

## **22667VIC Course in Circular Economy Practices**

**Version 1  
01/07/2024**

**This course has been accredited under Part 4.4 of the  
*Education and Training Reform Act 2006.***

**Accredited for the period:**

**1 July 2024 to 30 June 2029**

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## Section A – Copyright and course classification information

|  |   |
|--|---|
| <p><b>1. Copyright owner of the course</b></p> | <p>Copyright of this material is reserved to the Crown in the right of the State of Victoria on behalf of the Department of Jobs, Skills, Industry and Regions (DJSIR).<br/>© State of Victoria (DJSIR) 2024</p>  |
| <p><b>2. Address</b></p>                       | <p>Deputy CEO<br/>Victorian Skills Authority<br/>Department of Jobs, Skills, Industry and Regions (DJSIR)<br/>GPO Box 4509<br/>Melbourne Vic 3001</p> <p><b>Organisational contact</b><br/>Manager, Training and Learning Products Unit<br/>Engagement Branch<br/>Victorian Skills Authority<br/>Telephone: 131 823<br/>Email: <a href="mailto:course.enquiry@djsir.vic.gov.au">course.enquiry@djsir.vic.gov.au</a></p> <p><b>Day-to-day contact:</b><br/>Curriculum Maintenance Management Service (CMM),<br/>General Manufacturing<br/>Chisholm Institute<br/>PO Box 684<br/>Dandenong VIC 3175<br/>Telephone: (03) 8900 4298<br/>Email: <a href="mailto:CMMGeneralManufacturing@chisholm.edu.au">CMMGeneralManufacturing@chisholm.edu.au</a></p> |
| <p><b>3. Type of submission</b></p>            | <p>This submission is for accreditation.</p>  |
| <p><b>4. Copyright acknowledgement</b></p>     | <p>The following units of competency have been imported from training packages administered by the Commonwealth of Australia:<br/>© Commonwealth of Australia</p> <p>BSB Business Services training package:</p> <ul style="list-style-type: none"> <li>• BSBTEC201 Use business software applications</li> <li>• BSBPUR301 Purchase goods and services</li> </ul> <p>ICT Information and Communications Technology training package:</p> <ul style="list-style-type: none"> <li>• ICTSAS308 Run standard diagnostic tests</li> <li>• ICTSAS309 Maintain and repair ICT equipment and software</li> </ul>   |



SIR Retail Services training package:

- SIRXECM002 Prepare digital content
- SIRXCEG006 Provide online customer service
- SIRRMER001 Produce visual merchandise displays
- SIRXCEG008 Manage disrespectful, aggressive or abusive customers
- SIRXCEG003 Build customer relationships and loyalty
- SIRXMKT001 Support marketing and promotional activities
- SIRXOSM003 Use social media and online tools
- SIRXOSM002 Maintain ethical and professional standards when using social media and online platforms

TLI Transport and Logistics training package:

- TLIA0022 Pick and process orders
- TLIA0019 Despatch stock
- TLIA0021 Participate in stocktakes
- TLIA0024 Replenish stock
- TLIA2014 Use product knowledge to complete work operations
- TLIA0023 Receive goods
- TLIJ2001 Apply quality procedures

UEE Electrotechnology training package:

- UEERL0003 Conduct in-service safety testing of electrical cord connected equipment and cord assemblies
- UEECD0007 Apply work health and safety regulations, codes and practices in the workplace

## 5. Licensing and franchise

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Email: [course.enquiry@djsir.vic.gov.au](mailto:course.enquiry@djsir.vic.gov.au)

Copies of this publication can be downloaded free of charge from the [Victorian Government website](#).

|                                   |   |
|-----------------------------------|---|
| <b>6. Course accrediting body</b> | Victorian Registration and Qualifications Authority   |
| <b>7. AVETMISS information</b>    | <p><b>ANZSCO code – 6 digit</b></p> <ul style="list-style-type: none"> <li><a href="#">Australian and New Zealand Standard Classification of Occupations</a></li> </ul> <p>839999 Factory Process Workers nec</p> <p><b>ASCED Code – 4 digit</b></p> <ul style="list-style-type: none"> <li><a href="#">Field of Education</a></li> </ul> <p>1205 Employment Skills Programmes</p> <p><b>National course code</b></p> <p>22667VIC</p> |
| <b>8. Period of accreditation</b> | 1 July 2024 - 30 June 2029  |

## Section B – Course information

|   |  |
|---|--|
| <b>1. Nomenclature</b>  | <b>Standard 4.1 and 5.8 AQTF 2021 Standards for Accredited Courses</b>   |
| 1.1 Name of the qualification                                       | Course in Circular Economy Practices   |
| 1.2 Nominal duration of the course                                  | 140 – 250 hours  |
| <b>2. Vocational or educational outcomes</b>                        | <b>Standard 5.1 AQTF 2021 Standards for Accredited Courses</b>   |
| 2.1 Outcome(s) of the course  | <p>This course provides participants with the skills and knowledge required for job roles in the developing Circular Economy (CE) across Victoria and beyond.</p> <p>It enables graduates to safely follow circular economy practices in a variety of occupational roles to achieve the highest reuse value of goods, components and materials. This requires the skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• Apply circular economy practices to enhance quality of work performance.</li> <li>• Sort and assess goods, components, and materials for reuse.</li> <li>• Process goods, components, and materials for reuse.</li> <li>• Recycle goods, components, and materials.</li> </ul> <p>Workers may be employees in any industry but particularly in manufacturing, remanufacturing, or volunteers / employees working in various roles in recycling centres, charity outlets or other circular economy enterprises.</p> |
| 2.2 Course description  | The Course in Circular Economy Practices provides the skills and knowledge required for a variety of work roles in enterprises that seek to utilise goods, components and materials in a manner that promotes reuse and avoids disposal in landfill.   |
| <b>3. Development of the course</b>                                 | <b>Standards 4.1, 5.1, 5.2, 5.3 and 5.4 AQTF 2021 Standards for Accredited Courses</b>   |
| 3.1 Industry, education, legislative, enterprise or community needs | <p>Two key Victorian government strategies point to the need for circular economy skills and knowledge which are not available in nationally recognised training products. There is the need for an accredited training product to provide the circular economy skills and knowledge to support these strategies:</p> <ul style="list-style-type: none"> <li>• The Recycling Victoria plan estimates that transitioning to a circular economy will help to create more than 3,900 new jobs and establish new skills in design, repair, efficiency and materials usage. Details of the Recycling Victoria plan are available <a href="#">here</a>.</li> </ul>   |



