

# Level 2 and 3 Certificate in Principles of Sustainable Resource Management (7517)

Qualification handbook for centres



---

[www.cityandguilds.com](http://www.cityandguilds.com)  
September 2017  
Version 2.3

## **About City & Guilds**

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

## **City & Guilds Group**

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Land Based Services (land-based qualifications), the Centre for Skills Development (CSD works to improve the policy and practice of vocational education and training worldwide) and Learning Assistant (an online e-portfolio).

## **Equal opportunities**

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on our website.

## **Copyright**

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes
- candidates may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* (which can be found on our website) also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

## **Publications**

City & Guilds publications are available from our website or from our Publications Sales department, using the contact details shown below.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds  
1 Giltspur Street  
London EC1A 9DD  
T +44 (0)844 543 0000  
F +44 (0)20 7294 2413

[www.cityandguilds.com](http://www.cityandguilds.com)  
[centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)

# Level 2 and 3 Certificate in Principles of Sustainable Resource Management (7517)

## Qualification handbook for centres

September 2017  
Version 2.3

<b>Qualification title</b>	<b>Number</b>	<b>QAN</b>
Level 2 Certificate in Principles of Sustainable Resource Management	7517-02	501/2350/6
Level 3 Certificate in Principles of Sustainable Resource Management	7517-03	501/2343/9

<b>Version and date</b>	<b>Change detail</b>	<b>Section</b>
1.1 Jan 2012	Amend Credit Value – Unit 309	5 Units
2.0 July 2012	Amend assessment method for Unit 310 from assignment to portfolio of evidence.	4.1 Summary of assessment methods 5 Units
2.1 Feb 2013	Remove outcome 6 from Unit 310	Units
2.2 Jan 2016	Removed mention of online multiple choice	Assessments
2.3 September 2017	Added TQT details  Deleted QCF	Introduction and Structure  Throughout

**City & Guilds**  
Believe you can



[www.cityandguilds.com](http://www.cityandguilds.com)

# Contents

<b>1</b>	<b>Introduction to the qualifications</b>	<b>8</b>
1.1	Qualification structure	8
1.2	Opportunities for progression	11
1.3	Qualification support materials	11
<b>2</b>	<b>Centre requirements</b>	<b>12</b>
2.1	Resource requirements	12
2.2	Candidate entry requirements	12
<b>3</b>	<b>Course design and delivery</b>	<b>13</b>
3.1	Initial assessment and induction	13
3.2	Recommended delivery strategies	13
<b>4</b>	<b>Assessment</b>	<b>14</b>
4.1	Summary of assessment methods	14
<b>5</b>	<b>Units</b>	<b>16</b>
<b>Unit 201</b>	<b>ERR (Employment Rights and Responsibilities) in the energy and utility sector</b>	<b>17</b>
<b>Unit 202</b>	<b>How to identify and resolve disagreements</b>	<b>20</b>
<b>Unit 203</b>	<b>How to work safely in the waste/recycling industry</b>	<b>25</b>
<b>Unit 204</b>	<b>Know how to maintain confidentiality of information within the waste/recycling industry</b>	<b>31</b>
<b>Unit 205</b>	<b>Know the materials arising within the waste and recycling industry</b>	<b>33</b>
<b>Unit 206</b>	<b>Understand environmental protection in the waste and recycling industry</b>	<b>35</b>
<b>Unit 207</b>	<b>Understand operational systems and procedures in the waste/recycling industry</b>	<b>39</b>
<b>Unit 208</b>	<b>Understand the 'Duty of Care' within the waste/recycling industry</b>	<b>44</b>
<b>Unit 209</b>	<b>Understand the principles of the waste/recycling industry</b>	<b>47</b>
<b>Unit 210</b>	<b>Understand the reasons and targets for recycling</b>	<b>51</b>
<b>Unit 301</b>	<b>How to identify and record hazardous waste</b>	<b>55</b>
<b>Unit 302</b>	<b>Know about waste treatment technologies</b>	<b>60</b>
<b>Unit 303</b>	<b>Technical aspects of managing waste and resources</b>	<b>67</b>
<b>Unit 304</b>	<b>Understand environmental permitting in England and Wales</b>	<b>72</b>
<b>Unit 305</b>	<b>Understand management systems</b>	<b>78</b>
<b>Unit 306</b>	<b>Understand planning requirements in the waste/recycling industry</b>	<b>80</b>
<b>Unit 307</b>	<b>Understand policy and legislation in the waste management industry</b>	<b>86</b>
<b>Unit 308</b>	<b>Understand the principles of identifying and classifying waste</b>	<b>91</b>
<b>Unit 309</b>	<b>Understand the requirements for the transportation of waste</b>	<b>96</b>
<b>Unit 310</b>	<b>Plan, allocate and monitor work of a team</b>	<b>103</b>
<b>Appendix 1</b>	<b>Sources of general information</b>	<b>109</b>

City & Guilds  
Believe you can



[www.cityandguilds.com](http://www.cityandguilds.com)

# 1 Introduction to the qualifications

This document contains the information that centres need to offer the following qualifications:

Qualification title and level	GLH	TQT	City & Guilds qualification number	Qualification accreditation number	Registration and certification
Level 2 Certificate in Principles of Sustainable Resource Management	190	190	7517-02	501/2350/6	Consult the Walled Garden/Online Catalogue for last dates
Level 3 Certificate in Principles of Sustainable Resource Management	295	320	7517-03	501/2342/9	

City & Guilds Certificates in Principles of Sustainable Resource Management are technical certificates that support the Sustainable Resource management Apprenticeship. The Apprenticeship provides a solid foundation for a broad range of occupational roles in the collection, transport, treatment and final management of waste and recyclables, at both operator and supervisory levels.

The following qualifications make up the competence elements of the Apprenticeship:

- 0746 Certificates and Diplomas in Sustainable Waste Management Operative.
- 0748 Diplomas in Sustainable Recycling activities.

Developed in conjunction with EU Skills, the qualifications are suitable for entrants into the Waste Management and Recycling industry, as well as existing employees seeking to improve their knowledge and understanding of the principles of resource management. Learners may wish to progress to the Advanced Apprenticeship at Level 3, and also consider the Statutory Level 4 qualifications needed to manage waste facilities.

## 1.1 Qualification structure

To achieve the **Level 2 Certificate in Principles of Sustainable Resource Management** learners must achieve a minimum of **19** credits, 15 credits from the mandatory units and a minimum of 4 credits from the optional units available.

Unit accreditation number	City & Guilds unit	Unit title	Mandatory/ optional for full qualification	Credit value
R/602/2775	201	ERR (Employment Rights and Responsibilities) in the energy and utility sector	Mandatory	2
D/602/0513	202	How to identify and resolve disagreements	Mandatory	1
R/602/0511	203	How to work safely within the waste/recycling industry	Mandatory	4



Unit accreditation number	City & Guilds unit	Unit title	Mandatory/ optional for full qualification	Credit value
Y/602/0512	206	Understand environmental protection in the waste and recycling industry	Mandatory	2
K/602/0515	208	Understand the 'Duty of Care' within the waste/recycling industry	Mandatory	1
H/602/0514	209	Understand the principles of the waste/recycling industry	Mandatory	3
T/602/0419	308	Understand the principles of identifying and classifying waste	Mandatory	2
F/602/0438	204	Know how to maintain confidentiality of information within the waste/recycling industry	Optional	1
A/602/0437	205	Know the materials arising within waste and recycling industry	Optional	1
A/602/0440	207	Understand operational systems and procedures in the waste/recycling industry	Optional	1
M/602/0516	210	Understand the reasons and targets for recycling	Optional	1
M/602/0435	301	How to identify and record hazardous waste	Optional	2
T/602/0517	302	Know about waste treatment technologies	Optional	3
H/602/0433	303	Technical aspects of managing waste and resources	Optional	2
T/602/0436	305	Understand management systems	Optional	2
J/602/0439	306	Understand planning requirements in the waste/recycling industry	Optional	3
K/602/0420	307	Understands policy and legislation in the waste management industry	Optional	1
M/602/0421	309	Understand the requirements for the transportation of waste	Optional	2

To achieve the **Level 3 Certificate in Principles of Sustainable Resource Management** learners must achieve a minimum of **32** credits, 20 credits from the mandatory units and a minimum of 12 credits from the optional units available.

Unit accreditation number	City & Guilds unit	Unit title	Mandatory/ optional for full qualification	Credit value
R/602/2775	201	ERR (Employment Rights and Responsibilities) in the energy and utility sector	Mandatory	2
D/602/0513	202	How to identify and resolve disagreements	Mandatory	1

<b>Unit accreditation number</b>	<b>City &amp; Guilds unit</b>	<b>Unit title</b>	<b>Mandatory/ optional for full qualification</b>	<b>Credit value</b>
R/602/0511	203	How to work safely within the waste/recycling industry	Mandatory	4
Y/602/0512	206	Understand environmental protection in the waste and recycling industry	Mandatory	2
K/602/0515	208	Understand the 'Duty of Care' within the waste/recycling industry	Mandatory	1
H/602/0514	209	Understand the principles of the waste/recycling industry	Mandatory	3
T/602/0419	308	Understand the principles of identifying and classifying waste	Mandatory	2
Y/600/9669	310	Plan, allocate and monitor work of a team	Mandatory	5
F/602/0438	204	Know how to maintain confidentiality of information within the waste/recycling industry	Optional	1
A/602/0437	205	Know the materials arising within waste and recycling industry	Optional	1
A/602/0440	207	Understand operational systems and procedures in the waste/recycling industry	Optional	1
M/602/0516	210	Understand the reasons and targets for recycling	Optional	1
M/602/0435	301	How to identify and record hazardous waste	Optional	2
T/602/0517	302	Know about waste treatment technologies	Optional	3
H/602/0433	303	Technical aspects of managing waste and resources	Optional	2
K/602/0434	304	Understand environmental permitting in England and Wales	Optional	2
T/602/0436	305	Understand management systems	Optional	2
J/602/0439	306	Understand planning requirements in the waste/recycling industry	Optional	3
K/602/0420	307	Understands policy and legislation in the waste management industry	Optional	1
M/602/0421	309	Understand the requirements for the transportation of waste	Optional	2

## Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

Title and level	GLH	TQT
Level 2 Certificate in Principles of Sustainable Resource Management	190	190
Level 3 Certificate in Principles of Sustainable Resource Management	295	320

### 1.2 Opportunities for progression

On completion of these qualifications candidates may progress into employment or to the following City & Guilds qualifications:

- Level 2 Certificate for Sustainable Waste Management
- Level 3 Diploma for Waste Supervisor
- Level 2 Diploma for Sustainable Recycling Activities
- Level 3 Diploma for Sustainable Recycling Activities

In addition, candidates who enjoy leading teams of people at work could also move onto a qualification as a Team Leader or Supervisor such as qualifications at Levels 2, 3 and 4 through the Institute of Leadership and Management (ILM) as a Team Leader or Supervisor such as qualifications at Levels 2, 3 and 4 through the Institute of Leadership and Management (ILM).

