

# Entry 2 Skills for Working Life (4807-02)

October 2017 Version 1.1



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October 2017  
Version 1.1

Assessment recording documents for  
Recycling (Units 254-258)

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# RECYCLING E2

Unit no:	254	Unit title: <b>Collect kerbside waste materials</b>	<b>Credit Value 2</b>
<b>Guidance:</b> For this unit, any type of waste material could be collected, but the materials should be safe for the learner to handle and lift. The kerbside should be simulated for the safety of the learner. Also refer to the Energy & Utility Skills interactive safety programme ‘A day in the life of ‘Streetsafe Sam’ – module 1 – waste collection’. Available from Energy & Utility Skills.			
Learning Outcome:		The learner will be able to: <ul style="list-style-type: none"> <li>• Complete a collection of waste material correctly and safely</li> </ul>	
<b>Assessor Initials/Date</b>			
			<b>E M</b>
<b>Practical Evidence</b>			
<b>Knowledge Evidence</b> ( <i>evidence of answers given to be recorded in portfolio</i> )			
<b>DECLARATION</b> – The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

## RECYCLING E2

Unit no:	255	Unit title:	<b>Separate waste materials</b>		Credit Value	<b>1</b>
<p><b>Guidance:</b> For this unit, any type of waste material could be collected, but the materials should be safe for the learner to handle and sort.</p>						
Learning Outcome:		The learner will be able to: <ul style="list-style-type: none"> <li>• Receive and separate material for recycling</li> </ul>				
<b>Assessor Initials/Date</b>						
						<b>E M</b>
<b>Practical Evidence</b>						
						<ul style="list-style-type: none"> <li>• Recognise and wear personal protective clothing</li> </ul>
						<ul style="list-style-type: none"> <li>• Receive collected material and position for processing</li> </ul>
						<ul style="list-style-type: none"> <li>• Clear and prepare work area</li> </ul>
						<ul style="list-style-type: none"> <li>• Recognise work station table/work bench</li> </ul>
						<ul style="list-style-type: none"> <li>• Transport container to work station</li> </ul>
						<ul style="list-style-type: none"> <li>• Lift and handle container correctly and safely</li> </ul>
						<ul style="list-style-type: none"> <li>• Remove contents of container</li> </ul>
						<ul style="list-style-type: none"> <li>• Recycle container and securing device</li> </ul>
				<ul style="list-style-type: none"> <li>• Recognise <u>at least three</u> materials to be recycled (<i>indicate which ones were recognised</i>):</li> </ul>		
				Materials:		<ul style="list-style-type: none"> <li>- Cardboard</li> <li>- Paper</li> <li>- Metal               <ul style="list-style-type: none"> <li>: Aluminium</li> <li>: Mild Steel</li> </ul> </li> <li>- Textiles</li> <li>- Plastic</li> <li>- Unusable waste</li> <li>- Other (specify)</li> </ul>
						<ul style="list-style-type: none"> <li>• Separate contents into appropriate containers correctly</li> </ul>
						<ul style="list-style-type: none"> <li>• Clean work station</li> </ul>
						<ul style="list-style-type: none"> <li>• Remove and store personal protective clothing</li> </ul>
						<ul style="list-style-type: none"> <li>• Wash and dry hands</li> </ul>
<b>Knowledge Evidence</b> ( <i>evidence of answers given to be recorded in portfolio</i> )						
				<ul style="list-style-type: none"> <li>• A reason for lifting and handling containers correctly and safely</li> </ul>		
				<ul style="list-style-type: none"> <li>• A reason for why it is important to identify materials to be recycled</li> </ul>		
<b>DECLARATION</b> – The Learning Outcome has been achieved by satisfactory performance of all the components listed above						
Date all assessments completed for this unit:						
Name of Assessor		Signature of Assessor		Name of Learner		Signature of Learner

## RECYCLING E2

Unit no:	256	Unit title:	<b>Glass bottle processing</b>	Credit Value	<b>2</b>
<p><b>Guidance:</b> For this unit, any type of waste material could be collected, but the materials should be safe for the learner to handle and sort.</p>					
Learning Outcome:		The learner will be able to: <ul style="list-style-type: none"> <li>Recycle glass bottles correctly and remove contaminants correctly and safely</li> </ul>			
<b>Assessor Initials/Date</b>					
					<b>E M</b>
<b>Practical Evidence</b>					
					<ul style="list-style-type: none"> <li>Recognise and wear personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>Recognise <b>all</b> types of glass bottles:</li> </ul>
					- Clear
					- Brown
					- Green
					- Blue
					<ul style="list-style-type: none"> <li>Recognise <b>all</b> three capital letters:</li> </ul>
					- C
					- B
					- G
					<ul style="list-style-type: none"> <li>Recognise <u>at least</u> <b>three</b> contaminants (<i>indicate which were correctly recognised</i>):</li> </ul>
				Contaminates:	<ul style="list-style-type: none"> <li>Liquid</li> <li>Solid material</li> <li>Metals</li> <li>Wire</li> <li>Plastics</li> <li>Wood</li> <li>Textiles</li> </ul>
					<ul style="list-style-type: none"> <li>Remove contaminants</li> </ul>
					<ul style="list-style-type: none"> <li>Separate glass bottles by colour</li> </ul>
					<ul style="list-style-type: none"> <li>Recognise <b>two</b> suitable containers for transportation:</li> </ul>
				Containers:	<ul style="list-style-type: none"> <li>Cardboard box</li> <li>Wooden box</li> <li>Metal box</li> <li>Plastic box</li> </ul>
					<ul style="list-style-type: none"> <li>Transport in suitable container</li> </ul>
					<ul style="list-style-type: none"> <li>Load bottles into container safely</li> </ul>
					<ul style="list-style-type: none"> <li>Transport bottles safely to the bottle bank</li> </ul>
					<ul style="list-style-type: none"> <li>Sort bottles into appropriate receptacle accurately</li> </ul>
					<ul style="list-style-type: none"> <li>Remove and store personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>Wash and dry hands</li> </ul>

Continued.....