- The Clean Economy Workforce Development Strategy states:

"Projections on the renewable energy transition estimate around 10,000 additional jobs per year from now until 2030.

Changing technologies and work practices as Victoria transitions to renewable energy, circular resource use and climate resilient practices will create new jobs, increase demand for existing occupations and provide opportunities to upskill existing workforces. Meeting the existing skills shortages in these new industries is a key challenge to be managed. "

Victoria's Clean Economy Workforce Development Strategy 2023 to 2033 can be accessed from the Victorian Government Website [here](#).

While not all of those projected jobs are in circular economy, the Strategy includes resource recovery specialists as one of the new 'semi-skilled' occupations in this transition. There are very limited training opportunities in this area. Many workers do sorting, assessment and processing of goods/materials received but have little understanding of the circular economy or have received training in the skills of sorting, assessment and processing to maximise goods/material reuse.

Sorting, assessment and processing skills for material reuse are applicable to every sector of the Victorian economy. They apply along all stages of the supply chain, from primary production to waste management, and support sustainable actions in procurement, operations, aftersales customer support, and end-of-product-life. Virtually all industry areas will be required to reduce waste and increase the circularity of resource usage.

Currently, skills and knowledge in this area are based on bespoke on-the-job training at different enterprises, leading to limited training and employment pathways for workers to elevate their skills past the status of unskilled labour.

Developments in circular economy practice and policy mean that regulations and technology that impact on possible destinations for goods and materials are changing rapidly, and the resource and waste streams are becoming larger and more complex.

For example, in construction and manufacturing, practices will evolve from creating new products from new materials, to maintaining and refurbishing existing products or taking apart products to harness the value of their materials. Many industry sectors such as business, retail, construction, manufacturing, fashion and textiles, supply chain and logistics will all require employees with skills in circular economy practices to enable this transition.

This course will assist with building the required circular workforce, with a focus on upskilling existing workers and training people who have

faced barriers to employment, to help them find work in enterprises utilising circular economy practices.

The course provides the skills and knowledge required to safely follow circular economy (CE) practices to sort, assess, repurpose, process for reuse or recycle goods, components and materials to achieve the highest reuse value.

The course has been developed to support these two key Victorian government initiatives:

- the Clean Economy Workforce Development Strategy
- the Victorian Skills Plan

Funding for the development of this course was provided to Green Collect Ltd. under the Clean Economy Workforce Capacity Building Fund (CEWCBF). This fund creates opportunities for partnerships between the Victorian TAFE and training sector and industry to build workforce capacity, and to develop and deliver training that supports the Victorian Government's commitment to decarbonise the economy and achieve net zero emissions by 2050.

Green Collect Ltd. is a leading social enterprise that has been delivering practical circular economy services to government and corporate clients since 2005. At five sites across Melbourne, Green Collect apply a range of circular economy practices to prepare surplus or discarded products and materials for their next use. Other Victorian businesses and social enterprise following circular economy practices were invited to provide expert knowledge to map the skills and knowledge required to undertake CE roles.

An accreditation steering committee was formed to formally direct the development of the course.

#### **Members of Steering Committee:**

|                          |   |
|--------------------------|---|
| Patrizia Torelli (Chair) | CEO, Australian Furniture Association.                                |
| Lucy Brownless           | Director, Strategic Partnerships and Programs, Melbourne Polytechnic. |
| Nicole Butler            | Waste Education Officer, Brimbank City Council.                       |
| Karina Davis             | CEO, JobsBank Victoria.   |
| Elsa Demetriou           | Program Manager Priority Industries, Melbourne Polytechnic.           |



|                      |   |
|----------------------|---|
| Julie McKay          | Managing Director, Enable.  |
| Aife O'Loughlin      | Senior Manager, Circular Economy, Salvos Stores.                          |
| Greg Petrie          | Manager, Environmental Services, Outlook Environmental, Victoria          |
| <b>In attendance</b> |   |
| Darren Andrews       | Chief Impact Officer, Green Collect.                                      |
| Kathryn Boin         | Project Manager (Executive Officer to Steering Committee), Green Collect. |
| Paul Saunders        | Accreditation expert, CMM General Manufacturing.                          |