### 1.3 Qualification support materials

City & Guilds also provides the following publications and resources specifically for these qualifications:

Description	How to access
Assignment guide for centres	<a href="http://www.cityandguilds.com">www.cityandguilds.com</a>

## 2 Centre requirements

This section outlines the approval processes for Centres to offer these qualifications and any resources that Centres will need in place to offer the qualifications including qualification-specific requirements for Centre staff.

There is **no** fast track approval provision for this qualification.

Existing centres wishing to offer this qualification must use the **standard** Qualification Approval Process.

### 2.1 Resource requirements

#### Human resources

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be technically competent in the area for which they are delivering training and/or have experience of providing training. This knowledge must be at least to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- be occupationally knowledgeable in the area(s) for which they are delivering training. This knowledge must be at least to the same level as the training being delivered
- have credible experience of providing training.

Centre staff may undertake more than one role, eg tutor and assessor or internal verifier, but must never internally verify their own assessments.

#### Continuing professional development (CPD)

Centres are expected to support their staff in ensuring that their knowledge remains current of the occupational area and of best practice in delivery, mentoring, training, assessment and verification, and that it takes account of any national or legislative developments.

### 2.2 Candidate entry requirements

Candidates should not be entered for a qualification of the same type, content and level as that of a qualification they already hold.

There are no formal entry requirements for candidates undertaking these qualifications. However, centres must ensure that candidates have the potential and opportunity to gain the qualifications successfully.

#### Age restrictions

There are no age limits attached to candidates undertaking the qualifications unless this is a legal requirement of the process or the environment.

## 3 Course design and delivery

### 3.1 Initial assessment and induction

Centres will need to make an initial assessment of each candidate prior to the start of their programme to ensure they are entered for an appropriate type and level of qualification.

The initial assessment should identify:

- any specific training needs the candidate has, and the support and guidance they may require when working towards their qualification. This is sometimes referred to as diagnostic testing.
- any units the candidate has already completed, or credit they have accumulated which is relevant to the qualification they are about to begin.

City & Guilds recommends that centres provide an induction programme to ensure the candidate fully understands the requirements of the qualification[s] they will work towards, their responsibilities as a candidate, and the responsibilities of the centre. It may be helpful to record the information on a learning contract.

### 3.2 Recommended delivery strategies

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualifications before designing a course programme.

Centres may design course programmes of study in any way which:

- best meets the needs and capabilities of their candidates
- satisfies the requirements of the qualification.

When designing and delivering the course programme, centres might wish to incorporate other teaching and learning that is not assessed as part of the qualification. This might include the following:

- literacy, language and/or numeracy
- personal learning and thinking
- personal and social development
- employability

Where applicable, this could involve enabling the candidate to access relevant qualifications covering these skills.

## 4 Assessment

### 4.1 Summary of assessment methods

For these units, candidates will be required to complete the following assessments:

Unit	Title	Assessment
<b>Level 2</b>		
201	ERR (Employment Rights and Responsibilities) in the energy and utility sector	Portfolio of evidence
203	How to work safely within the waste/recycling industry	Multiple choice test
202	How to identify and resolve disagreements	Combined Multiple choice test
206	Understand environmental protection in the waste and recycling industry	
208	Understand the 'duty of care' within the waste/recycling industry	
209	Understand the principles of the waste/recycling industry	
308	Understand the principles of identifying and classifying waste	Assignment
204	Know how to maintain confidentiality of information within the waste/recycling industry	Multiple choice test
205	Know the materials arising within waste and recycling industry	Multiple choice test
207	Understand operational systems and procedures in the waste/recycling industry	Multiple choice test
210	Understand the reasons and targets for recycling	Multiple choice test
301	How to identify and record hazardous waste	Assignment
302	Know about waste treatment technologies	Assignment
303	Technical aspects of managing waste and resources	Assignment
304	Understand environmental permitting in England and Wales	Assignment
305	Understand management systems	Assignment
306	Understand planning requirements in the waste/recycling industry	Assignment
307	Understand policy and legislation in the waste management industry	Assignment
309	Understand the requirements for the transportation of waste	Assignment
<b>Level 3</b>		
201	ERR (Employment Rights and Responsibilities) in the energy and utility sector	Portfolio of evidence
203	How to work safely within the waste/recycling industry	Multiple choice test
202	How to identify and resolve disagreements	Combined Multiple choice test
206	Understand environmental protection in the waste and recycling industry	
208	Understand the 'duty of care' within the waste/recycling industry	
209	Understand the principles of the waste/recycling industry	

308	Understand the principles of identifying and classifying waste	Assignment
310	Plan, allocate and monitor work of a team	Portfolio of evidence
204	Know how to maintain confidentiality of information within the waste/recycling industry	Multiple choice test
205	Know the materials arising within waste and recycling industry	Multiple choice test
207	Understand operational systems and procedures in the waste/recycling industry	Multiple choice test
210	Understand the reasons and targets for recycling	Multiple choice test
301	How to identify and record hazardous waste	Assignment
302	Know about waste treatment technologies	Assignment
303	Technical aspects of managing waste and resources	Assignment
304	Understand environmental permitting in England and Wales	Assignment
305	Understand management systems	Assignment
306	Understand planning requirements in the waste/recycling industry	Assignment
307	Understand policy and legislation in the waste management industry	Assignment
309	Understand the requirements for the transportation of waste	Assignment

### Time constraints

The following time constraints must be applied to the assessment of these qualifications:

- All assignments must be completed and assessed within the candidate's period of registration. Centres should advise candidates of any internal timescales for the completion and marking of individual assignments.

## 5 Units

### Availability of units

The units for these qualifications follow. The learning outcomes and assessment criteria are also viewable on the Ofqual Register <http://register.ofqual.gov.uk/>

### Structure of units

The units in these qualifications are written in a standard format and comprise the following:

- City & Guilds reference number
- unit accreditation number (UAN)
- title
- level
- credit value
- unit aim
- relationship to NOS, other qualifications and frameworks
- endorsement by a sector or other appropriate body
- information on assessment
- learning outcomes which are comprised of a number of assessment criteria



## Unit 201

# ERR (Employment Rights and Responsibilities) in the energy and utility sector

**Level:** 2  
**Credit value:** 2  
**UAN:** R/602/2775

### Unit aim

Successful achievement of the unit proves the learner has achieved the national occupational standard to understand employment rights and responsibilities in the industry.

### Learning outcomes

There are **two** learning outcomes to this unit. The learner will:

1. know employer and employee rights, responsibilities and own organisational procedures
2. know factors that affect own organisation and occupation

### Guided learning hours

It is recommended that **20** hours should be allocated for this unit, although patterns of delivery are likely to vary.

### Details of the relationship between the unit and relevant national standards

This unit is linked to the EUSkills NOS.

### Support of the unit by a sector or other appropriate body

This unit is endorsed by EUSCC.

### Assessment

This unit will be assessed by:

- a portfolio of evidence.

**Unit 201**                    **ERR (Employment Rights and Responsibilities) in the energy and utility sector**

**Outcome 1**                know employer and employee rights, responsibilities and own organisational procedures

**Assessment Criteria**

The learner can:

1. state **employer and employee rights and responsibilities** under employment law, including Disability Discrimination Act, Health & Safety and other relevant legislation
2. state **importance** of having employment rights and responsibilities
3. describe organisational procedures for health & safety, including documentation
4. describe organisational procedures for equality & diversity, including documentation
5. identify **sources of information** and advice on employment rights and responsibilities, including Access to Work and Additional Learning Support.

**Range**

**Employer and employee rights and responsibilities** Equality and Diversity, Safeguarding in the Workplace, Discrimination

**Importance** Health and Safety, pay, working conditions

**Sources of information** Trade Bodies, organisations, institutions, internet, Acts of Legislation, Regulatory Bodies

**Unit 201**                    **ERR (Employment Rights and Responsibilities) in the energy and utility sector**

**Outcome 2**                know factors that affect own organisation and occupation

**Assessment Criteria**

The learner can:

1. describe the role played by own **occupation** within organisation and industry
2. describe career pathways available to them
3. state types of **representative body** related to the industry, their main roles and responsibilities and their relevance to the industry
4. identify **sources of information** and advice on own industry, occupation, training and career
5. describe principles, policies and codes of practice used by own organisation and industry
6. describe issues of public concern that affect own organisation and industry.

**Range**

**Occupation** Loaders, Drivers, Sorters, Pickers, Composters, Team Leader/Supervisor

**Representative body** CIWM, HSE, Environmental Services Association. The Composting Association

**Sources of information** Trade Bodies, organisations, institutions, internet, Acts of Legislation, Regulatory Bodies

**Level:** 2  
**Credit value:** 1  
**UAN:** D/602/0513

### Unit aim

This unit aims to ensure the learner can identify where potential disagreements are likely to arise and how to resolve disagreements as well as the procedure to follow if disagreements cannot be resolved.

