



CIWM



wamitab

CIWM/WAMITAB OPERATOR COMPETENCE SCHEME

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1. OUTLINE OF SCHEME

- 1.1. This Technical Competence Scheme is jointly delivered by CIWM and WAMITAB. It is an 'Approved Scheme' for demonstrating Technical Competence in relation to the Management of a Permitted Waste Facility. The scheme is approved by Defra, Welsh Government, the Environment Agency and Natural Resource Wales **for use in England and Wales**.
- 1.2. It is based on individuals demonstrating personal competence within the prescribed framework. It builds on and improves the previous scheme so that relevant achievements through the original qualifications and Certificate of Technical Competence (CoTC) may still be recognised - subject to demonstration of Continuing Competence.

The Scheme identifies that different types of waste facilities present different levels of risk to the environment and therefore demonstration of technical competence is proportional and risk based. It also recognises that individuals have different learning and development preferences and therefore the scheme offers choices for achieving the relevant qualifications, whilst requiring them to demonstrate their ability to understand and comply with the requirements of their permit(s).

- 1.3. **Risk Tiers:** The different types of facilities have been categorised into three tiers – High, Medium and Low Risk. This allows different levels of technical competence to be demonstrated proportional to the environmental risk. The Risk Tier table identifies which type of facilities fall within each level making it clear to both operators and regulators what level of competence is required (Annex 1). How to identify the risk tier for your facility is explained in Section 2.
- 1.4. **Qualification Choices:** Depending on the risk tier and the type of facility there may be a choice of qualification styles available to the Manager. These are explained in Section 3
- 1.5. **Continuing Competence:** To ensure that all technically competent persons maintain their knowledge and skills, an element of continuing competence is required as an essential on-going part of the scheme, thus ensuring that everyone remains up to date. All competent persons are required to demonstrate Continuing Competence every two years, relevant to the facility type they are qualified for to 'maintain' their Technical Competence Status. The syllabuses for the Continuing Competence Tests are published on the "Which Test" section of the WAMITAB Website.