|  |  |
|--|--|
|  | <p>This course</p> <ul style="list-style-type: none"> <li>• does not duplicate, by title or coverage, the outcomes of an endorsed training package qualification</li> <li>• is not a subset of a single training package qualification that could be recognised through one or more statements of attainment or a skill set</li> <li>• does not include units of competency additional to those in a training package qualification that could be recognised through statements of attainment in addition to the qualification</li> <li>• does not comprise units that duplicate units of competency of a training package qualification.</li> </ul> |
| <b>3.2 Review for re-accreditation</b> | N/A  |

|  |  |
|--|--|
| <b>4. Course outcomes</b>                                  | <b>Standards 5.5, 5.6 and 5.7 AQTF 2021 Standards for Accredited Courses</b>   |
| <b>4.1 Qualification level</b>                             | This course meets an identified industry/enterprise need, but does not have the breadth, depth or volume of learning of a qualification specified in the Australian Qualifications Framework.  |
| <b>4.2 Foundation skills</b>                               | Foundation skills essential to performance are embedded within the units of competency of this course. Foundation skill requirements, where not explicit in the performance criteria, are identified in the 'Foundation Skills' field of the unit of competency. |
| <b>4.3 Recognition given to the course (if applicable)</b> | N/A  |



## 4.4 Licensing/regulatory requirements (if applicable)

N/A

## 5. Course rules

Standards 5.8 and 5.9 AQTF 2021 Standards for Accredited Courses

## 5.1 Course structure

To be eligible for the award of a Statement of Attainment for 22667VIC Course in Circular Economy Practices the learner must successfully complete:

- Three (3) core units
- Three (3) elective units selected from the list below or units from any other accredited course or endorsed training package that were first packaged at an AQF level 2 or 3. Elective units must not duplicate the outcomes of the core units.

Participants who do not complete all the requirements of the course will be issued with a Statement of Attainment listing the unit/s attained.

| Unit of competency code | Unit of competency title                                   | Field of Education code (six-digit) | Pre-requisite | Nominal hours |
|-------------------------|--|-------------------------------------|---------------|---------------|
| <b>Core units</b>       |  |                                     |               |               |
| VU23673                 | Source and use circular economy information                | 120599                              |               | 20            |
| VU23674                 | Sort and assess goods, components, and materials for reuse | 120599                              |               | 30            |
| VU23676                 | Recycle goods, components, and materials                   | 120599                              |               | 30            |
| <b>Elective units</b>   |  |                                     |               |               |
| VU23675                 | Process goods, components, and materials for reuse         | 120599                              |               | 40            |
| BSBTEC201               | Use business software applications                         |                                     |               | 60            |
| BSBPUR301               | Purchase goods and services                                |                                     |               | 60            |
| ICTSAS308               | Run standard diagnostic tests                              |                                     |               | 20            |
| ICTSAS309               | Maintain and repair ICT equipment and software             |                                     |               | 20            |
| SIRXECM002              | Prepare digital content                                    |                                     |               | 50            |
| SIRXCEG006              | Provide online customer service                            |                                     |               | 20            |



|            |  |  |            |    |
|------------|--|--|------------|----|
| SIRRMER001 | Produce visual merchandise displays  |  |            | 35 |
| SIRXCEG008 | Manage disrespectful, aggressive or abusive customers  |  |            | 30 |
| SIRXCEG003 | Build customer relationships and loyalty   |  |            | 40 |
| SIRXMKT001 | Support marketing and promotional activities   |  |            | 30 |
| SIRXOSM003 | Use social media and online tools  |  | SIRXOSM002 | 35 |
| SIRXOSM002 | Maintain ethical and professional standards when using social media and online platforms     |  |            | 50 |
| TLIA0022   | Pick and process orders  |  |            | 20 |
| TLIA0019   | Despatch stock   |  |            | 20 |
| TLIA0021   | Participate in stocktakes  |  |            | 20 |
| TLIA0024   | Replenish stock  |  |            | 20 |
| TLIA2014   | Use product knowledge to complete work operations  |  |            | 20 |
| TLIA0023   | Receive goods  |  |            | 20 |
| TLIJ2001   | Apply quality procedures   |  |            | 20 |
| UEERL0003  | Conduct in-service safety testing of electrical cord connected equipment and cord assemblies |  | UEECD0007  | 20 |
| UEECD0007  | Apply work health and safety regulations, codes and practices in the workplace               |  |            | 20 |

**Total nominal hours** 140-250



**Standard 5.11 AQTF 2021 Standards for Accredited Courses****5.2 Entry requirements**

There are no entry requirements for 22667VIC Course in Circular Economy Practices.

Learners enrolling in 22667VIC Course in Circular Economy Practices are best equipped to successfully undertake the course if they have as a minimum, language, literacy and numeracy skills that align to Level 2 of the Australian Core Skills Framework (ACSF), see the [ACSF website](#) for more information.

Learners with language, literacy and numeracy skills at lower levels than those recommended will require additional support to successfully undertake the course.

**6. Assessment****Standard 5.12 and 5.14 AQTF 2021 Standards for Accredited Courses****6.1 Assessment strategy**

All assessment, including Recognition of Prior Learning (RPL), must be compliant with the requirements of:

- Standard 1 of the AQTF: Essential Conditions and Standards for Initial/Continuing Registration and Guidelines 4.1 and 4.2 of the VRQA Guidelines for VET Providers,

or

- the Standards for Registered Training Organisations 2015 (SRTOs);

or

- the relevant standards and Guidelines for RTOs at the time of assessment.

Assessment strategies must therefore ensure that:

- all assessments are valid, reliable, flexible and fair
- learners are informed of the context and purpose of the assessment and the assessment process
- feedback is provided to learners about the outcomes of the assessment process and guidance given for future options
- time allowance to complete a task is reasonable and specified to reflect the industry context in which the task takes place.