### Learning outcomes

There are **four** learning outcomes to this unit. The learner will:

1. know how to identify where disagreements could arise
2. know how to prevent disagreements from arising
3. know how to resolve disagreements
4. know what to do if a disagreement cannot be resolved

### Guided learning hours

It is recommended that **10** hours should be allocated for this unit, although patterns of delivery are likely to vary.

### Details of the relationship between the unit and relevant national standards

This unit is linked to the How to identify and resolve disagreements AM3.

### Support of the unit by a sector or other appropriate body

This unit is endorsed by EUSSC.

### Assessment

This unit will be assessed by:

- an internally marked multiple choice test.

## Unit 202

## How to identify and resolve disagreements

### Outcome 1

know how to identify where disagreements could arise

#### Assessment Criteria

The learner can:

1. provide a minimum of 2 examples of situations where a disagreement could arise.

#### Range

**Disagreement** financial, work related, personal, quality of work, duties and responsibilities, PPE/C, customer related

## Unit 202

## How to identify and resolve disagreements

### Outcome 2

know how to prevent disagreements from arising

#### Assessment Criteria

The learner can:

1. explain how disagreements could be **prevented** from arising.

#### Range

**Prevented** respect for others, listening skills, mentoring, co-operation, communication

## Unit 202

## How to identify and resolve disagreements

### Outcome 3

know how to resolve disagreements

#### Assessment Criteria

The learner can:

1. explain how to amicably **resolve** disagreements.

#### Range

**Resolve** listening skills, influencing skills, body language, awareness, reporting, communication

## Unit 202

## How to identify and resolve disagreements

### Outcome 4

know what to do if a disagreement cannot be resolved

#### Assessment Criteria

The learner can:

1. explain the **procedure** if a disagreement cannot be settled by normal processes.

#### Range

**Procedure** reporting to: Line Manager, Supervisor, Human Resources



## Unit 203

# How to work safely in the waste/recycling industry

**Level:** 2  
**Credit value:** 4  
**UAN:** R/602/0511

### Unit aim

The purpose of this unit is to ensure the learner understands the principles of health and safety and usage of PPE within the waste/recycling industry. The learner is also required to know how to manage their workload.

### Learning outcomes

There are **five** learning outcomes to this unit. The learner will:

1. know how to identify and deal with work-related hazards and risks in the waste/recycling industry
2. know how to work with risk assessments when working in waste and recycling
3. know how to respond to emergencies in the workplace
4. know how and why to select and use the correct Personal Protection Equipment (PPE) within the waste/recycling industry
5. know how to manage the work you are given to do

### Guided learning hours

It is recommended that **40** hours should be allocated for this unit, although patterns of delivery are likely to vary.

### Details of the relationship between the unit and relevant national standards

This unit is linked to the How to work safely within the waste/recycling industry AM1.

### Support of the unit by a sector or other appropriate body

This unit is endorsed by EUSSC.

### Assessment

This unit will be assessed by:

- an internally marked multiple choice test.

## Unit 203

# How to work safely in the waste/recycling industry

### Outcome 1

know how to identify and deal with work-related hazards and risks in the waste/recycling industry

#### Assessment Criteria

The learner can:

1. explain the term 'hazard'
2. explain the term 'risk'
3. provide an example of each of the following risks when working in waste and recyclables:
  - a) the wastes and materials handled
  - b) machinery and equipment used
  - c) vehicles and plant
  - d) site conditions
  - e) unsafe behaviour
4. describe the effect these could have on:
  - a) self
  - b) others
5. explain who is **responsible** for health and safety within the workplace
6. identify the health and safety manager/co-ordinator within the workplace
7. explain how to report hazards when working with waste and recyclables:
  - a) within **organisational procedures**
  - b) within legal requirements
8. explain why it is important to report hazards when working with waste and recyclables.

#### Range

**Responsible** named person at site, reporting routes

**Organisational procedures** reporting routes, documentation, accident/Incident/near miss reporting

## Unit 203

## How to work safely in the waste/recycling industry

### Outcome 2

know how to work with risk assessments when working in waste and recycling

#### Assessment Criteria

The learner can:

1. explain the differences between an 'informal' and a 'formal' **risk assessment**
2. describe a situation when an informal **risk assessment** would be carried out
3. explain what type of **risk assessment** is carried out in the job role
4. explain how to identify in the organisation **where** a documented **risk assessment** for a specific task **can be found**
5. describe a range of occasions when this documented **risk assessment** would change.
6. explain the **responsibilities** for carrying out **risk assessments** to include:
  - a) informal
  - b) formal
7. describe a minimum of 2 health and safety regulations relevant to the waste/recycling industry.

#### Range

**Risk assessment** visual inspection of the workplace, PPE/C requirements, weighting and scoring, level of risks, mitigation

**Where documentation can be found** risk register, Health and Safety handbook, company handbook, annual review, quality policy, Health and Safety policy, meeting minutes

**Responsibilities** identification of hazards, assessment of risks, document persons affected, PPE/C, Equipment and machinery, mitigation

## Unit 203

## How to work safely in the waste/recycling industry

### Outcome 3

know how to respond to emergencies in the workplace

#### Assessment Criteria

The learner can:

1. describe a range of '**emergencies**' that could occur in the workplace
2. explain the **organisational procedure** to be followed in the event of an emergency
3. name the emergency co-ordinator(s) within the workplace
4. explain how to respond to emergency situations involving accidents to people
5. explain how to respond to emergency situations involving accidents on the work site
6. explain how to minimise the effect of an emergency
7. explain how to use and communicate data and information
8. explain how to **report problems** that could affect compliance with emergency procedures.

#### Range

**Emergencies** fire, explosion, collision, spillage, injury

**Organisational procedures** Preparedness and response, Fire drill, Evacuating, Raising the alarm, Reporting

**Report problems** data transfer, reporting routes (manager, supervisor, health and safety officer), clarifying information, review,

## Unit 203

## How to work safely in the waste/recycling industry

### Outcome 4

know how and why to select and use the correct Personal Protection Equipment (PPE) within the waste/recycling industry

#### Assessment Criteria

The learner can:

1. explain how to **select** the correct PPE for the job role
2. explain why it is **important** to use the correct PPE in the job role.

#### Range

**Select** according to: nature and type of work, assessment of the workplace, assessment of needs, equipment and materials

**Important** to prevent accidents and injuries to self.

## Unit 203

## How to work safely in the waste/recycling industry

### Outcome 5

know how to manage the work you are given to do

#### Assessment Criteria

The learner can:

1. give 3 **reasons** why you might not be able to do the work given to you.
2. explain what options you and the organisation have to enable you to do your work properly.

#### Range

**Reasons** lack of training, hazards in the workplace, faulty equipment or machinery, medication, physical or mental capacity, pregnant, age limited work (eg power press operators must be >18)

## Unit 204

# Know how to maintain confidentiality of information within the waste/recycling industry

**Level:** 2  
**Credit value:** 1  
**UAN:** F/602/0438

### Unit aim

This unit aims to ensure the learner knows what information can and cannot be passed on to others.

### Learning outcomes

There is **one** learning outcome to this unit. The learner will:

1. know how to maintain confidentiality of information in the waste and recycling industry

### Guided learning hours

It is recommended that **10** hours should be allocated for this unit, although patterns of delivery are likely to vary.

### Details of the relationship between the unit and relevant national standards

This unit is linked to the Know how to maintain confidentiality of information within the waste/recycling industry CK3.

### Support of the unit by a sector or other appropriate body

This unit is endorsed by EUSSC.

### Assessment

This unit will be assessed by:

- an internally marked multiple choice test.

## Unit 204

### Know how to maintain confidentiality of information within the waste/recycling industry

#### Outcome 1

know how to maintain confidentiality of information in the waste and recycling industry

#### Assessment Criteria

The learner can:

1. explain what information is **permitted** to be passed on to others
2. explain what information is **not permitted** to be passed on to others
3. explain why some information is confidential and give 2 examples.

#### Range

**Permitted** services, contact details, collection schedules, advice, regulatory, specialist requirements

**Not permitted** personal information, financial information, previous/historical, unsubstantiated.



## Unit 205

# Know the materials arising within the waste and recycling industry

**Level:** 2

**Credit value:** 1

**UAN:** A/602/0437

### Unit aim

This unit aims to ensure the learner knows about the different types of waste and materials that they may come across within the waste/recycling industry and the regulations that cover them.

### Learning outcomes

There is **one** learning outcome to this unit. The learner will:

1. know the materials arising within the waste/recycling industry

### Guided learning hours

It is recommended that **10** hours should be allocated for this unit, although patterns of delivery are likely to vary.

### Details of the relationship between the unit and relevant national standards

This unit is linked to the Know the materials arising within the waste and recycling industry CK2.

### Support of the unit by a sector or other appropriate body

This unit is endorsed by EUSSC.

### Assessment

This unit will be assessed by:

- an internally marked multiple choice test.

## Unit 205                      **Know the materials arising within the waste and recycling industry**

Outcome 1                      know the materials arising within the waste/recycling industry

### **Assessment Criteria**

The learner can:

1. describe a minimum of 3 different **types** of waste and other materials within the waste/recycling industry
2. explain the type of waste and other materials worked with
3. explain the types of waste and other materials handled by the organization
4. explain how to **identify** unacceptable wastes
5. explain the **regulations** that cover:
  - a) recyclables
  - b) waste
  - c) Hazardous waste
6. explain how wastes can be treated in relation to the **waste hierarchy**
7. explain how 2 types of recyclables are used subsequently.