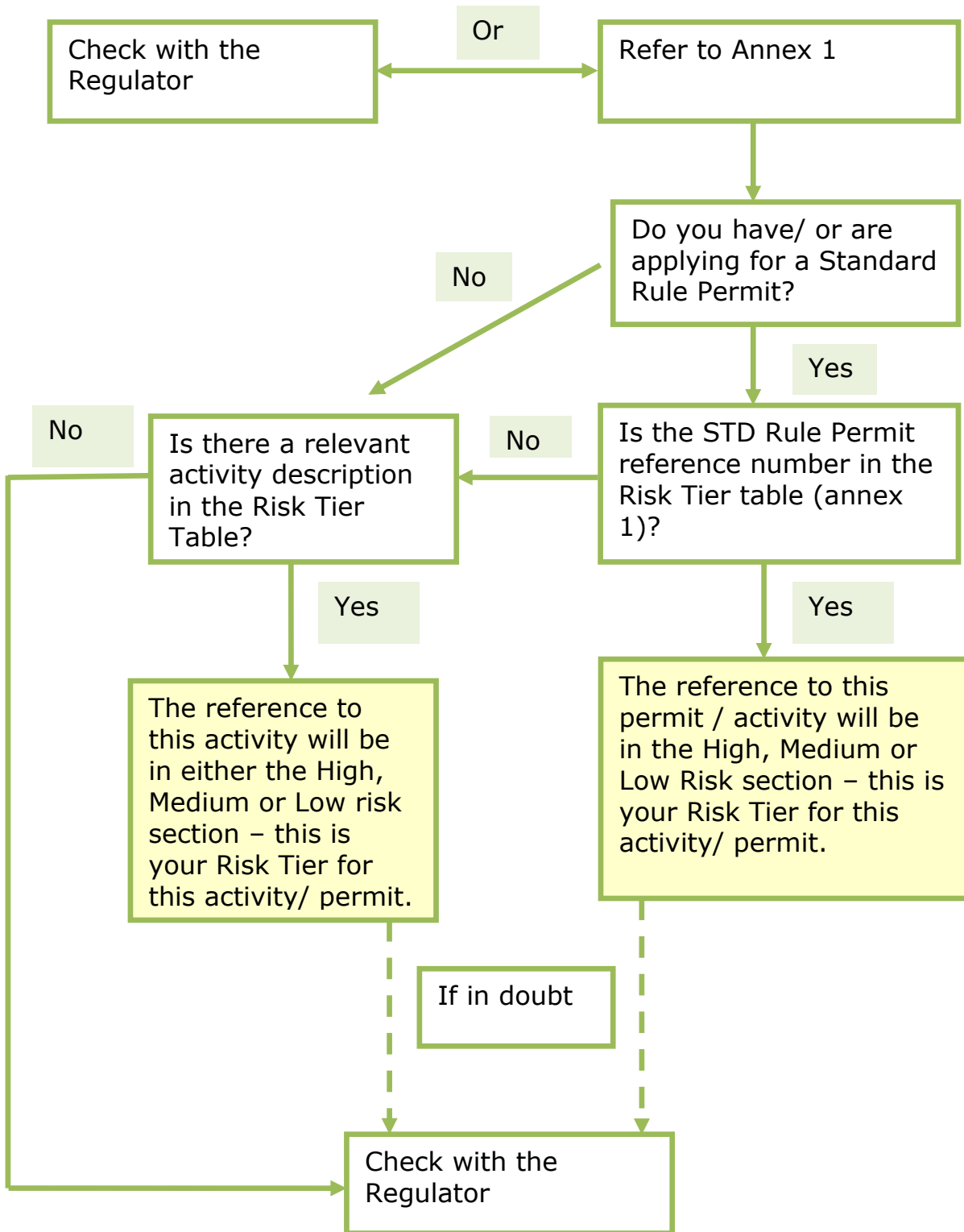
1.6. **Time on Site:** Any permitted waste management facility relying on personal competence through this scheme is required to have at least one confirmed Technically Competent Person available on site for the appropriate amount of time each week as stated in the latest Environment Agency or Natural Resource Wales guidance. Valid certificates for both the initial competence qualifications and Continuing Competence should ideally be displayed in the site office; this will improve 'visibility' for regulators and site users. (NB: Initial competence qualifications certificates will not be available, if prior to this scheme coming into being the operator was either Deemed Competent (by the Regulator), Assessed by the Regulator as Competent or has made the transition from exemption to permit following regulation changes).

1.7. **Benefits of the CIWM/ WAMITAB Operator Competence Scheme:** The scheme ensures that the requirement for demonstrating technical competence is flexible, proportional to the risk of the facility and that individuals have an element of choice in how they achieve/ demonstrate their competence where possible. All competence awards are based, where they exist, on National Occupational Standards to ensure they are equitable and suitable.

The Regulator can identify the 'Competent' person through a combination of their own records (Deemed Competent/ EA Assessed) and Certificates issued by CIWM/WAMITAB for both initial Competence qualifications and Continuing Competence.

It is considered that this scheme is complimentary to the 2nd approved scheme – the "Competence Management System (CMS)" operated by EU Skills. The CMS is an organisation wide, independently audited management system specifically looking at training and skills. It is considered that the EU Skills/ ESA Competence Management System can draw upon individual competence qualifications and Continuing Competence requirements from the CIWM/ WAMITAB scheme if required.

2. What Risk Tier am I in?



3. Qualification Options

Various qualifications are available for demonstrating initial competence as part of the CIWM/WAMITAB Operator Competence Scheme.

Which qualification(s) are applicable to your type of activity/ permit depends on the Risk Tier your activity falls under. See section 2 and annex 1 to determine your Risk Tier.