Assessment strategies should be designed to:

- cover a range of skills and knowledge required to demonstrate achievement of the course aim
- collect evidence on a number of occasions to suit a variety of contexts and situations
- be appropriate to the knowledge, skills, methods of delivery and needs and characteristics of learners
- assist assessors to interpret evidence consistently
- recognise prior learning
- be equitable to all groups of learners.



A range of assessment methods may be used, such as:

- oral questioning and discussion
- written assignments or tests
- observation of practical skills.

## 6.2 Assessor competencies

Assessment must be undertaken by a person or persons in accordance with:

- Standard 1.4 of the AQTF: Essential Conditions and Standards for Initial/Continuing Registration and Guidelines 3 of the VRQA Guidelines for VET Providers;

or

- the Standards for Registered Training Organisations 2015 (SRTOs);

or

- the relevant standards and Guidelines for RTOs at the time of assessment.

Units of competency imported from training packages must reflect the requirements for assessors specified in that training package.

## 7. Delivery

### Standards 5.12, 5.13 and 5.14 AQTF 2021 Standards for Accredited Courses

### 7.1 Delivery modes

The course aims to develop practical competencies within an industry setting. Practical demonstrations and opportunity for application are considered to provide the most suitable strategy to reflect the objectives of the course. Delivery options, including grouping of learners and learning activities, should recognise the varying learning needs, educational backgrounds, preferred learning styles and constraints of the individual learner and the specific requirements of each unit. The units may be delivered singularly, or they may be integrated holistically with a number of units.

As the role involves practical skill development, the practical skill component of the course must be delivered in a workplace, or simulated workplace that accurately reflects workplace conditions. Practical exercises may take the form of realistic, holistic projects to provide the learner with a 'real work' experience.

The knowledge components of the course may be delivered using face-to-face, online or blended modes.

Delivery of units of competency imported from training packages should be contextualised for the circular economy environment, whilst ensuring that the delivery guidelines are adhered to.

|   |   |
|---|---|
| <b>7.2 Resources</b>                        | <p>Participants must have access to:</p> <ul style="list-style-type: none"> <li>• an appropriate workplace or an environment that reproduces normal work conditions in a commercial industry environment where goods, components and materials are processed in a manner that promotes reuse and avoids disposal in landfill</li> <li>• equipment and tools normally used to process goods, components and materials for reuse.</li> </ul> <p>Training must be undertaken by a person or persons in accordance with:</p> <p>Standard 1.4 of the AQTF: Essential Conditions and Standards for Initial/Continuing Registration and Guideline 3 of the VRQA Guidelines for VET Providers;</p> <p>or</p> <p>the Standards for Registered Training Organisations 2015 (SRTOs); or the relevant standards and Guidelines for RTOs at the time of assessment.</p> <p>Imported units of competency from training packages may include mandatory assessment resources. The mandatory Assessment Conditions of units of competency must be met.</p> |
| <b>8. Pathways and articulation</b>         | <p><b>Standard 5.10 AQTF 2021 Standards for Accredited Courses</b></p> <p>The Course in Circular Economy Practices comprises units of competency from the following training packages:</p> <ul style="list-style-type: none"> <li>• BSB Business Services</li> <li>• ICT Information and Communications Technology</li> <li>• SIR Retail Services</li> <li>• TLI Transport and Logistics</li> <li>• UEE Electrotechnology.</li> </ul> <p>Completion of those units provide credit transfers into any qualifications or accredited courses containing those units.</p> <p>There are no formal articulation arrangements in place at the time of accreditation.</p>   |
| <b>9. Ongoing monitoring and evaluation</b> | <p><b>Standard 5.15 AQTF 2021 Standards for Accredited Courses</b></p> <p>The Curriculum Maintenance Management Service for General Manufacturing is responsible for the ongoing monitoring and evaluation of the Course in Circular Economy Practices.</p> <p>Formal course evaluations will be undertaken halfway through the accreditation period and will be based on student and trainer evaluation surveys and industry stakeholder surveys/consultations.</p> <p>The Victorian Registration and Qualifications Authority (VRQA) will be notified of any changes required to the course.</p>  |



## Section C – Units of competency

Following is the list of units of competency imported from training packages, which can be downloaded from the National Register ([here](#)):

|            |  |
|------------|--|
| BSBTEC201  | Use business software applications   |
| BSBPUR301  | Purchase goods and services  |
| ICTSAS308  | Run standard diagnostic tests  |
| ICTSAS309  | Maintain and repair ICT equipment and software   |
| SIRXECM002 | Prepare digital content  |
| SIRXCEG006 | Provide online customer service  |
| SIRRMER001 | Produce visual merchandise displays  |
| SIRXCEG008 | Manage disrespectful, aggressive or abusive customers  |
| SIRXCEG003 | Build customer relationships and loyalty   |
| SIRXMKT001 | Support marketing and promotional activities   |
| SIRXOSM003 | Use social media and online tools  |
| SIRXOSM002 | Maintain ethical and professional standards when using social media and online platforms     |
| TLIA0022   | Pick and process orders  |
| TLIA0019   | Despatch stock   |
| TLIA0021   | Participate in stocktakes  |
| TLIA0024   | Replenish stock  |
| TLIA2014   | Use product knowledge to complete work operations  |
| TLIA0023   | Receive goods  |
| TLIJ2001   | Apply quality procedures   |
| UEERL0003  | Conduct in-service safety testing of electrical cord connected equipment and cord assemblies |
| UEECD0007  | Apply work health and safety regulations, codes and practices in the workplace.              |