## RECYCLING E2

Unit 256: Glass bottle processing

Continued.....

<b>Knowledge Evidence</b> <i>(evidence of answers given to be recorded in portfolio)</i>			
		• A reason for wearing protective clothing	
		• A reason for handling glass bottles carefully	
		• A reason for separating bottles by colour	
<b>DECLARATION</b> – The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

## RECYCLING E2

Unit no:	257	Unit title:	<b>Separate waste plastic containers</b>	Credit Value	<b>2</b>
<p><b>Guidance:</b> For this unit, any type of waste material could be collected, but the materials should be safe for the learner to handle and sort.</p>					
Learning Outcome:		The learner will be able to: <ul style="list-style-type: none"> <li>Recognise, sort and separate plastic containers into appropriate groups</li> </ul>			
<b>Assessor Initials/Date</b>					
					
<b>Practical Evidence</b>					
					<ul style="list-style-type: none"> <li>Recognise and wear personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>Recognise <b>three</b> different types plastic containers by appearance (write in):</li> </ul>
					-
					-
					-
					<ul style="list-style-type: none"> <li>Recognise the importance of separating different types of plastic containers</li> </ul>
					<ul style="list-style-type: none"> <li>Separate recyclable plastic containers from other waste</li> </ul>
					<ul style="list-style-type: none"> <li>Remove container caps, bottle tops and non recyclable box lids</li> </ul>
					<ul style="list-style-type: none"> <li>Sort plastic containers into appropriate groups</li> </ul>
					<ul style="list-style-type: none"> <li>Remove and store personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>Wash and dry hands</li> </ul>
<b>Knowledge Evidence</b> <i>(evidence of answers given to be recorded in portfolio)</i>					
					<ul style="list-style-type: none"> <li>A reason for separating plastic containers into appropriate groups</li> </ul>
					<ul style="list-style-type: none"> <li>A reason for removing bottle tops/caps</li> </ul>
<b>DECLARATION</b> – The Learning Outcome has been achieved by satisfactory performance of all the components listed above					
Date all assessments completed for this unit:					
Name of Assessor		Signature of Assessor		Name of Learner	
Signature of Learner					

## RECYCLING E2

Unit no:	258	Unit title:	<b>Separate waste metal containers</b>		Credit Value	<b>2</b>
<p><b>Guidance:</b> For this unit, any type of waste material could be collected, but the materials should be safe for the learner to handle and sort.</p>						
Learning Outcome:		The learner will be able to: <ul style="list-style-type: none"> <li>Separate waste metal containers into appropriate groups</li> </ul>				
<b>Assessor Initials/Date</b>						
					<b>E M</b>	
<b>Practical Evidence</b>						
					<ul style="list-style-type: none"> <li>Recognise and wear personal protective clothing</li> </ul>	
					<ul style="list-style-type: none"> <li>Recognise <b>both</b> of the following materials:</li> </ul>	
					- Aluminium containers	
					- Mild steel containers	
					<ul style="list-style-type: none"> <li>Recognise a magnet</li> </ul>	
					<ul style="list-style-type: none"> <li>Identify the effect of a magnet on <b>all</b> of the following:</li> </ul>	
					- Mild steel	
					- Lead	
					- Copper	
					- Aluminium	
					<ul style="list-style-type: none"> <li>Use a magnet correctly</li> </ul>	
					<ul style="list-style-type: none"> <li>Separate metals correctly</li> </ul>	
					<ul style="list-style-type: none"> <li>Store separated metals correctly</li> </ul>	
					<ul style="list-style-type: none"> <li>Remove and store personal protective clothing</li> </ul>	
					<ul style="list-style-type: none"> <li>Wash and dry hands</li> </ul>	
<b>Knowledge Evidence</b> <i>(evidence of answers given to be recorded in portfolio)</i>						
					<ul style="list-style-type: none"> <li>A reason for separating metals</li> </ul>	
					<ul style="list-style-type: none"> <li>A reason for using a magnet</li> </ul>	
					<ul style="list-style-type: none"> <li>A reason for storing separated metals correctly</li> </ul>	
<b>DECLARATION</b> – The Learning Outcome has been achieved by satisfactory performance of all the components listed above						
Date all assessments completed for this unit:						
Name of Assessor		Signature of Assessor		Name of Learner		Signature of Learner



## 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 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.

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## Useful contacts

<b>UK learners</b> General qualification information	T: +44 (0)844 543 0033 E: <a href="mailto:learnersupport@cityandguilds.com">learnersupport@cityandguilds.com</a>
<b>International learners</b> General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: <a href="mailto:intcg@cityandguilds.com">intcg@cityandguilds.com</a>
<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: <a href="mailto:centresupport@cityandguilds.com">centresupport@cityandguilds.com</a>
<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: <a href="mailto:singlesubjects@cityandguilds.com">singlesubjects@cityandguilds.com</a>
<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: <a href="mailto:intops@cityandguilds.com">intops@cityandguilds.com</a>
<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: <a href="mailto:walledgarden@cityandguilds.com">walledgarden@cityandguilds.com</a>
<b>Employer</b> Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: <a href="mailto:business@cityandguilds.com">business@cityandguilds.com</a>
<b>Publications</b> Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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