### **Range**

**Types** controlled waste, eg household, hazardous, biological, biodegradable, active, inert, contaminated.

**Identify** inspection, transfer notes, documentation, contamination, non conformance

**Regulations** Environmental Protection Act, Duty of Care, Control of Pollution Act, Waste Management Licensing Regulations, The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations, The Hazardous Waste Regulations, Licences, Site Planning Applications.

**Waste hierarchy** reduce, re – use, recover/recycle

## Unit 206

# Understand environmental protection in the waste and recycling industry

**Level:** 2  
**Credit value:** 2  
**UAN:** Y/602/0512

### Unit aim

The aim of this unit is to provide the learner with an understanding of the potential harm to the environment from waste and how this can be minimised.

### Learning outcomes

There are **three** learning outcomes to this unit. The learner will:

1. understand the potential hazards to the environment when working in the waste and recycling industry
2. understand how to reduce environmental impact from waste and waste materials
3. understand the impact of waste materials on the environment

### Guided learning hours

It is recommended that **20** hours should be allocated for this unit, although patterns of delivery are likely to vary.

### Details of the relationship between the unit and relevant national standards

This unit is linked to the Understand Environmental Protection in the waste and recycling industry AM2.

### Support of the unit by a sector or other appropriate body

This unit is endorsed by EUSSC.

### Assessment

This unit will be assessed by:

- an internally marked multiple choice test.

## Unit 206

# Understand environmental protection in the waste and recycling industry

## Outcome 1

understand the potential hazards to the environment when working in the waste and recycling industry

### Assessment Criteria

The learner can:

1. describe a minimum of 3 potential **hazards** that could have an impact on the environment
2. describe the potential harm to the environment these **hazards** could have
3. explain what an 'Environmental Risk Assessment' is
4. explain '**Statutory Nuisance**'
5. give two examples of a 'Statutory Nuisance'.

### Range

**Hazards** emissions, releases, discharges, fly tipping, litter

### Statutory nuisance

- any premises in such a state as to be prejudicial to health or a nuisance;
- smoke emitted from premises so as to be prejudicial to health or a nuisance;
- fumes or gases emitted from premises so as to be prejudicial to health or a nuisance;
- any dust, steam, smell or other effluvia arising on industrial, trade or business premises and being prejudicial to health or a nuisance;
- any accumulation or deposit which is prejudicial to health or a nuisance;
- any animal kept in such a place or manner as to be prejudicial to health or a nuisance;
- any insects emanating from relevant industrial, trade or business premises and being prejudicial to health or a nuisance
- artificial light emitted from premises so as to be prejudicial to health or a nuisance
- noise emitted from premises so as to be prejudicial to health or a nuisance;
- noise that is prejudicial to health or a nuisance and is emitted from or caused by a vehicle, machinery or equipment in a street

## Unit 206

## Understand environmental protection in the waste and recycling industry

### Outcome 2

understand how to reduce environmental impact from waste and waste materials

#### Assessment Criteria

The learner can:

1. explain a range of ways of **reducing the impact** on the environment when working with waste and waste materials.
2. explain what **sustainable practices** are in the waste and recycling industry.

#### Range

**Reducing the impact** containment, bundling, clean up, disposal, venting, scrubbing, treatment.

**Sustainable practices** life cycle, green purchasing, route planning/optimising, closed loop, packaging.

## Unit 206

## Understand environmental protection in the waste and recycling industry

### Outcome 3

understand the impact of waste materials on the environment

#### Assessment Criteria

The learner can:

1. provide a minimum of 2 examples of **hazards** to the environment that waste materials could present
2. provide a minimum of 2 examples of how the risk to the environment can be **minimised**
3. identify principle **legislation** regarding waste materials and the environment
4. describe how the environment is **protected on site**.

#### Range

**Hazards** plastic packaging, oils, solvents, paints, chemicals, glass, metal banding.

**Minimised** containment, storage, treatment, incineration, pelletising, shredding, culleting, waste hierarchy.

**Legislation** Environmental Protection Act, Waste Carriers Regulations, Duty of Care, Hazardous Waste Regulations.

**Protected on site** interceptors, wheel washes, security fencing, bunds, storage, pest/vermin control.

## Unit 207

# Understand operational systems and procedures in the waste/recycling industry

**Level:** 2  
**Credit value:** 1  
**UAN:** A/602/0440

### Unit aim

This unit aims to ensure the learner understands operational procedures and the importance of following them.

### Learning outcomes

There are **four** learning outcomes to this unit. The learner will:

1. understand work schedules and working procedures in the waste/recycling industry
2. know the principles of waste/recycling handling and transfer
3. know and understand the organisational policies about protecting the environment and self
4. know and understand the organisational policies about proper behaviour in the workplace in the waste and recycling industry

### Guided learning hours

It is recommended that **10** hours should be allocated for this unit, although patterns of delivery are likely to vary.

### Details of the relationship between the unit and relevant national standards

This unit is linked to the Understand operational systems and procedures in the waste/recycling industry CK1.

### Support of the unit by a sector or other appropriate body

This unit is endorsed by EUSSC.

### Assessment

This unit will be assessed by:

- an internally marked multiple choice test.

## Unit 207

## Understand operational systems and procedures in the waste/recycling industry

### Outcome 1

understand work schedules and working procedures in the waste/recycling industry

#### Assessment Criteria

The learner can:

1. explain what is contained in a **work schedule**
2. explain the **importance** of following a work schedule
3. explain how working **procedures** can effect the work schedule.

#### Range

**Work schedule** timetables, methods, resources, plant and machinery, equipment and materials, duties, responsibilities

**Importance** to avoid accidents and injuries, efficiencies, legal compliance, quality, professional approaches to work

**Procedures** flexibility, accountability, conformance, approval, acceptance, rejection, customer satisfaction



## Unit 207

## Understand operational systems and procedures in the waste/recycling industry

### Outcome 2

know the principles of waste/recycling handling and transfer

#### Assessment Criteria

The learner can:

1. describe common handling methods used on waste/recycling to include:
  - a) terminology used
  - b) collection; transfer; treatment; disposal methods
  - c) machinery used
  - d) equipment used

## Unit 207

## Understand operational systems and procedures in the waste/recycling industry

### Outcome 3

know and understand the organisational policies about protecting the environment and self

#### Assessment Criteria

The learner can:

1. describe the organisational **policies** that are about protecting the environment
2. describe the organisational **policies** that are about protecting:
  - a) self
  - b) others
3. explain what could happen if these organisational policies were not correctly followed.

#### Range

**Environmental policies** clean and tidy workplace, security, litter picking, discharges, releases, containment, spillages, clean up, disposal, site restrictions

**Organisational policies** Health and Safety policies

## Unit 207

## Understand operational systems and procedures in the waste/recycling industry

### Outcome 4

know and understand the organisational policies about proper behaviour in the workplace in the waste and recycling industry

#### Assessment Criteria

The learner can:

1. describe the organisational **policies** that are about behaving professionally in the job role to include policies relating to:
  - a) smoking
  - b) eating
  - c) drinking
  - d) drugs
2. explain the importance of correctly following organisational **policies**
3. explain what could happen if these organisational **policies** were not followed correctly.

#### Range

**Policies** Health and Safety policy Clean and tidy workplace, security, litter picking, discharges, releases, containment, spillages, clean up, disposal, site restrictions, PPE/C, hazards and risks

## Unit 208

# Understand the 'Duty of Care' within the waste/recycling industry

**Level:** 2  
**Credit value:** 1  
**UAN:** K/602/0515

### Unit aim

This unit aims to ensure the learner understands the Duty of Care regulations and how they relate to the organisation and job role.

### Learning outcomes

There are **two** learning outcomes to this unit. The learner will:

1. understand the Duty Of Care regulations
2. understand how the Duty of Care regulations relate to the organisation

### Guided learning hours

It is recommended that **10** hours should be allocated for this unit, although patterns of delivery are likely to vary.

### Details of the relationship between the unit and relevant national standards

This unit is linked to the Understand the 'Duty of Care' within the waste/recycling industry AM6.

### Support of the unit by a sector or other appropriate body

This unit is endorsed by EUSSC.

### Assessment

This unit will be assessed by:

- an internally marked multiple choice test.

## Unit 208

## Understand the 'Duty of Care' within the waste/recycling industry

### Outcome 1

understand the Duty Of Care regulations

#### Assessment Criteria

The learner can:

1. describe the Act relating to the Duty of Care regulations and who it applies to
2. describe the **roles and responsibilities** of each person in the waste management chain.

#### Range

**Roles and responsibilities** producers, importers, storers, transporters, treaters, disposers, brokers

## Unit 208

## Understand the 'Duty of Care' within the waste/recycling industry

### Outcome 2

understand how the Duty of Care regulations relate to the organisation

#### Assessment Criteria

The learner can:

1. describe the **requirements** of the **Duty of Care**
2. explain what the Duty of Care regulations mean for the organisation in terms of:
  - a) waste transfer notes
  - b) hazardous waste consignment notes
3. explain the potential **penalties** for breach of Duty of Care regulations.

#### Range

**Requirements** storage, containment, authorisation, documentation, waste description, European Waste Codes

**Duty of Care** nature and volume of waste, containment, validation, location, responsible persons, importers and producers, carriers, licences and exemptions, movements, multiple collections, carriers, codes, identification numbers, packaging groups

**Penalties** fines, imprisonment, losing job, loss of reputation and contracts

## Unit 209

# Understand the principles of the waste/recycling industry

**Level:** 2  
**Credit value:** 3  
**UAN:** H/602/0514

### Unit aim

This unit aims to ensure the learner understands the principles of the waste/recycling industry, including the purpose of the industry, where waste comes from and goes to and the strategies that exist to minimise waste.

### Learning outcomes

There are **three** learning outcomes to this unit. The learner will:

1. understand the purpose of the waste and recycling industry
2. understand the flow of waste and other materials
3. understand waste minimisation

### Guided learning hours

It is recommended that **30** hours should be allocated for this unit, although patterns of delivery are likely to vary.