Following is the list of units of competency developed for the course, which comply with the AQTF 2021 Standards for Accredited Courses - Unit of Competency Template and are detailed in this section of the course document:

|         |  |
|---------|--|
| VU23673 | Source and use circular economy information                |
| VU23674 | Sort and assess goods, components, and materials for reuse |
| VU23675 | Process goods, components, and materials for reuse         |
| VU23676 | Recycle goods, components, and materials.                  |

|                    |  |
|--------------------|--|
| <b>Unit code</b>   | VU23673  |
| <b>Unit title</b>  | Source and use circular economy information  |
| <b>Application</b> | <p>This unit describes the performance outcomes, skills and knowledge required to source and use current and emerging information on the circular economy. This includes industry structure, work roles, laws, and regulations specific to circular economy practices. Circular economy workers integrate this essential knowledge to follow circular economy practices to reduce waste by increasing the reuse of valuable goods, components, and materials.</p> <p>It requires the ability to develop knowledge of circular economy principles, relevant legislation, the industry structure, and work roles and to apply circular economy practices in a workplace.</p> <p>This unit applies to any industry which seeks to utilise goods, components and materials in a manner that promotes reuse and avoids disposal in landfill. Workers may be employees in any industry but particularly in manufacturing, remanufacturing, or working / volunteering in various roles in recycling centres, charity outlets or other circular economy enterprises. Work tasks are well-defined, follow organisational procedures and are performed under supervision.</p> <p>No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.</p> |

| <b>Element</b>  |   | <b>Performance Criteria</b>  |  |
|---|---|--|--|
| Elements describe the essential outcomes of a unit of competency. |   | Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the assessment requirements. |  |
| 1   | Source and use industry information                 | 1.1  | Access sources of information on the circular economy  |
|   |   | 1.2  | Identify distinguishing characteristics of a circular economy                                    |
|   |   | 1.3  | Identify key issues for adoption of circular economy practices                                   |
|   |   | 1.4  | Apply information about circular economy practices to enhance the quality of work performance    |
| 2   | Explore circular economy work roles                 | 2.1  | Identify industry sectors and enterprises using circular economy practices                       |
|   |   | 2.2  | Review work roles within enterprises using circular economy practices                            |
|   |   | 2.3  | Suggest ways to incorporate circular economy practices into a broader range of industry sectors  |
|   |   | 2.4  | Describe potential new circular economy work roles   |
| 3   | Carry out work tasks in accordance with legislation | 3.1  | Identify legislation and regulations applicable to the reuse of goods, components, and materials |



|   |  |     |  |
|---|--|-----|--|
|   | and regulations  | 3.2 | Safely handle goods, components, and materials according to legislation and workplace procedures                 |
|   |  | 3.3 | Identify eWaste goods and process according to workplace procedures  |
|   |  | 3.4 | Identify hazardous goods, components, and materials and process according to workplace procedures                |
|   |  | 3.5 | Follow workplace procedures to meet privacy and data security requirements                                       |
| 4 | Update personal and organisational knowledge of circular economy practices | 4.1 | Identify current issues and trends for the industry  |
|   |  | 4.2 | Identify and use a range of opportunities to update current and emerging knowledge of circular economy practices |
|   |  | 4.3 | Share updated information with colleagues  |

### Range of Conditions

N/A

### Foundation Skills

This table describes those language, literacy, numeracy, and employment skills that are essential to performance but not explicit in the performance criteria.

| Skill                       | Description                                       |
|-----------------------------|---|
| Reading skills to:          | Interpret Circular Economy ideas and information  |
| Digital literacy skills to: | Access workplace and external information sources |

### Unit Mapping Information

New unit, no equivalent unit.



| <b>Assessment Requirements</b> |  |
|--------------------------------|--|
| <b>Title</b>                   | Assessment Requirements for VU23673 Source and use circular economy information  |
| <b>Performance Evidence</b>    | <p>There must be evidence the learner has completed the tasks outlined in the elements and performance criteria of this unit including:</p> <ul style="list-style-type: none"> <li>• sourcing information related to key circular economy practices industries and work roles.</li> <li>• applying knowledge of circular economy practices to own work tasks/role.</li> </ul>  |
| <b>Knowledge Evidence</b>      | <p>The learner must be able to demonstrate essential knowledge required to effectively do the tasks outlined in the elements and performance criteria of this unit, manage the tasks, and manage contingencies in the context of the work role. This includes knowledge of:</p> <ul style="list-style-type: none"> <li>• Material flows in linear and circular economies</li> <li>• Costs associated with the adoption of circular economy practices</li> <li>• 10R framework and waste hierarchy</li> <li>• Work practices that support a circular economy approach</li> <li>• Local, State, national and international legislation requiring circular economy practices applicable to work role</li> <li>• Circular economy work roles</li> <li>• Enterprises and industry associations relevant to the circular economy.</li> <li>• Hazards associated with circular economy practices related to: <ul style="list-style-type: none"> <li>○ materials</li> <li>○ components</li> <li>○ applied finishes</li> <li>○ dangerous items – sharps, glass</li> <li>○ chemicals</li> <li>○ biological materials.</li> </ul> </li> <li>• Correct selection and use of Personal Protective Equipment (PPE)</li> <li>• Safe manual handling techniques</li> <li>• Data security procedures.</li> </ul> |
| <b>Assessment Conditions</b>   | <p><b>Assessment conditions</b></p> <p>Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions. Simulated or project-based/case study assessment techniques must replicate conditions, activities, responsibilities, and procedures of industry.</p> <p><b>Assessor requirements</b></p>   |



No specialist vocational competency requirements for assessors apply to this unit.