Q: My activity/ facility is in the High-Risk Tier – What Qualifications might I need?

If your activity falls within the High-Risk Tier of the scheme and you need to gain an initial qualification, you will need to complete a **relevant** Level 4 High Risk Operator Competence qualification in one of the following variants:

- WAMITAB Level 4 High Risk Operator Competence for Managing Open Hazardous Landfill
- WAMITAB Level 4 High Risk Operator Competence for Managing Open Non-Hazardous Landfill
- WAMITAB Level 4 High Risk Operator Competence for Closed Landfill
- WAMITAB Level 4 High Risk Operator Competence for Managing Transfer of Hazardous Waste
- WAMITAB Level 4 High Risk Operator Competence for Managing Thermal Treatment of Hazardous Waste
- WAMITAB Level 4 High Risk Operator Competence for Managing Physical and Chemical Treatment of Hazardous Waste

NB: some of these qualifications have a choice of 'pathway' depending on the specific nature of the facility e.g. Hazardous Clinical Waste or Single Stream Landfill.

The Risk Tier tables found at <http://www.wamitab.org.uk/pg/competence> will indicate the relevant qualification for the activities listed in the High-Risk tier. Please note the risk tier tables are slightly different for England and Wales therefore please ensure you click on the appropriate tab.

These qualifications are RQF (Regulated Qualification Framework) qualifications, obtained through a portfolio of evidence gained in the workplace, along with work based assessment by a qualified Assessor.

Further details of WAMITAB Centres who may be able to assess these qualifications can be found at <http://www.wamitab.org.uk/pg/registered-wamitab-centres>

Q: My activity/ facility is in the Medium Risk Tier – what Qualifications might I need?

If your activity falls within the Medium risk tier of the scheme and you need to gain an initial qualification, there **may** be two choices of qualification types depending on your activity.

Option 1

WAMITAB Level 4 Medium Risk Operator Competence for.....

- Non-hazardous waste treatment and transfer
- Physical Treatment
- Open Windrow Composting
- Closed Vessel Composting
- Anaerobic Digestion
- Storage of Non-hazardous Wastes
- Open Inert Landfill
- Single Waste Stream Open Inert Landfill
- Closed Inert Landfill
- Non-hazardous Sludge and Landspreading
- Dredgings Management
- Non-hazardous Waste Transfer
- Contaminated Land Remediation
- Household Waste Recycling Centres
- Non-hazardous Clinical Waste Transfer
- Non-hazardous Clinical Waste Treatment
- Storage of Hazardous Waste
- Mechanical Biological Treatment

NB: some of these qualifications have a choice of 'pathway' depending on the specific nature of the facility.

Details of these qualifications and their required units can be found in the qualification information sheets linked to the qualification titles in the risk tier table at <http://www.wamitab.org.uk/pg/competence>. Please note the risk tier tables are slightly different for England and Wales therefore please ensure you click on the appropriate tab.

These qualifications are RQF (Regulated Qualification Framework) qualifications, obtained through a portfolio of evidence gained in the workplace, along with work based assessment by a qualified Assessor.

To undertake these qualifications, the facility needs to be operational to gather the evidence and complete the assessments. Some prior learning may be needed to demonstrate the required skills, underpinning knowledge and understanding.

Further details of WAMITAB Centres who may be able to assess these qualifications can be found at <http://www.wamitab.org.uk/pg/registered-wamitab-centres>

Option 2

WAMITAB Level 4 Certificate in Waste and Resource Management

This is a Vocational Related Qualification (VRQ) and is a combination of classroom based training and written assessments showing application of knowledge and understanding gained from the training.