### Details of the relationship between the unit and relevant national standards

This unit is linked to the Understand the principles of the waste/recycling industry AM5.

### Support of the unit by a sector or other appropriate body

This unit is endorsed by EUSSC.

### Assessment

This unit will be assessed by:

- an internally marked multiple choice test.

**Unit 209**                      **Understand the principles of the waste/recycling industry**

Outcome 1                      understand the purpose of the waste and recycling industry

**Assessment Criteria**

The learner can:

1. explain the **purpose** of the industry
2. explain the core **activities** of the industry
3. describe the **policies and legislation** that drives the industry.

**Range**

**Purpose** environmental protection, EU/national/local targets; global warming, carbon footprinting

**Activities** Waste minimisation, re-use, recycling, energy recovery, disposal. (ie waste hierarchy)

**Policies and legislation** EU and UK environmental law and policy, Environmental Protection Act, Duty of Care, Hazardous Waste Regulations, Waste carriers Regulations, waste strategy for England and Wales



## Unit 209

## Understand the principles of the waste/recycling industry

### Outcome 2

understand the flow of waste and other materials

#### Assessment Criteria

The learner can:

1. provide a minimum of 2 examples of where waste and other materials **comes from**
2. provide a minimum of 2 examples of where waste and other materials **goes to**
3. provide 2 examples of **illegal waste disposal**.

#### Range

**Comes from** household, commercial, industrial/trade

**Goes to** recycling, waste transfer, recovery, incineration, treatment, discharge, landfill

**Illegal waste disposal** fly tipping, unlicensed carrier, burning, dumping, storing, waste tipped at site not licenced for that waste

## Unit 209

## Understand the principles of the waste/recycling industry

### Outcome 3

understand waste minimisation

#### Assessment Criteria

The learner can:

1. explain what Waste **Minimisation** means
2. explain what the 'Waste **Hierarchy**' means
3. explain what **Zero Waste** means.

#### Range

**Minimisation** reducing, re-using, recovering, recycling, life cycle analysis

**Hierarchy** reduce, re-use, recover/recycle, disposal

**Zero Waste** life cycle analysis, closed loop recycling, design for re-use

**Level:** 2  
**Credit value:** 1  
**UAN:** M/602/0516

**Unit aim**

This unit aims to ensure the learner understands the reasons and targets for recycling to include government, local authority and organisational.

**Learning outcomes**

There are **three** learning outcomes to this unit. The learner will:

1. understand the reasons for recycling
2. understand the targets for recycling
3. understand the Government targets for recycling

**Guided learning hours**

It is recommended that **10** hours should be allocated for this unit, although patterns of delivery are likely to vary.

**Details of the relationship between the unit and relevant national standards**

This unit is linked to the Understand the reasons and targets for recycling AO2.

**Support of the unit by a sector or other appropriate body**

This unit is endorsed by EUSSC.

**Assessment**

This unit will be assessed by:

- an internally marked multiple choice test.

## Unit 210

## Understand the reasons and targets for recycling

### Outcome 1

### understand the reasons for recycling

#### Assessment Criteria

The learner can:

1. explain the need to recycle within:
  - a) the local authority
  - b) the organization
2. explain where collected waste/recyclables **goes to**.

#### Range

**Goes to** waste transfer station, household waste recovery centres, recycling facilities, energy from waste plants, landfill

## Unit 210

### Outcome 2

## Understand the reasons and targets for recycling

### understand the targets for recycling

#### Assessment Criteria

The learner can:

1. describe the **targets** for recycling for:
  - a) the local authority
  - b) the organisation
2. explain what percentage of waste is recycled
  - a) within the organisation
  - b) within the local authority.

#### Range

**Targets** EU and UK laws and targets, recovery rates, target material types

## Unit 210

### Outcome 3

## Understand the reasons and targets for recycling

### understand the Government targets for recycling

#### Assessment Criteria

The learner can:

1. describe the Government **targets** for recycling for
  - a) business
  - b) domestic
2. explain the aims of the Government in terms of recycling.

#### Range

**Targets** EU and UK law and targets, recovery rates, target material types

**Level:** 3  
**Credit value:** 2  
**UAN:** M/602/0435

**Unit aim**

This unit aims to provide the learner with the knowledge to correctly identify and record Hazardous waste.

**Learning outcomes**

There are **four** learning outcomes to this unit. The learner will:

1. know how to identify hazardous waste
2. know the registration requirements as a hazardous Waste Producer
3. know the requirements for hazardous waste consignment notes
4. know the requirements for maintaining a register and keeping records

**Guided learning hours**

It is recommended that **20** hours should be allocated for this unit, although patterns of delivery are likely to vary.

**Details of the relationship between the unit and relevant national standards**

This unit is linked to the How to identify and record Hazardous waste AO8.

**Support of the unit by a sector or other appropriate body**

This unit is endorsed by EUSSC.

**Assessment**

This unit will be assessed by:

- an assignment covering practical skills and underpinning knowledge.

## Unit 301

## How to identify and record hazardous waste

### Outcome 1

know how to identify hazardous waste

#### Assessment Criteria

The learner can:

1. explain the term '**hazardous waste**'
2. identify 2 examples of hazardous wastes
3. identify 3 examples of hazardous **properties**
4. explain what a '**directive**' waste is
5. identify 2 examples of wastes that are not 'directive' wastes.
6. identify the Environmental Waste Catalogue codes for 3 hazardous wastes.

#### Range

**Hazardous waste** potential to harm humans, potential to harm the environment

**Properties** any hazardous categories for transporting dangerous substances eg harmful, dangerous to the environment, oxidising, corrosive, flammable, explosive, toxic, irritant

**Directive waste/s** household, commercial, industrial



## Unit 301

## How to identify and record hazardous waste

### Outcome 2

know the registration requirements as a hazardous Waste Producer

#### Assessment Criteria

The learner can:

1. explain the **criteria** for registering as a Hazardous Waste Producer
2. explain the **exemptions** from registering as a Hazardous Waste Producer.

#### Range

**Criteria** company type, volume of waste produced, auditing, duty of care

**Exemptions** originator, fractions, fly tipped, service operators, premises

## Unit 301

### Outcome 3

## How to identify and record hazardous waste

know the requirements for hazardous waste consignment notes

### Assessment Criteria

The learner can:

1. summarise an example of movement of hazardous waste when a Hazardous Waste Consignment note:
  - a) is required
  - b) is not required
2. summarise an example of when each of the following would be used:
  - a) Standard Hazardous waste consignment note
  - b) Multiple Collection consignment note
  - c) Schedule of Carriers
3. explain how to obtain Hazardous waste consignment notes
4. explain the terms:
  - a) Premises code
  - b) Consignment note code
  - c) SIC code
  - d) Waste Management Operation (R and D codes)
5. explain when it is necessary to complete Packing Group and UN identification number information.

## Unit 301

### Outcome 4

## How to identify and record hazardous waste

know the requirements for maintaining a register and keeping records

### Assessment Criteria

The learner can:

1. explain the record keeping requirements for maintaining a register
2. explain how the requirements for different people in the chain vary. To include:
  - a) producer
  - b) consignor
  - c) holder
  - d) carrier
  - e) consignee
3. explain the requirements for Consignee Quarterly returns
4. explain the requirements for Producer returns.

## Unit 302

## Know about waste treatment technologies

**Level:** 3  
**Credit value:** 3  
**UAN:** T/602/0517

### Unit aim

The unit aims to ensure the learner understands new and near market technologies for the waste management industry.

### Learning outcomes

There are **six** learning outcomes to this unit. The learner will:

1. understand the historical, social and legal context for sustainable waste management
2. understand physical waste management technologies
3. understand biological waste treatment technologies
4. understand advanced thermal waste treatment technologies
5. understand integrated treatment technologies for waste management
6. know about near market technologies

### Guided learning hours

It is recommended that **30** hours should be allocated for this unit, although patterns of delivery are likely to vary.

### Details of the relationship between the unit and relevant national standards

This unit is linked to the Know about waste treatment technologies AO5.

### Support of the unit by a sector or other appropriate body

This unit is endorsed by EUSSC.

### Assessment

This unit will be assessed by:

- an assignment covering practical skills and underpinning knowledge.

## Unit 302

## Know about waste treatment technologies

### Outcome 1

understand the historical, social and legal context for sustainable waste management

#### Assessment Criteria

The learner can:

1. outline the **history of waste management** in the UK
2. outline why particular **disposal techniques** have historically been used.

#### Range

**History of waste management** social, economic, and legal drivers in the UK

**Disposal techniques** landfill, incineration, deep burial

## Unit 302

## Know about waste treatment technologies

### Outcome 2

understand physical waste management technologies

#### Assessment Criteria

The learner can:

1. identify which **physical waste management technologies** are used by:
  - a) the organisation
  - b) the local authority
2. describe the **benefits** and **limitations** of these technologies.

#### Range

**Physical waste management technologies** magnetic, density, air resistance, optical, volume

**Benefits** volume reduction, separation of different waste streams, sorting into size fractions, is inline with waste hierarchy requirements

**Limitations** contamination, items with similar properties can be difficult to separate, noise, dust, vibration

## Unit 302

## Know about waste treatment technologies

### Outcome 3

### understand biological waste treatment technologies

#### Assessment Criteria

The learner can:

1. identify which **biological waste treatment** technologies are used by:
  - a) the organisation
  - b) the local authority
2. describe the **benefits** and **limitations** of these technologies.

#### Range

**Biological waste treatment technologies** composting (windrow and in vessel), anaerobic digestion, mechanical biological treatment (MBT)

**Benefits** reduces waste to landfill, reduces methane emissions, follows waste hierarchy requirement

**Limitations** requires hard sanding to control leachate, can be odourous, requires strict quality control to meet standards, requires centralised composting rather than home composting

## Unit 302

### Outcome 4

## Know about waste treatment technologies

understand advanced thermal waste treatment technologies

### Assessment Criteria

The learner can:

1. identify which **advanced thermal waste treatment technologies** are used by
  - a) the organisation
  - b) the local authority
2. describe the **benefits** and **limitations** of these technologies.

