant to task
- Select and organise plant or equipment required for the task
- Set up segregation containers or areas, ensuring suitability and capacity for task
- Select, check and use PPE as required by SWMS and other organisational procedures
- Apply Check 4 Safety/Take 5 procedures properly including the identification of any risks or hazards in the work area
- Conduct waste inspection and record waste types identified during inspection (you will need to identify at least two waste types on each occasion)
- Segregate waste and place segregated waste into appropriate containers or areas
- Estimate waste volumes and weights during segregation
- Deal with waste non-conformance in line with organisational requirements
- Handle hazardous materials in line with SDS and organisational requirements
- Operate plant or equipment required to complete task
- Monitor waste containment to ensure adequate storage is available throughout task
- Empty full waste containers and/or replace full containers as required throughout task
- Label segregated waste according to requirements

3. *Once the student has had time to review the documentation or instructions, ask them to explain the job requirements, timeframes involved, hazards, risks and any requirements of the SWMS (Verbal Question 1). Record the student responses in Part B of checklist contained in the Assessment Record Tool (ART)*
4. *Commence the workplace observation, documenting your assessment using Part A of the checklist contained in the Assessment Record Tool (ART). Facilitate the observation by ensuring the following tasks are completed.*
  - a. *Have the student set up for the work task. This should include organising PPE, plant, equipment, segregation containers/areas and conducting any Check 4 Safety/Take 5 procedures.*
  - b. *Have student conduct a waste inspection, identifying and recording waste types as part of the inspection.*
  - c. *Have student conduct segregation tasks. During this part of the task, students should be observed segregating waste, estimating volumes and weights, dealing with waste non-conformances, handling hazardous waste, operating plant and equipment, monitoring waste containment/storage areas, emptying or replacing containers and labelling segregated waste. During this part of the task, you should ask verbal questions relevant to the activities being conducted. (Verbal Questions 2 – 5). Document responses in Part B*
  - d. *Throughout the observation of this task, ensure you observe the students interpersonal skills, communication skills and self-management.*
  - e. *Student should complete a quality inspection of the segregated waste and complete any relevant paperwork*
  - f. *At the conclusion of the task, student should be observed cleaning and maintaining work site and equipment, including PPE.*

*Document the **Details of environment and context for each occasion the student was observed** in the space provided within the Assessment Record Tool (ART).*