The VRQ consists of 5 generic units **plus** one specialist unit relevant to the qualification needed. The following specialist units are currently available:

- 6a - Physical Processing within the Waste and Resource Management Industry (NB: *this does not include ELV/ Metal Recycling*)
- 6b – Biological Processing within the Wastes and Resource Management Industry
- 6c – Thermal Treatment Processing within the Wastes and Resources Management Industry
- 6d – Managing Land Remediation Activities
- 6e – Managing Inert Landfill Activities
- 6f – Managing MBT Facilities

The relevant Risk Tier tables on <http://www.wamitab.org.uk/pg/competence> will indicate the relevant qualification for the activities listed in the Medium Risk tier. **Note: Not all medium risk activities are able to use the VRQ 'taught and tested' route to demonstrate competence.** The Risk Tier Table identifies where the VRQ is available as an alternative to 'On-the-Job' Assessment.

Further details of WAMITAB Centres who may be able to deliver these qualifications can be found at <http://www.wamitab.org.uk/pg/registered-wamitab-centres>

Q) My activity/facility is in the Low Risk Tier – What Qualifications might I need?

If your activity/ facility falls within the Low Risk Tier of the Scheme and you need to gain an initial qualification, there are two options available.

Option 1 - The Environmental Permit Operator's Certificate (EPOC). This is a 2-day training course with a short written test at the end. The training course covers the following topics:

- Environmental impacts from wastes and resource facilities and how to prevent/ mitigate them
- Overview of key legislation relevant to operating wastes and resource management facilities including Water Discharge activities, Environmental Health and Planning
- Environmental Permitting requirements
- The Regulator - compliance assessment and enforcement
- Responsibilities of holding a permit, looking at Standard Rules
- Duty of Care and EWC codes
- Awareness of Hazardous Waste
- Improving Health and Safety

Presentations, discussion, case studies and exercises are used to illustrate and apply knowledge.

A short assessment at the end of day two will ask questions relating to given scenarios. It will be designed to show application of knowledge and information in handling specific situations, demonstrating understanding of prevention and mitigation of environmental pollution and legal compliance. Delegates MUST PASS this assessment to obtain the certificate.

This certificate is delivered by CIWM, and further details of the EPOC can be found on the [CIWM website](#).

Details of dates and venues can be found on <http://www.ciwm.co.uk/ciwm/training/waste-regulations-compliance-training-courses.aspx>

Option 2 - a relevant Level 4 Low Risk qualification:

WAMITAB Level 4 Low Risk Operator Competence for:

- Non-hazardous waste transfer and storage
- Non-hazardous treatment to produce soil
- Inert storage and transfer
- Inert physical treatment

- Construction waste

Details of which of these qualifications are relevant and their required units can be found in the qualification information sheets linked to the qualification titles in the relevant risk tier table at

<http://www.wamitab.org.uk/pg/competence>

These qualifications are RQF (Regulated Qualification Framework) qualifications, obtained through a portfolio of evidence gained in the workplace, along with work based assessment by a qualified Assessor. Some prior learning may be needed to demonstrate the required skills and underpinning knowledge and understanding.

Further details of WAMITAB Centres who may be able to assess these qualifications can be found at <http://www.wamitab.org.uk/pg/registered-wamitab-centres>

Q. I have previously done a WAMITAB qualification can I still use it to demonstrate initial competence for the site?

If you have an existing 'older' qualification not listed on the risk tier table, you might still be able to use it as demonstration of your primary/ initial competence.

You will need to check that it is still relevant for use instead of the current qualification listed in the Risk Tier Table. A list of 'previous' qualifications that are still applicable can be found on the information sheet for each qualification listed on the Risk Tier Table.

The information sheet can be accessed by clicking on the qualification title. The PDF includes a 'Hierarchy' box which lists other applicable qualifications that are still acceptable for the specific activity (example below).