### Range

**Advanced thermal waste treatment technologies** Incineration, gasification and pyrolysis

**Benefits** reduces volume up to 90%, expensive capital projects, better than landfill under the waste hierarchy, some generate electricity

**Limitations** not liked by public, historically have a poor record, strong environmental lobby against incineration, gasification and pyrolysis are less proven than incineration in large volumes



## Unit 302

### Outcome 5

## Know about waste treatment technologies

understand integrated treatment technologies for waste management#

### Assessment Criteria

The learner can:

1. identify which **integrated treatment technologies** for waste management are used by:
  - a) the organisation
  - b) the local authority
2. describe the **benefits** and **limitations** of these technologies.

### Range

**Integrated treatment technologies** life cycle analysis, physical (landfill, recycling), thermal (waste to energy), biological (composting)

**Benefits** brings several technologies and processes together in one place so can reduce transport

**Limitations** failure of one process can affect viability of the whole process

## Unit 302

## Know about waste treatment technologies

### Outcome 6

### know about near market technologies

#### Assessment Criteria

The learner can:

1. explain what is meant by **near market technologies**
2. provide an **example** of a **near market technology** that will impact upon:
  - a) the organisation
  - b) the local authority
3. describe the **benefits** and **limitations** of the **near market technology**.

#### Range

**Near market technologies** NMTs are technologies that are not economically or technologically or socially viable at the moment but could become so with changes in economic conditions, new technology or changes in social values and beliefs

#### Examples

- Aerobic and Anaerobic technologies
- Mechanical and Biological Treatment/Pre-Treatment
- Other Refused derived fuel or material preparation systems (Pyrolysis, Gasification and Thermal Treatment/s)

**Benefits** allows waste that was not recyclable to be recycled, may lift waste treatment up the waste hierarchy, may be more efficient

**Limitations** technologies may fail, technologies, financial conditions and social views may change and make the technology unviable or obsolete, risk to new adopters that it cannot deliver promises

## Unit 303

# Technical aspects of managing waste and resources

**Level:** 3  
**Credit value:** 2  
**UAN:** H/602/0433

### Unit aim

The unit aims to provide the learner with an understanding of the concepts for waste processing technologies in the UK and the barriers that limit the uptake of those technologies as well as the principles and procedures for waste transfer. The learner will gain an understanding of effective communication within and without the site.

### Learning outcomes

There are **four** learning outcomes to this unit. The learner will:

1. understand the concepts for different physical, chemical, biological and thermal treatment processes available in the UK
2. understand the technical, financial, political, planning and other barriers limiting the uptake of different technologies
3. understand the importance of effective communication within the work environment including those relevant to but outside of the site boundaries
4. understand the principles and procedures for waste transfer

### Guided learning hours

It is recommended that **20** hours should be allocated for this unit, although patterns of delivery are likely to vary.

### Details of the relationship between the unit and relevant national standards

This unit is linked to the Technical Aspects of Waste Managing Waste and Resources AO6.

### Support of the unit by a sector or other appropriate body

This unit is endorsed by EUSSC.

### Assessment

This unit will be assessed by:

- an assignment covering practical skills and underpinning knowledge.

## **Unit 303**

## **Technical aspects of managing waste and resources**

### **Outcome 1**

understand the concepts for different physical, chemical, biological and thermal treatment processes available in the UK

### **Assessment Criteria**

The learner can:

1. determine the different options for physical, chemical, biological and thermal treatment of wastes currently available in the UK including the option of MBT processes
2. summarise the principles on which physical, chemical, biological and thermal treatment processes operate and the types of wastes they can treat.

## Unit 303

## Technical aspects of managing waste and resources

### Outcome 2

understand the technical, financial, political, planning and other barriers limiting the uptake of different technologies

#### Assessment Criteria

The learner can:

1. explain the technical, political and financial **barriers** to the uptake of different technologies
2. explain how they can influence the development of different waste treatment technologies
3. determine any further **barriers** that may limit the uptake of different waste treatment technologies.

#### Range

**Barriers** sustainable markets, commercial opposition, licensing, commercialisation, adoption rates, planning systems, consents, health and safety, local communities, opposition groups, local bylaws, flora and fauna

## Unit 303

## Technical aspects of managing waste and resources

### Outcome 3

understand the importance of effective communication within the work environment including those relevant to but outside of the site boundaries

#### Assessment Criteria

The learner can:

1. summarise where effective communication and consultation can benefit the site relationship with the **local community**
2. explain how effective communication can improve relationships within the workplace.

#### Range

**Local community** general public, media, community, neighbours, investors, regulatory bodies, local authorities, environmental pressure groups

## Unit 303

## Technical aspects of managing waste and resources

### Outcome 4

understand the principles and procedures for waste transfer

#### Assessment Criteria

The learner can:

1. summarise the **principles of waste transfer** and the potential **risk** to the environment from the activity
2. explain the **procedure** for waste transfer, minimizing effect on the environment.

#### Range

**Principles of waste transfer** route efficiency, fuel economy, licensed carriers, bulking up, waste segregation

**Risk** contamination, pollution, human health

**Procedure** containment, licensing, duty of care, hazardous waste consignment notes

## Unit 304

# Understand environmental permitting in England and Wales

**Level:** 3  
**Credit value:** 2  
**UAN:** K/602/0434

### Unit aim

This unit is aimed at making sure the learner understands the purpose and requirements of environmental permitting, including applications and variations for permits and how permits are enforced.

### Learning outcomes

There are **five** learning outcomes to this unit. The learner will:

1. understand the Environmental Permitting Regulations
2. understand who should apply for an Environmental Permit
3. understand the application process for an Environmental Permit
4. understand how to amend Environmental Permits
5. understand how Environmental Permits are enforced

### Guided learning hours

It is recommended that **20** hours should be allocated for this unit, although patterns of delivery are likely to vary.

### Details of the relationship between the unit and relevant national standards

This unit is linked to the Understand Environmental Permitting in England and Wales A09.

### Support of the unit by a sector or other appropriate body

This unit is endorsed by EUSSC.

### Assessment

This unit will be assessed by:

- an assignment covering practical skills and underpinning knowledge.



## Unit 304

## Understand environmental permitting in England and Wales

### Outcome 1

understand the Environmental Permitting Regulations

#### Assessment Criteria

The learner can:

1. explain the purpose of the Environmental Permitting Regulations
2. explain the requirements of the Environmental Permitting Regulations
3. explain the terms:
  - a) **Standard Permit**
  - b) **Bespoke Permit**
4. identify examples of 2 of the available Standard Permits
5. identify 2 waste exemptions categories within the regulations
6. explain what is meant by a '**Fit and Proper Person**'.

#### Range

**Standard Permit** fixed rules, common activities, fixed charges

**Bespoke Permit** specific to activities – sector list

**Fit and Proper Persons** financial, technical, criminal history

**Unit 304**                    **Understand environmental permitting in England and Wales**

Outcome 2                    understand who should apply for an Environmental Permit

**Assessment Criteria**

The learner can:

1. explain **who** should apply for an Environmental Permit.

**Range**

**Who** those people/organisations handling, transporting, storing and producing controlled waste; industrial, commercial, household waste; liquid, solid, hazardous, non hazardous

## Unit 304

## Understand environmental permitting in England and Wales

### Outcome 3

understand the application process for an Environmental Permit

#### Assessment Criteria

The learner can:

1. explain who you would apply to for an Environmental Permit
2. explain the **application process**
3. explain where to locate sources of **information and guidance**.

#### Range

#### Application process

Part/s A, B, C, E, F.

Pre – application guidance

Person/s making the application

Type of application

Site location map

Planning consents

Technical skills

Activities

**Information and guidance** environment agency, local authority, internet, commercial operators

## Unit 304

## Understand environmental permitting in England and Wales

### Outcome 4

understand how to amend Environmental Permits

#### Assessment Criteria

The learner can:

1. explain the procedure for the following:
  - a) making a **variation** to an existing permit
  - b) **transferring** a permit
  - c) **surrendering** a permit

#### Range

**Variations** existing facilities, Part C, tiers

**Transferring** tiers, regulatory guidance notes

**Surrendering** category of surrender, regulatory guidance notes

## Unit 304

## Understand environmental permitting in England and Wales

### Outcome 5

understand how Environmental Permits are enforced

#### Assessment Criteria

The learner can:

1. explain the **attributes** considered in the Operational Risk Appraisal (OPRA) scheme
2. identify two examples of circumstances which would affect the OPRA banded profile:
  - a) Positively
  - b) Negatively
3. explain the Compliance Classification Scheme (CCS) for breaches of permit conditions in terms of:
  - a) the 4 **CCS categories**
  - b) how a score could affect the organisation
4. explain who has the power to enforce environmental permits
5. explain the **aims** of enforcement
6. identify 2 potential offences under the Environmental Permitting Regulations
7. explain the potential **enforcement action** which may be taken under the Environmental Permitting Regulations.

#### Range

**Attributes** inputs, industrial process, outputs, environment in which it is happening

**CCS categories** 1. major, 2. significant, 3. minor, 4. no impact

**Aims** to ensure compliance to reduce the potential of harm to the environment and people.

**Enforcement Action** unlimited fines, imprisonment, closure of site

## Unit 305

## Understand management systems

**Level:** 3  
**Credit value:** 2  
**UAN:** T/602/0436

### Unit aim

This unit aims to ensure the learner understands what a management system is, how it works and the various systems that can be used.

### Learning outcomes

There is **one** learning outcome to this unit. The learner will:

1. understand Management Systems

### Guided learning hours

It is recommended that **20** hours should be allocated for this unit, although patterns of delivery are likely to vary.