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|                    |   |
|--------------------|---|
| <b>Unit code</b>   | VU23674   |
| <b>Unit title</b>  | Sort and assess goods, components, and materials for reuse  |
| <b>Application</b> | <p>This unit describes the performance outcomes, skills and knowledge required to safely sort and assess goods, components, and materials to identify highest value reuse in line with circular economy best practice.</p> <p>It requires the ability to identify the characteristics of goods, components and materials including environmental and safety risks, reuse pathways and reuse values.</p> <p>This unit applies to any industry which seeks to utilise goods, components and materials in a manner that promotes reuse and avoids disposal in landfill. Workers may be employees in any industry but particularly in manufacturing, remanufacturing, or working / volunteering in various roles in recycling centres, charity outlets or other circular economy enterprises. Work tasks are well-defined, follow organisational procedures and are performed under supervision.</p> <p>No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.</p> |

| <b>Element</b>  |   | <b>Performance Criteria</b>  |   |
|---|---|--|---|
| Elements describe the essential outcomes of a unit of competency. |   | Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the assessment requirements. |   |
| 1   | Prepare to sort goods, components, and materials for reuse                        | 1.1  | Locate and read workplace Standard Operating Procedures (SOPs) for assessment process   |
|   |   | 1.2  | Identify and follow Occupational Health and Safety (OHS) requirements, and workplace safety procedures  |
|   |   | 1.3  | Identify and apply workplace environmental protection procedures  |
|   |   | 1.4  | Confirm with supervisor readiness to safely sort goods  |
| 2   | Sort goods, components, and materials for reuse                                   | 2.1  | Safely separate hazardous goods, components, and materials that pose risks to self, others, or the environment                                |
|   |   | 2.2  | Record, label and move hazardous goods, components, and materials to appropriate location for safe disposal according to workplace procedures |
|   |   | 2.3  | Record, label and store goods, components, and materials according to workplace procedures  |
| 3   | Assess and test goods, components, and materials to determine highest value reuse | 3.1  | Visually examine goods, components, and materials to determine reusability according to workplace procedures                                  |
|   |   | 3.2  | Follow workplace data security and privacy procedures   |

|   |   |     |  |
|---|---|-----|--|
|   |   | 3.3 | Check for labels and other identifiers that specify reuse pathways and assign goods, components, and materials to appropriate process stream |
|   |   | 3.4 | Carry out function testing according to workplace procedures to determine highest value reuse  |
|   |   | 3.5 | Cease assessment if environmental hazards, safety issues or defects are identified   |
|   |   | 3.6 | Move hazardous and defective goods, components, and materials to appropriate location for reassessment and process reassignment              |
|   |   | 3.7 | Document assessment and test results according to workplace procedures   |
| 4 | Assign goods, components, and materials to next process stage | 4.1 | Grade goods, components, and materials for highest value reuse according to workplace procedures and assign to appropriate process stream    |
|   |   | 4.2 | Label goods, components, and materials with next stage destination according to workplace procedures   |
|   |   | 4.3 | Safely move goods, components, and materials to next processing stage  |
| 5 | Finalise assessment of goods, components, and materials       | 5.1 | Complete documentation according to workplace procedures   |

**Range of Conditions**

N/A

**Foundation Skills**

This table describes those language, literacy, numeracy, and employment skills that are essential to performance but not explicit in the performance criteria.

| Skill                         | Description                                 |
|-------------------------------|---|
| Reading skills to:            | Access workplace information                |
| Writing skills to:            | Complete workplace documentation            |
| Oral communication skills to: | Discuss assigned work tasks with supervisor |

**Unit Mapping Information**

New unit, no equivalent unit.

## Assessment Requirements

|                             |   |
|-----------------------------|---|
| <b>Title</b>                | Assessment Requirements for<br>VU23674 Sort and assess goods, components, and materials for reuse   |
| <b>Performance Evidence</b> | <p>There must be evidence the learner has completed the tasks outlined in the elements and performance criteria of this unit and as a minimum:</p> <ul style="list-style-type: none"> <li>• Accurately sorted and assigned ten different items to the next process stage.</li> </ul>  |
| <b>Knowledge Evidence</b>   | <p>The learner must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the work role. This includes knowledge of:</p> <ul style="list-style-type: none"> <li>• Applicable OHS legislation and regulations</li> <li>• Hazardous goods, components, and materials, that pose risks to humans and the environment. These may include but are not limited to: <ul style="list-style-type: none"> <li>• damaged electrical goods</li> <li>• toxic materials, chemicals, printer toners</li> <li>• hazardous components e.g., charged capacitors, batteries</li> <li>• applied finishes, fire retardants, insecticides</li> <li>• dangerous items – sharps, broken glass, biological contaminants</li> </ul> </li> <li>• Selection and correct use of Personal Protective Equipment (PPE)</li> <li>• Safe manual handling techniques</li> <li>• Data security procedures</li> <li>• Regulations and procedures related to confidentiality and privacy</li> <li>• ‘Buy Back’ schemes and other manufacturer-led reuse schemes</li> <li>• Labels, QR codes, Radio Frequency Identification (RFID), Product Passports, and other identifiers applied to goods indicating reuse pathways</li> <li>• Goods and their commercially viable reuse options</li> <li>• Components and their commercially viable reuse options</li> <li>• Materials and their commercially viable reuse options</li> <li>• Workplace assessment and test procedures</li> <li>• Workplace ‘next life’ decision rules to determine process assignment: resell, repair, refurbish, remanufacture, re-purpose, recycle</li> <li>• Workplace reuse grading system</li> </ul> |



- Workplace record keeping and traceability procedures.
- Legislation and regulations related to waste disposal including:
  - AS 5377: the Australian Standard for the collection, storage, transport and treatment of end-of-life electrical and electronic equipment.