Hierarchy

The following qualifications are applicable to this activity:

Current (Hazardous Waste Pathway):

- Level 4 High Risk Operator Competence for Managing Open Hazardous Landfill (HROC1)

Previous:

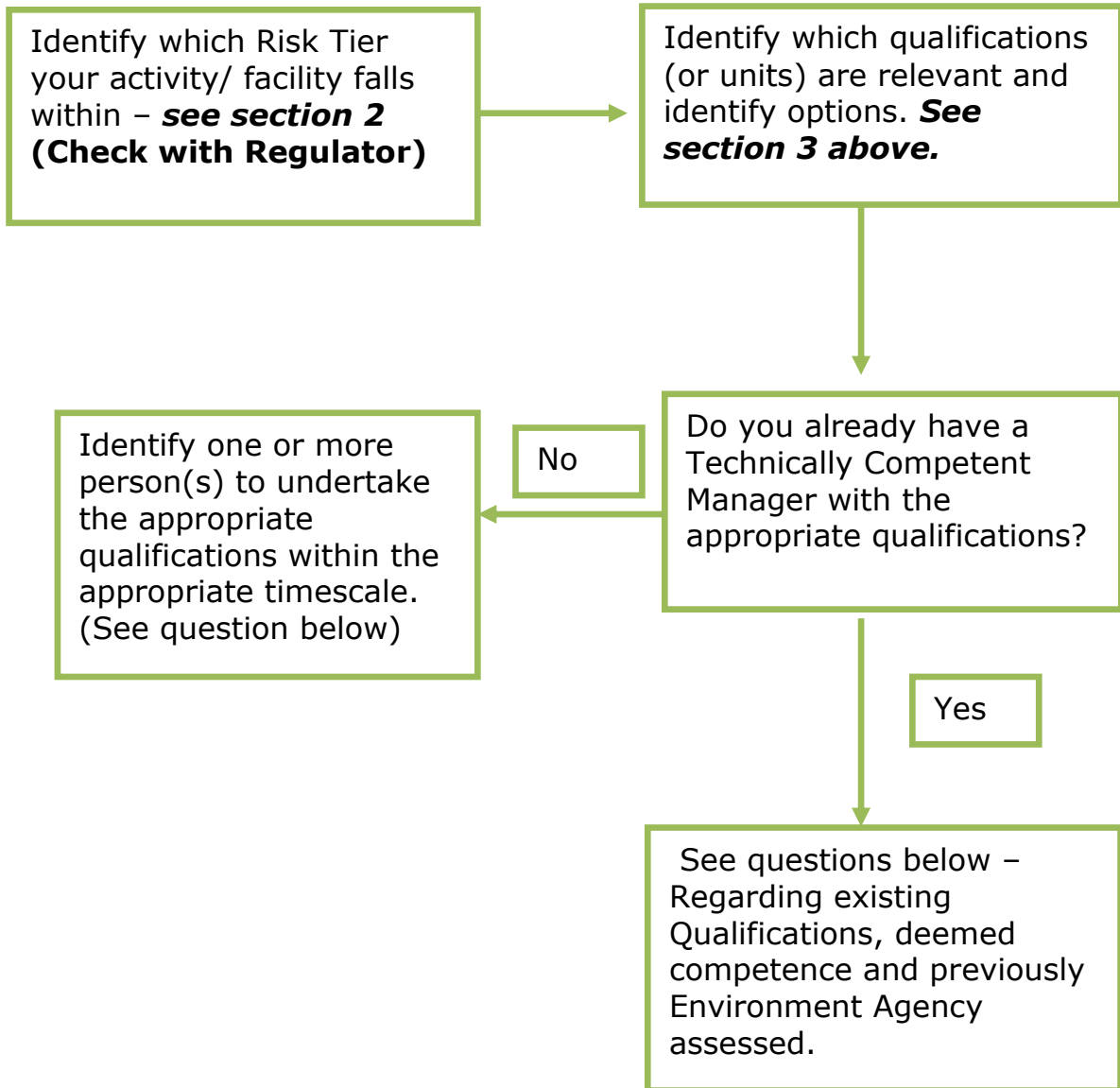
- Level 4 Diploma in Waste Management Operations: Managing Landfill, Hazardous Waste (4MLH)
- Waste Management Operations – Managing Landfill Hazardous Waste (Level 4) 4LH
- Waste Management Operations – Managing Landfill Hazardous Waste (Single Waste Stream) 4LH5WS
- Managing Landfill Operations: Special Waste (Level 4) LS4
- Managing Landfill Operations: Special Waste (Level IV) L4-A

