

<b>UNIT CODE</b>	<b>NAT11079006</b>
<b>UNIT TITLE</b>	<b>Undertake decluttering</b>
<b>APPLICATION</b>	<p>This unit applies to professional organisers, healthy home advisors, feng shui consultants and/or individuals who, as part of their occupation are required to declutter homes. It requires knowledge of health hazards associated with decluttering, the 5Rs, and an awareness of organisations that accept donations and rubbish. It requires the ability to engage the client and rate the level of clutter to sort and organise items in the home into various categories (5Rs): rubbish, rehome, return, repurpose and remain.</p> <p>No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.</p>
<b>COMPETENCY FIELD</b>	061999 Complementary Therapies, N.e.c
<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
Elements describe the essential outcomes of the unit	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Plan to declutter a space	<p>1.1 Obtain the client's contact details</p> <p>1.2 Establish the client's budget and confirm the source of funding</p> <p>1.3 Define the area(s) to be decluttered</p> <p>1.4 Establish the client's goals/objectives for the area</p> <p>1.5 Gather the tools required to undertake decluttering</p>
2. Coordinate the risk assessment	<p>2.1 Use rating tools to quantify the degree of clutter and hoarding</p> <p>2.2 Locate health hazards associated with decluttering</p> <p>2.3 Analyse potential environmental hazards unique to the site</p> <p>2.4 Assess potential risks and implement control measures</p>
3. Complete the decluttering	<p>3.1 Gather items and engage the client to organise and sort clutter into the 5 R's: rubbish, rehome, return, repurpose and remain.</p> <p>3.2 Assist the client with making arrangements to action the 5R's</p> <p>3.3 Locate organisations that accept donations</p> <p>3.4 Prepare report for client</p>

**FOUNDATION SKILLS**

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

<b>Skill</b>	<b>Description</b>
Reading skills to:	Interpret rating tools on clutter/hoarding to quantify the degree of clutter Read and interpret information from government websites
Oral communication skills to:	Engage clients to sort items into the 5Rs
Problem-solving skills to:	Use problem-solving processes to remove clutter and provide solutions taking into consideration the client's resources and needs
Technology skills to:	Use a computer and software

<b>TITLE</b>	<b>Assessment Requirements for NAT11079006 Undertake decluttering</b>
<b>PERFORMANCE EVIDENCE</b>	<p>The learner must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit. There must be demonstrated evidence that the learner has completed the following tasks:</p> <ul style="list-style-type: none"> <li>• Conducted a minimum of two (2) decluttering exercises with two different clients, including the following: <ul style="list-style-type: none"> <li>○ Assessed site hazards</li> <li>○ Engaged with the client to determine and sort clutter into the 5R's: rubbish, rehome, return, repurpose and remain</li> <li>○ Assisted the client to action the 5R's</li> <li>○ Completed a client report</li> </ul> </li> </ul>
<b>KNOWLEDGE EVIDENCE</b>	<p>The learner must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:</p> <ul style="list-style-type: none"> <li>• 5Rs (rubbish, rehome, return and repurpose)</li> <li>• NDIS schemes that provide financial support to declutter</li> <li>• <a href="#">Clutter Image Rating Scale</a>. Oxford Clinical Psychology.</li> </ul>

	<ul style="list-style-type: none"><li>• <a href="#">Hoarding Rating Scale Assessment Tool</a> (Tolin, D.F., Frost, R.O., &amp; Steketee, G. (2010). A brief interview for assessing compulsive hoarding: The Hoarding Rating Scale-Interview. <i>Psychiatry Research</i>, 178, 147-152)</li><li>• health hazards associated with decluttering including:<ul style="list-style-type: none"><li>○ exposure to environmental tobacco smoke</li><li>○ household dust</li><li>○ lead dust</li><li>○ mould</li><li>○ chemicals</li><li>○ excrement</li><li>○ electrical hazards</li></ul></li><li>• environmental hazards unique to the site including:<ul style="list-style-type: none"><li>○ asbestos</li><li>○ lead paint</li><li>○ dangerous pets</li><li>○ unpredictable behaviour of occupants</li><li>○ firearms on the property</li></ul></li><li>• organisations that sell second-hand items including:<ul style="list-style-type: none"><li>○ Marketplace</li><li>○ eBay</li></ul></li><li>• organisations to accept donations including:<ul style="list-style-type: none"><li>○ Op-shops</li><li>○ RSPCA/local veterinary clinic</li></ul></li><li>• organisations accepting rubbish including:<ul style="list-style-type: none"><li>○ recycler</li><li>○ council hard rubbish</li><li>○ skip bin services</li></ul></li><li>• control measures may include:<ul style="list-style-type: none"><li>○ disposable gloves</li><li>○ respirator</li><li>○ air filter</li></ul></li></ul>
--	--

<b>ASSESSMENT CONDITIONS</b>	<p>Assessment methods must include:</p> <ul style="list-style-type: none"><li>• Portfolio of evidence including photographic evidence before and after decluttering</li></ul> <p>The following resources are recommended:</p> <ul style="list-style-type: none"><li>• An occupied house, unit, or apartment</li><li>• Internet access, computer and software</li><li>• Personal protection equipment such as disposable gloves, respirator or air filter</li><li>• Packing tape dispenser</li><li>• Clothes hangers</li><li>• Microfibre cloths</li><li>• Garbage bags (rubbish and donations)</li><li>• Storage containers (various sizes)</li></ul> <p><b>Assessor Requirements</b></p> <ul style="list-style-type: none"><li>• All assessment must be undertaken by assessors who meet the requirements stated to apply under the <i>Standards for Registered Training Organisations (RTOs) 2015 and,</i></li><li>• No specialist vocational competency requirements for Assessors apply to this unit.</li></ul>
----------------------------------	---