Entry 2 Skills for Working Life (4807-02)

July 2014 Version 1.0

Assessment recording documents for Recycling (Units 254-258)
City & Guilds
Believe you can

www.cityandguilds.com
RECYCLING E2

Unit 254 Unit title: **Collect kerbside waste materials** Credit Value 2

**Guidance:** 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:
- Complete a collection of waste material correctly and safely

<table>
<thead>
<tr>
<th>Assessor Initials/Date</th>
<th>E M</th>
</tr>
</thead>
</table>

**Practical Evidence**
- Recognise and wear personal protective clothing
- Recognise and collect collection equipment
- Ensure an adequate quantity of replacement containers
- Recognise **both** of the following:
  - Road safety requirements
  - Waste material for recycling
- Fill containers as appropriate
- Collect material for recycling
- Lift and handle containers correctly and safely
- Provide replacement containers
- Recognise collection points
- Transport material to appropriate collection points
- Remove and store personal protective clothing
- Wash and dry hands thoroughly

**Knowledge Evidence** *(evidence of answers given to be recorded in portfolio)*
- A reason for collecting waste material
- A reason for providing replacement containers
- A reason for washing and drying hands

**DECLARATION** – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

Date all assessments completed for this unit:

<table>
<thead>
<tr>
<th>Name of Assessor</th>
<th>Signature of Assessor</th>
<th>Name of Learner</th>
<th>Signature of Learner</th>
</tr>
</thead>
</table>
**RECYCLING E2**

| Unit no: 255 | Unit title: Separate waste materials | Credit Value 1 |

**Guidance:** For this unit, any type of waste material could be collected, but the materials should be safe for the learner to handle and sort.

**Learning Outcome:** The learner will be able to:
- Receive and separate material for recycling

<table>
<thead>
<tr>
<th>Assessor Initials/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>E M</td>
</tr>
</tbody>
</table>

**Practical Evidence**
- Recognise and wear personal protective clothing
- Receive collected material and position for processing
- Clear and prepare work area
- Recognise work station table/work bench
- Transport container to work station
- Lift and handle container correctly and safely
- Remove contents of container
- Recycle container and securing device
- Recognise at least three materials to be recycled *(indicate which ones were recognised)*

**Materials:**
- Cardboard
- Paper
- Metal
  - Aluminium
  - Mild Steel
- Textiles
- Plastic
- Unusable waste
- Other (specify)

- Separate contents into appropriate containers correctly
- Clean work station
- Remove and store personal protective clothing
- Wash and dry hands

**Knowledge Evidence** *(evidence of answers given to be recorded in portfolio)*
- A reason for lifting and handling containers correctly and safely
- A reason for why it is important to identify materials to be recycled

**DECLARATION** – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

Date all assessments completed for this unit:

<table>
<thead>
<tr>
<th>Name of Assessor</th>
<th>Signature of Assessor</th>
<th>Name of Learner</th>
<th>Signature of Learner</th>
</tr>
</thead>
</table>
**Guidance:** For this unit, any type of waste material could be collected, but the materials should be safe for the learner to handle and sort.

Learning Outcome: The learner will be able to:
- Recycle glass bottles correctly and remove contaminants correctly and safely

<table>
<thead>
<tr>
<th>Assessor Initials/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>E M</td>
</tr>
</tbody>
</table>

**Practical Evidence**

- Recognise and wear personal protective clothing
- **Recognise all** types of glass bottles:
  - Clear
  - Brown
  - Green
  - Blue
- **Recognise all** three capital letters:
  - C
  - B
  - G
- **Recognise at least three** contaminants *(indicate which were correctly recognised)*:
  - Liquid
  - Solid material
  - Metals
  - Wire
  - Plastics
  - Wood
  - Textiles

- Remove contaminants
- Separate glass bottles by colour
- **Recognise two** suitable containers for transportation:
  - Cardboard box
  - Wooden box
  - Metal box
  - Plastic box

- Transport in suitable container
- Load bottles into container safely
- Transport bottles safely to the bottle bank
- Sort bottles into appropriate receptacle accurately
- Remove and store personal protective clothing
- Wash and dry hands

Continued…..
**Knowledge Evidence** *(evidence of answers given to be recorded in portfolio)*

- A reason for wearing protective clothing
- A reason for handling glass bottles carefully
- A reason for separating bottles by colour

**DECLARATION** – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

Date all assessments completed for this unit:

<table>
<thead>
<tr>
<th>Name of Assessor</th>
<th>Signature of Assessor</th>
<th>Name of Learner</th>
<th>Signature of Learner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Unit no:** 257  
**Unit title:** Separate waste plastic containers  
**Credit Value:** 2

**Guidance:** For this unit, any type of waste material could be collected, but the materials should be safe for the learner to handle and sort.

**Learning Outcome:** The learner will be able to:
- Recognise, sort and separate plastic containers into appropriate groups

<table>
<thead>
<tr>
<th>Assessor Initials/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Practical Evidence**
- Recognise and wear personal protective clothing
- Recognise three different types plastic containers by appearance (write in):
  - 
  - 
  -
- Recognise the importance of separating different types of plastic containers
- Separate recyclable plastic containers from other waste
- Remove container caps, bottle tops and non recyclable box lids
- Sort plastic containers into appropriate groups
- Remove and store personal protective clothing
- Wash and dry hands

**Knowledge Evidence** *(evidence of answers given to be recorded in portfolio)*
- A reason for separating plastic containers into appropriate groups
- A reason for removing bottle tops/caps

**DECLARATION** – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

Date all assessments completed for this unit:

<table>
<thead>
<tr>
<th>Name of Assessor</th>
<th>Signature of Assessor</th>
<th>Name of Learner</th>
<th>Signature of Learner</th>
</tr>
</thead>
</table>
Unit no: 258  Unit title: Separate waste metal containers  Credit Value 2

**Guidance:** For this unit, any type of waste material could be collected, but the materials should be safe for the learner to handle and sort.

Learning Outcome: The learner will be able to:
- Separate waste metal containers into appropriate groups

### Assessor Initials/Date

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Practical Evidence**

- Recognise and wear personal protective clothing
- Recognise **both** of the following materials:
  - Aluminium containers
  - Mild steel containers
- Recognise a magnet
- Identify the effect of a magnet on **all** of the following:
  - Mild steel
  - Lead
  - Copper
  - Aluminium
- Use a magnet correctly
- Separate metals correctly
- Store separated metals correctly
- Remove and store personal protective clothing
- Wash and dry hands

**Knowledge Evidence (evidence of answers given to be recorded in portfolio)**

- A reason for separating metals
- A reason for using a magnet
- A reason for storing separated metals correctly

**DECLARATION** – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

Date all assessments completed for this unit:

<table>
<thead>
<tr>
<th>Name of Assessor</th>
<th>Signature of Assessor</th>
<th>Name of Learner</th>
<th>Signature of Learner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 Centre and Training Providers homepage on 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
- **Qualifications and Credit Framework**: general guidance about the and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events**: dates and information on the latest Centre events
- **Online assessment**: how to register for e-assessments.
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. If you have a complaint, or any suggestions for improvement about any of the services that we provide, email: feedbackandcomplaints@cityandguilds.com
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 Licence to Practice (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 ePortfolio).

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 (see the City & Guilds 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.

Published by City & Guilds, a registered charity established to promote education and training

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