If your qualification is listed, then it will be acceptable to use to demonstrate initial competence – this is however subject having a relevant continuing competence certificate – see section 6 for further details.

NB: Anyone who was 'Deemed Competent' or Agency Assessed for the same type of facility may also be eligible to act as TCM if The Regulator agrees their status and they have an appropriate and current Continuing Competence Certificate. *See sections 4 and 5 for further details.*

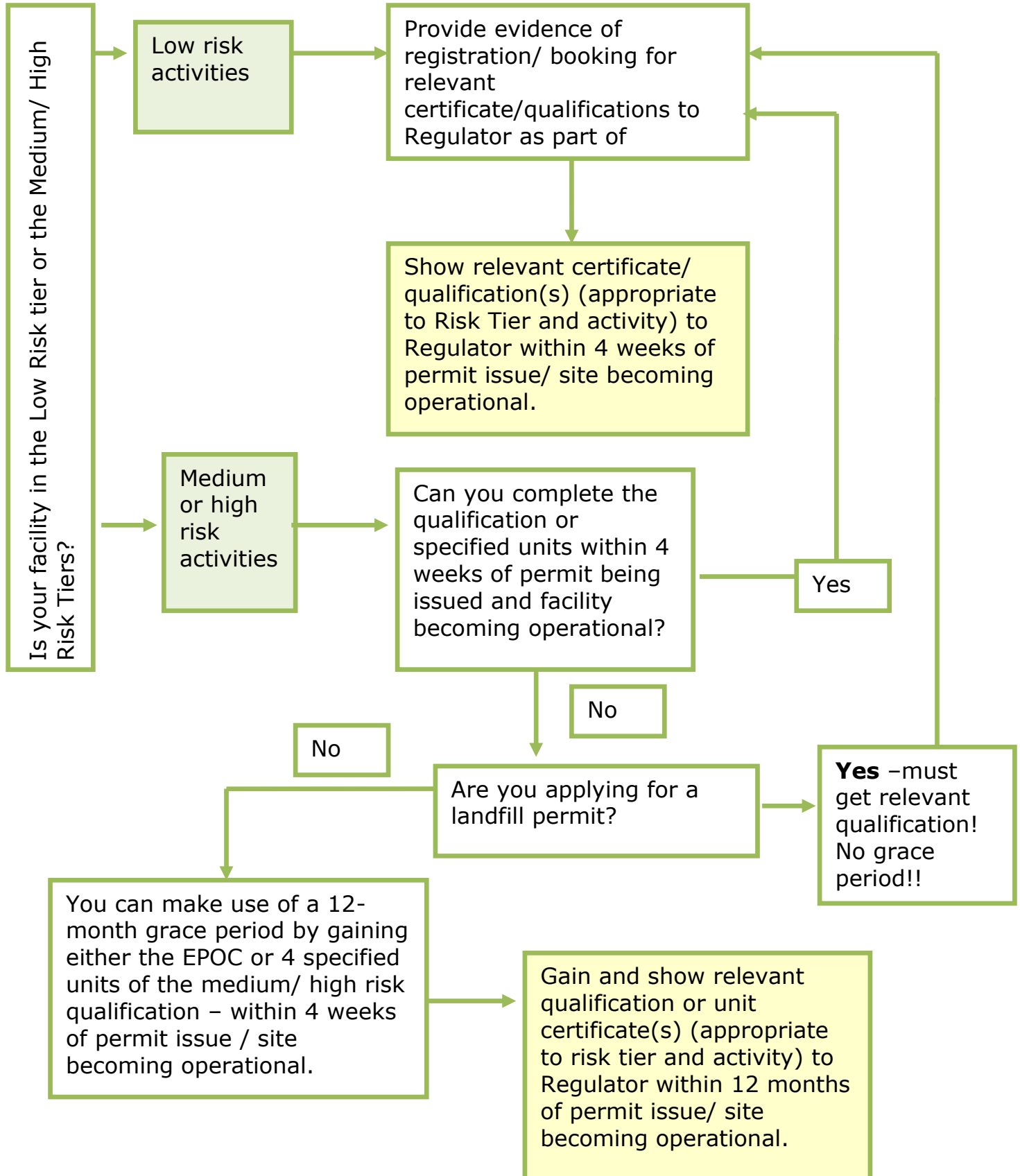
4. New Facilities

Q) I am about to, or have already applied for a NEW permit for a new facility, what do I need to do?



Q) How long do I have to get the qualifications I need?

For new permit applications, relevant qualifications must be gained within 4 weeks of the site becoming operational. In some cases, a 12-month grace period can be obtained. See decision chart below to see if it applies to you.



Q: What if I already have someone with a qualification from another permitted site I operate, can I use them as the Technically Competent Person?

Yes, but only if:

- The qualification they have is relevant to the new facility/ permit in accordance with this Operator Competence Scheme – see *section 3 (hierarchy)* **and**
- They have a current Continuing Competence Certificate (if required - **see section 6**) relevant to their qualification **and**
- The Technically Competent Person can be on both sites for the required amount of time – as specified in the applicable regulator guidance – [England](#) or [Wales](#)

Or

- they are deemed competent, or were previously Environment Agency assessed (agreed by the Regulator) for the same type of facility **and**
- They have an appropriate and current Continuing Competence Certificate.