### Assessment Conditions

#### Assessment conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions. Simulated or project-based/case study assessment techniques must replicate conditions, activities, responsibilities, and procedures of industry.

#### Assessor requirements

No specialist vocational competency requirements for assessors apply to this unit.

|                    |   |
|--------------------|---|
| <b>Unit code</b>   | VU23675   |
| <b>Unit title</b>  | Process goods, components, and materials for reuse  |
| <b>Application</b> | <p>This unit describes the performance outcomes, skills and knowledge required to safely process goods, components, and materials in line with circular economy best practice in preparation for reuse.</p> <p>It requires the ability to follow workplace procedures to repair, refurbish, remanufacture and repurpose goods, components, and materials.</p> <p>This unit applies to any industry which seeks to utilise goods, components and materials in a manner that promotes reuse and avoids disposal in landfill. Workers may be employees in any industry but particularly in manufacturing, remanufacturing, or working / volunteering in various roles in recycling centres, charity outlets or other circular economy enterprises. Work tasks are well-defined, follow organisational procedures and are performed under supervision.</p> <p>No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.</p> |

| <b>Element</b>  |   | <b>Performance Criteria</b>  |   |
|---|---|--|---|
| Elements describe the essential outcomes of a unit of competency. |   | Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the assessment requirements. |   |
| 1   | Prepare to process goods, components, and materials | 1.1  | Locate and read workplace Standard Operating Procedures (SOPs) for process practices  |
|   |   | 1.2  | Identify and follow Occupational Health and Safety (OHS) requirements, and workplace safety procedures                      |
|   |   | 1.3  | Identify and apply workplace environmental protection procedures  |
|   |   | 1.4  | Prepare work area, locate tools, equipment and materials required for process tasks in accordance with workplace procedures |
|   |   | 1.5  | Confirm readiness to safely undertake processing with supervisor  |
| 2   | Process goods, components, and materials            | 2.1  | Follow workplace data security and privacy procedures   |
|   |   | 2.2  | Follow workplace procedures to process goods, components, and materials   |
|   |   | 2.3  | Cease process tasks if environmental hazards, safety issues or major damage is identified                                   |
|   |   | 2.4  | Move hazardous goods, components, and materials to appropriate location for reassessment and process reassignment           |



|   |   |     |  |
|---|---|-----|--|
|   |   | 2.5 | Document process outcomes according to workplace procedures                        |
| 3 | Prepare goods, components, and materials for sale | 3.1 | Label processed goods, components, and materials according to workplace procedures |
|   |   | 3.2 | Safely move goods, components, and materials to appropriate storage location       |
| 4 | Finalise process                                  | 4.1 | Complete documentation according to workplace procedures                           |
|   |   | 4.2 | Store tools, equipment and materials and clean work area                           |

### Range of Conditions

N/A

**Foundation Skills** This table describes those language, literacy, numeracy, and employment skills that are essential to performance but not explicit in the performance criteria.

| Skill                         | Description                                 |
|-------------------------------|---|
| Reading skills to:            | Access workplace information                |
| Writing skills to:            | Complete workplace documentation            |
| Oral communication skills to: | Discuss assigned work tasks with supervisor |
| Problem-solving skills to:    | Determine optimum process method            |

### Unit Mapping Information

New unit, no equivalent unit.

| <b>Assessment Requirements</b> |   |
|--------------------------------|---|
| <b>Title</b>                   | Assessment Requirements for VU23675 Process goods, components, and materials for reuse.   |
| <b>Performance Evidence</b>    | <p>There must be evidence the learner has completed the tasks outlined in the elements and performance criteria of this unit and as a minimum:</p> <ul style="list-style-type: none"> <li>• Accurately processed five different items according to workplace procedures.</li> </ul>   |
| <b>Knowledge Evidence</b>      | <p>The learner must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the work role. This includes knowledge of:</p> <ul style="list-style-type: none"> <li>• Applicable OHS legislation and regulations</li> <li>• Hazardous goods, components, and materials, that pose risks to humans and the environment. These may include but are not limited to: <ul style="list-style-type: none"> <li>• damaged electrical goods</li> <li>• toxic materials, chemicals, printer toners</li> <li>• hazardous components e.g., charged capacitors, batteries</li> <li>• applied finishes</li> <li>• dangerous items – sharps, broken glass, biological contaminants.</li> </ul> </li> <li>• Selection and correct use of Personal Protective Equipment (PPE)</li> <li>• Safe manual handling techniques</li> <li>• Data security procedures</li> <li>• Regulations and procedures related to confidentiality and privacy</li> <li>• Workplace repair processes</li> <li>• Workplace refurbishment processes</li> <li>• Workplace remanufacturing processes</li> <li>• Workplace repurposing processes.</li> </ul> |
| <b>Assessment Conditions</b>   | <p><b>Assessment conditions</b></p> <p>Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions. Simulated or project-based/case study assessment techniques must replicate conditions, activities, responsibilities, and procedures of industry.</p> <p><b>Assessor requirements</b></p> <p>No specialist vocational competency requirements for assessors apply to this unit.</p>  |