### Details of the relationship between the unit and relevant national standards

This unit is linked to the Understand Management Systems AO4.

### Support of the unit by a sector or other appropriate body

This unit is endorsed by EUSSC.

### Assessment

This unit will be assessed by:

- an assignment covering practical skills and underpinning knowledge.

## Unit 305

## Understand management systems

### Outcome 1

### understand Management Systems

#### Assessment Criteria

The learner can:

1. explain what a Management System is in terms of:
  - a) **environmental**
  - b) **Health and Safety**
  - c) **quality**
  - d) **asset**
2. explain the **activities** that are covered in a Management System
3. explain how management systems can be **integrated** with existing organisational systems
4. explain the benefits of an integrated Management System
5. explain the role of **audit** within Management systems.

#### Range

**Environmental Management Systems** ISO 14001, significant impacts, policy, training, mitigation, review, improvements, records

**Health & Safety Management Systems** OHSAS 18001, policy, organising, planning & implementing, monitoring, reviewing, auditing

**Quality Management Systems** ISO 9001/ 9002 (ie 9000 series), structure, responsibilities, methods, processes, resources, continuous improvement, customer satisfaction

**Asset Management Systems** maintaining, operating, upgrading

**Activities** organisational, operational, commercial

**Integration** addressing common concerns, aligning management processes, aligning stakeholder processes, documentation, linkage, emergency responses, risk management, continual improvement

**Audit** appraisal, evaluation, review, adequacy, response, monitoring, effectiveness.

## Unit 306

# Understand planning requirements in the waste/recycling industry

**Level:** 3  
**Credit value:** 3  
**UAN:** J/602/0439

### Unit aim

This unit aims to make sure the learner understands the requirements and responsibilities of planning within the waste/recycling industry, from knowing about the types of developments which require planning permission, through to understanding the application process, compliance and breach of control.

### Learning outcomes

There are **five** learning outcomes to this unit. The learner will:

1. understand the types of development that require planning permission in the waste/recycling industry
2. understand the requirements of planning regulations as applied to the waste/recycling industry
3. understand the process for gaining planning permission
4. understand compliance with planning permission
5. understand how planning permits are enforced

### Guided learning hours

It is recommended that **30** hours should be allocated for this unit, although patterns of delivery are likely to vary.

### Details of the relationship between the unit and relevant national standards

This unit is linked to the Understand planning requirements in the waste/recycling industry AO7.

### Support of the unit by a sector or other appropriate body

This unit is endorsed by EUSSC.

### Assessment

This unit will be assessed by:

- an assignment covering practical skills and underpinning knowledge.



## Unit 306

## Understand planning requirements in the waste/recycling industry

### Outcome 1

understand the types of development that require planning permission in the waste/recycling industry

#### Assessment Criteria

The learner can:

1. explain the types of **development** that require planning permission in the waste/recycling industry.

#### Range

**Development** treatment, recycling, landfill, incineration, thermal, composting, waste transfer, scrapyards

## Unit 306

## Understand planning requirements in the waste/recycling industry

### Outcome 2

understand the requirements of planning regulations as applied to the waste/recycling industry

#### Assessment Criteria

The learner can:

1. explain the **requirement** of planning regulations in relation to the waste/recycling industry, to include:
  - a) new facilities
  - b) changes to operations
2. explain the purpose of planning development control.

#### Range

**Requirement** Site plan, geology, topography, operations, air quality, biodiversity, flora, fauna, environmental impact assessment (EIA), site waste management plan, flood risk, foul sewerage, transport, access and parking, land use, landscaping, after care and remediation, physical and operational changes, human and environmental impacts

## **Unit 306**

## **Understand planning requirements in the waste/recycling industry**

### **Outcome 3**

understand the process for gaining planning permission

### **Assessment Criteria**

The learner can:

1. explain the process for gaining planning permission for the following:
  - a) new facilities
  - b) changes to operations

## Unit 306

## Understand planning requirements in the waste/recycling industry

### Outcome 4

understand compliance with planning permission

#### Assessment Criteria

The learner can:

1. explain how compliance with planning permission is monitored, to include:
  - a) regularity of monitoring
  - b) who is responsible for monitoring

## Unit 306

## Understand planning requirements in the waste/recycling industry

### Outcome 5

understand how planning permits are enforced

#### Assessment Criteria

The learner can:

1. explain a **situation** when enforcement would apply
2. explain **who** has the power to enforce planning issues
3. explain the aims of enforcement
4. identify 2 potential **breaches** of planning permission requirements
5. explain the potential enforcement **action** that may be taken against organisations who breach planning permission requirements.

#### Range

**Situation** breaches, non compliance, discharges, emissions, spillage.

**Who** Environment Agency, local authority, HSE.

**Breaches** operating permissions not in place or not complied with, site usage not covered by planning law, environmental not covered by planning law

**Action** notices, fines, imprisonment, site closure, licence evoked

## Unit 307

# Understand policy and legislation in the waste management industry

**Level:** 3  
**Credit value:** 1  
**UAN:** K/602/0420

### Unit aim

This unit aims to ensure the learner understands the policies and legislation in the waste management industry.

### Learning outcomes

There are **four** learning outcomes to this unit. The learner will:

1. understand the key stakeholders within the sector; their roles and interrelationships
2. understand which European/UK legislation/codes of practice and guidance notes are relevant to waste and resource management facilities
3. understand what non-legislative drivers are affecting changes in wastes and resources management practices
4. understand why waste needs to be treated or disposed of in ways other than through landfill

### Guided learning hours

It is recommended that **10** hours should be allocated for this unit, although patterns of delivery are likely to vary.

### Details of the relationship between the unit and relevant national standards

This unit is linked to the Understand Policy and Legislation in the waste management industry AO1.

### Support of the unit by a sector or other appropriate body

This unit is endorsed by EUSSC.

### Assessment

This unit will be assessed by:

- an assignment covering practical skills and underpinning knowledge.

## Unit 307

## Understand policy and legislation in the waste management industry

### Outcome 1

understand the key stakeholders within the sector; their roles and interrelationships

#### Assessment Criteria

The learner can:

1. determine **stakeholders** relevant to the waste and resources management sector
2. explain the roles and responsibilities of **stakeholders** in the waste and resources management industry and how their interaction will affect subsequent treatment options.

#### Range

**Stakeholders** neighbours, investors, enforcement agencies, planning committees, local authorities, media, community, site users, environmental pressure groups

## Unit 307

## Understand policy and legislation in the waste management industry

### Outcome 2

understand which European/UK legislation/codes of practice and guidance notes are relevant to waste and resource management facilities

#### Assessment Criteria

The learner can:

1. determine European/UK **legislation, codes of practice and guidance** notes relevant to the UK waste and resources management
2. **interpret** the requirements of the legislation, code of practice and guidance in relation to operating a permitted wastes and resource management facility
3. explain how 'waste' is defined and the use of protocols which determine when waste has ceased to be waste.

#### Range

##### **Legislation, codes of practice and guidance**

EU Directives, UK Acts and regulations, waste management guidance notes, Approved Codes of Practice

**Interpret** (to include:) planning consents, licence conditions, permits, discharges, emissions, health and safety requirements



## Unit 307

## Understand policy and legislation in the waste management industry

### Outcome 3

understand what non-legislative drivers are affecting changes in wastes and resources management practices

#### Assessment Criteria

The learner can:

1. determine non-legislative **drivers** which are affecting change in waste and resources management practices
2. explain how these **drivers** will affect the ways waste and resources are managed in the future.

#### Range

**Drivers** commercial drivers, social and community drivers, economic drivers, environmental drivers, technological

## Unit 307

## Understand policy and legislation in the waste management industry

### Outcome 4

understand why waste needs to be treated or disposed of in ways other than through landfill

#### Assessment Criteria

The learner can:

1. explain the **legislative targets** for reduction of waste to landfill
2. evaluate the environment impacts of diverting waste from landfill in relation to different **hierarchy** options.

#### Range

**Legislative targets** EU directives, National targets, Landfill tax, LATS

**Hierarchy** reduce, re-use, recycle, recover

## Unit 308

# Understand the principles of identifying and classifying waste

**Level:** 3  
**Credit value:** 2  
**UAN:** T/602/0419

### Unit aim

This unit aims to ensure the learner understands the different categories of waste and can relate them to the codes that apply.

### Learning outcomes

There are **four** learning outcomes to this unit. The learner will:

1. know the different categories of waste
2. understand the European Waste Codes
3. understand the difference between hazardous waste and non-hazardous waste
4. understand circumstances when wastes would be 'unacceptable'

### Guided learning hours

It is recommended that **20** hours should be allocated for this unit, although patterns of delivery are likely to vary.

### Details of the relationship between the unit and relevant national standards

This unit is linked to the Understand the principles of identifying and classifying waste AM5.

### Support of the unit by a sector or other appropriate body

This unit is endorsed by EUSSC.

### Assessment

This unit will be assessed by:

- an assignment covering practical skills and underpinning knowledge.

## Unit 308

## Understand the principles of identifying and classifying waste

### Outcome 1

know the different categories of waste

#### Assessment Criteria

The learner can:

1. explain what wastes are
2. explain the different **categories** and definitions of waste
3. summarise the waste materials in terms of **type**
4. explain the EU Term 'Municipal'.

#### Range

**Categories** directive waste, controlled (domestic/commercial/industrial and municipal)  
hazardous/non-hazardous; clinical

**Types** glass/paper/card; food/kitchen; biodegradable/putresible; metal; plastic; cloth/fabric;  
garden/'green' waste.

## Unit 308

## Understand the principles of identifying and classifying waste

### Outcome 2

understand the European Waste Codes

#### Assessment Criteria

The learner can:

1. explain the **purpose** of the European Waste Codes
2. compare the **European Waste Codes** and how they are derived for wastes.