Q: If I can't meet the deadline for gaining the qualification can I 'buy' in a consultant to act as my Technically Competent Person?

Yes, but only if this person has the relevant qualifications (including a relevant Continuing Competence Certificate if necessary) and can be on site the required amount of time as specified by the Regulator.

Q: What if I am applying for a Permit for the transfer of waste and already have someone with a qualification for the treatment of same type of waste, will that be ok?

If the qualification is relating to the same type of waste as the new permit, then the relevant 'treatment' qualification will be accepted for a transfer activity (subject to having a relevant Continuing Competence Certificate if required).

Q: I am applying for a landfill Permit; can I do the EPOC and make use of the 12-month grace period whilst doing the qualification?

No. The 12-month grace period does not apply to landfill permits.

Q: I have a CoTC gained in 1999, is it still valid?

Your CoTC remains a valid certificate for the type of facility that it relates to. You have the certificate for 'life'. You may need to check that your CoTC is relevant for the Permit you are currently applying for. See Section 3 for details.

However, you should be aware that along with your previous qualification (CoTC) you also need to demonstrate Continuing Competence to remain compliant with this Operator Competence scheme as approved by Environment Agency and Natural Resources Wales. To do this you will need to have a 'current' Continuing Competence Certificate relevant to your qualification. You will need to take a Continuing Competence test every two years to remain Competent. See section 6 for more details.

Q: My permit application was delayed but I have already done my EPOC or my 4 units to gain my 12-month grace period some time ago. Do I need to redo them?