|                    |  |
|--------------------|--|
| <b>Unit code</b>   | VU23676  |
| <b>Unit title</b>  | Recycle goods, components, and materials   |
| <b>Application</b> | <p>This unit describes the performance outcomes, skills and knowledge required to assign goods, components, and materials that cannot be reused to the appropriate recycling process in line with circular economy best practice.</p> <p>It requires the ability to safely sort goods, components, and materials to allocate to appropriate recycling categories where reuse is not feasible. It requires knowledge of goods, component and material characteristics including environmental and safety risks, recycling pathways and recycling values.</p> <p>This unit applies to any industry which seeks to utilise goods, components and materials in a manner that avoids disposal in landfill. Workers may be employees in any industry but particularly in manufacturing, remanufacturing, or working / volunteering in various roles in recycling centres, charity outlets or other circular economy enterprises. Work tasks are well-defined, follow organisational procedures and are performed under supervision.</p> <p>No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.</p> |

| <b>Element</b>  |  | <b>Performance Criteria</b>  |   |
|---|--|--|---|
| Elements describe the essential outcomes of a unit of competency. |  | Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the assessment requirements. |   |
| 1   | Prepare to sort goods, components, and materials for recycling | 1.1  | Locate and read workplace Standard Operating Procedures (SOPs) for recycling                                |
|   |  | 1.2  | Identify and follow Occupational Health and Safety (OHS) requirements, and workplace safety procedures      |
|   |  | 1.3  | Identify and apply workplace environmental protection procedures  |
|   |  | 1.4  | Confirm readiness to safely undertake recycling with supervisor   |
| 2   | Sort goods, components, and materials for recycling            | 2.1  | Follow workplace data security and privacy procedures   |
|   |  | 2.2  | Follow workplace procedures to sort goods, components, and materials into recycling categories              |
|   |  | 2.3  | Cease sorting task if environmental hazards or safety issues are identified                                 |
|   |  | 2.4  | Record, label and move hazardous goods, components, and materials to appropriate location for safe disposal |



|   |                    |     |   |
|---|--------------------|-----|---|
|   |                    | 2.5 | Prepare work area, locate tools, equipment and materials required for disassembly tasks in accordance with workplace procedures |
|   |                    | 2.6 | Disassemble goods and components in accordance with workplace procedures into constituent parts in preparation for recycling    |
|   |                    | 2.7 | Record, label and store goods, components, and materials ready for recycling according to workplace procedures                  |
| 3 | Finalise recycling | 3.1 | Complete documentation according to workplace procedures  |
|   |                    | 3.2 | Store tools, equipment and materials and clean work area  |

### Range of Conditions

N/A

### Foundation Skills

This table describes those language, literacy, numeracy, and employment skills that are essential to performance but not explicit in the performance criteria.

| Skill                         | Description  |
|-------------------------------|--|
| Reading skills to:            | Access workplace information                                 |
| Writing skills to:            | Complete workplace documentation                             |
| Oral communication skills to: | Discuss assigned work tasks with supervisor                  |
| Problem-solving skills to:    | Select ways to successfully disassemble goods and components |

### Unit Mapping Information

New unit, no equivalent unit.

## Assessment Requirements

|                                    |  |
|------------------------------------|--|
| <p><b>Title</b></p>                | <p>Assessment Requirements for VU23676 Recycle goods, components, and materials</p>  |
| <p><b>Performance Evidence</b></p> | <p>There must be evidence the learner has completed the tasks outlined in the elements and performance criteria of this unit and as a minimum:</p> <ul style="list-style-type: none"> <li>• Disassembled ten different items and assigned constituent parts to appropriate recycling process.</li> </ul>   |
| <p><b>Knowledge Evidence</b></p>   | <p>The learner must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the work role. This includes knowledge of:</p> <ul style="list-style-type: none"> <li>• Applicable OHS legislation and regulations</li> <li>• Hazardous goods, components, and materials, that pose risks to humans and the environment. These may include but are not limited to:             <ul style="list-style-type: none"> <li>• damaged electrical goods</li> <li>• toxic materials, chemicals, printer toners</li> <li>• hazardous components e.g., charged capacitors, batteries</li> <li>• applied finishes</li> <li>• dangerous items – sharps, broken glass, biological contaminants.</li> </ul> </li> <li>• Selection and correct use of Personal Protective Equipment (PPE)</li> <li>• Safe manual handling techniques</li> <li>• Data security procedures</li> <li>• Regulations and procedures related to confidentiality and privacy</li> <li>• Material types, categories and characteristics including associated hazards:             <ul style="list-style-type: none"> <li>• Metals</li> <li>• Plastics</li> <li>• Timbers</li> <li>• Paints and other applied finishes</li> <li>• Fire retardants and applied chemicals</li> <li>• Fabrics</li> <li>• Ceramics</li> <li>• Glass</li> <li>• Biological</li> </ul> </li> </ul> |

- Powders.
- Recycling methodologies and technologies
- Downstream recycling process requirements including but not limited to:
  - Recycling processor terms and conditions
  - Categorization and labeling
  - Consistency of material batches
  - Cleanliness
  - Packaging and transport.

### Assessment Conditions

#### Assessment conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions. Simulated or project-based/case study assessment techniques must replicate conditions, activities, responsibilities, and procedures of industry.

#### Assessor requirements

No specialist vocational competency requirements for assessors apply to this unit.