#### Range

**Purpose** permits, Duty of Care, classification, requirements, handling, packaging, processing, disposal. recording, monitoring, controlling

**European Waste Codes** European Waste Catalogue, generating processes, absolute entries, mirror entries, SIC codes.

## Unit 308

## Understand the principles of identifying and classifying waste

### Outcome 3

understand the difference between hazardous waste and non-hazardous waste

#### Assessment Criteria

The learner can:

1. explain the different **types** of waste and **other materials** within the waste/recycling industry
2. explain the type of waste and **other materials** worked with
3. explain the **types** of waste and **other materials** handled by the organisation
4. give 3 examples of:
  - a) non-hazardous waste
  - b) Hazardous waste

#### Range

**Types** commercial, industrial, household, chemical, biological, solid, liquid, gaseous, farm, food, hazardous, clinical, municipal, confidential, sanitary

**Other materials** plastics, glass, wood, metal, polythene, cardboard, oils, batteries, lamps, electrical, white goods

## Unit 308

## Understand the principles of identifying and classifying waste

### Outcome 4

understand circumstances when wastes would be 'unacceptable'

#### Assessment Criteria

The learner can:

1. give 3 examples of when wastes would be '**unacceptable**'
2. explain how to **identify and deal** with unacceptable wastes.

#### Range

**Unacceptable waste** Incomplete transfer notes, unclassified, dangerous, hazardous, unknown origin

**Identify and deal** visual inspection, smell, waste acceptance procedures. turn away, quarantine, hold, contain, report

## Unit 309

# Understand the requirements for the transportation of waste

**Level:** 3  
**Credit value:** 2  
**UAN:** M/602/0421

### Unit aim

This unit aims to ensure the learner understands organisational and legal requirements when using a vehicle to transport waste.

### Learning outcomes

There are **six** learning outcomes to this unit. The learner will:

1. know how to check the vehicle for safety
2. understand the effect loads have on a vehicle
3. understand the importance of containing the load
4. understand how to deal with problems on the road
5. understand safe driving
6. understand how to drive efficiently

### Guided learning hours

It is recommended that **20** hours should be allocated for this unit, although patterns of delivery are likely to vary.

### Details of the relationship between the unit and relevant national standards

This unit is linked to the Understand the requirements for the transportation of waste AO<sub>3</sub>.

### Support of the unit by a sector or other appropriate body

This unit is endorsed by EUSSC.

### Assessment

This unit will be assessed by:

- an assignment covering practical skills and underpinning knowledge.



## Unit 309

## Understand the requirements for the transportation of waste

### Outcome 1

know how to check the vehicle for safety

#### Assessment Criteria

The learner can:

1. explain how to check the **vehicle** for **safety** to include:
  - a) load
  - b) wear and tear on vehicle parts
  - c) operation of vehicle controls and equipment
  - d) vehicle handling
2. explain what constitutes a variance
3. explain how to identify variances
4. explain what procedure must be followed when a variance is identified.

#### Range

**Vehicle safety** vehicle inspection checklist, maintenance, servicing, defect reporting, hazards, beacons, horns, brakes, mirrors, fluids, oils

## Unit 309

## Understand the requirements for the transportation of waste

### Outcome 2

understand the effect loads have on a vehicle

#### Assessment Criteria

The learner can:

1. explain the **characteristics** of a minimum of 3 different loads
2. explain how these 3 loads could affect vehicle stability
3. explain the **consequences** of overloading a vehicle in terms of:
  - a) legal
  - b) safety
  - c) handling
4. explain **safe loading procedures**.

#### Range

**Characteristics** projecting loads, liquid loads, unevenly distributed over axles, laterally, longitudinally, vertically

#### Consequences

**legal** - fines, imprisonment, endorsements, licence evoked

**safety** - accidents, death, injuries, environmental incidents

**handling** - unstable, steering, balance, stability, emergency breaking

**Safe Loading Procedures** exceeding guidance, even spread, level, secured, covered, safety equipment, tailgates, side panels

## Unit 309

## Understand the requirements for the transportation of waste

### Outcome 3

understand the importance of containing the load

#### Assessment Criteria

The learner can:

1. explain the importance of containing the load properly in terms of:
  - a) **Duty of Care**
  - b) **consequences** of the loss of load.

#### Range

**Duty of Care** secure, cannot escape container, cover

**Consequences** pollution incidents, environmental impacts, danger to public safety and health, danger to watercourses, danger to air, danger to land, fauna, flora, animals.

## Unit 309

## Understand the requirements for the transportation of waste

### Outcome 4

understand how to deal with problems on the road

#### Assessment Criteria

The learner can:

1. explain the procedure to follow if the vehicle is involved in:
  - a) a breakdown
  - b) a near miss
  - c) an accident
  - d) a road closure/change of route

#### Range

**Breakdown** vehicle stand down, off highway parking, cones, road users, pedestrians, reporting, hazards, beacons.

**Near miss** incident report; vehicle checks; crew checks; assessing impacts; reporting

**Accident** emergency response, first aid, emergency services, traffic management, investigation, reporting, risk assessing

**Road closure/change of route** route planning, resources, reporting

## Unit 309

## Understand the requirements for the transportation of waste

### Outcome 5

### understand safe driving

#### Assessment Criteria

The learner can:

1. explain the importance of **compliance** with:
  - a) speed limits
  - b) driver hours
  - c) use of seat belt requirements
2. explain how driving could be **affected** by:
  - a) alcohol use
  - b) drug use
  - c) mobile phone use
  - d) driving when tired
3. explain the **purpose** of a tachograph
4. explain the **procedure** when reversing the vehicle.

#### Range

**Compliance** personal safety mandatory requirements, Highway code, safe working practice, road safety

**Affected** impaired vision, reaction time, judgements, speed, distractions, sleeping

**Purpose** driving and rest times, accident investigation, speed monitoring

**Procedure** reversing assistant, mirrors, cab monitor, communication, traffic management, hazards, beacons

## Unit 309

## Understand the requirements for the transportation of waste

### Outcome 6

understand how to drive efficiently

#### Assessment Criteria

The learner can:

1. explain how to optimise **fuel efficiency**:
  - a) with a full load
  - b) with no load

#### Range

**Fuel efficiency** even load distribution, route planning, tyre pressures, fuel, oil, water, speed controllers, braking, idling times.

**Level:** 3  
**Credit value:** 5  
**UAN:** Y/600/9669

**Unit aim**

This unit helps learners to plan and allocate the work for a team, and support, monitor and improve team performance.

**Learning outcomes**

There are **five** learning outcomes to this unit. The learner will:

1. be able to plan work for a team
2. be able to allocate work across a team
3. be able to manager team members to achieve team objectives
4. be able to monitor and evaluate the performance of a team
5. be able to improve the performance of a team

**Guided learning hours**

It is recommended that **25** hours should be allocated for this unit, although patterns of delivery are likely to vary.

**Details of the relationship between the unit and relevant national standards**

This unit is the MSC D5 Plan, allocate and monitor work of a team.

**Support of the unit by a sector or other appropriate body**

This unit is endorsed by EUSSC.

**Assessment**

This unit will be assessed by:

- a portfolio of evidence.

## **Unit 310**

## **Plan, allocate and monitor work of a team**

### **Outcome 1**

### **Be able to plan work for a team**

#### **Assessment Criteria**

The learner can:

1. agree team objectives with own manger
2. develop a plan for a team to meet agreed objectives, taking into account capacity and capabilities of the team.



## **Unit 310**

## **Plan, allocate and monitor work of a team**

### **Outcome 2**

### **Be able to allocate work across a team**

#### **Assessment Criteria**

The learner can:

1. discuss team plans with a team
2. agree work allocation and SMART objectives with team members
3. agree standard of work required by team.

## **Unit 310**

## **Plan, allocate and monitor work of a team**

### **Outcome 3**

Be able to manage team members in order to achieve team objectives

#### **Assessment Criteria**

The learner can:

1. support all team members in order to achieve team objectives

## **Unit 310**

## **Plan, allocate and monitor work of a team**

### **Outcome 4**

Be able to monitor and evaluate team performance of team members

#### **Assessment Criteria**

The learner can:

1. assess team members work against agreed standards and objectives
2. identify and monitor conflict within a team
3. identify causes for team members not meeting team objectives

**Unit 310**

**Plan, allocate and monitor work of a team**

Outcome 5

Be able to improve the performance of a team

**Assessment Criteria**

The learner can:

1. identify ways of improving team performance
2. provide constructive feedback to team members to improve their performance
3. implement identified ways of improving team performance

## Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on [www.cityandguilds.com](http://www.cityandguilds.com).

***Centre Manual - Supporting Customer Excellence*** contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

***Our Quality Assurance Requirements*** encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

***Access to Assessment & Qualifications*** provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information such on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

## Useful contacts

<b>UK learners</b> General qualification information	<b>T: +44 (0)844 543 0033</b> <b>E: learnersupport@cityandguilds.com</b>
<b>International learners</b> General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: <b>intcg@cityandguilds.com</b>
<b>Centres</b> Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: <b>centresupport@cityandguilds.com</b>
<b>Single subject qualifications</b> Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: <b>singlesubjects@cityandguilds.com</b>
<b>International awards</b> Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: <b>intops@cityandguilds.com</b>
<b>Walled Garden</b> Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: <b>walledgarden@cityandguilds.com</b>
<b>Employer</b> Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: <b>business@cityandguilds.com</b>
<b>Publications</b> Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

If you have a complaint, or any suggestions for improvement about any of the services that City & Guilds provides, email: **feedbackandcomplaints@cityandguilds.com**

---

Published by City & Guilds  
1 Giltspur Street  
London  
EC1A 9DD  
T +44 (0)844 543 0000  
F +44 (0)20 7294 2413  
[www.cityandguilds.com](http://www.cityandguilds.com)

City & Guilds is a registered charity  
established to promote education and  
training