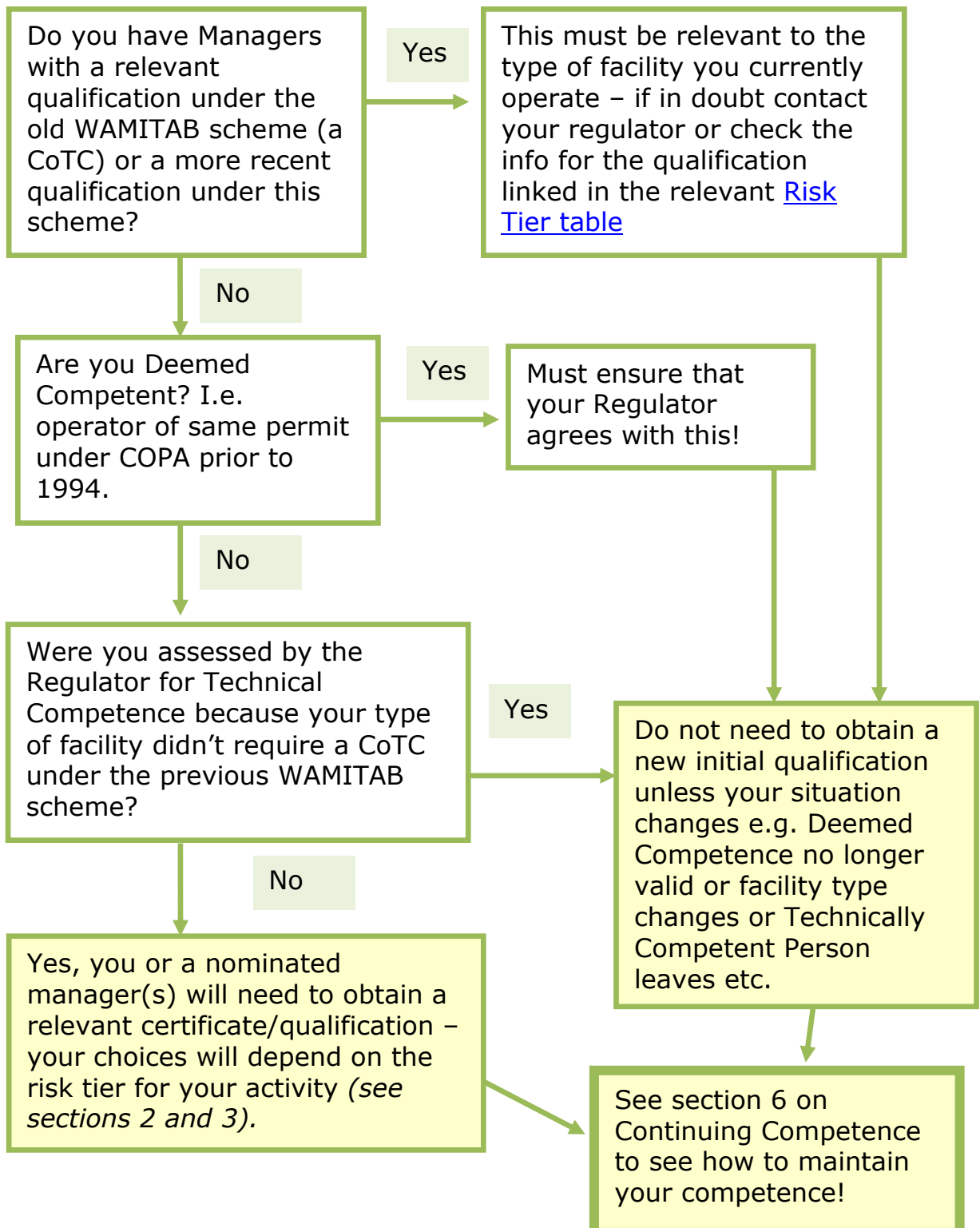
No, but if your EPOC or qualification is more than 2 years old you must also have a relevant continuing competence certificate to be able to benefit from the grace period. See section 6 for more details.

The 12-month grace period starts from the issue of the permit or the commencement of the activity, whichever is the soonest.

5. Existing Facilities

Q: I already have a Permit do I need to gain a new qualification?

The following decision chart will guide you through identifying what you need to do, as an existing permit holder, to ensure you meet the requirements of this Operator Competence Scheme.



Q: I have someone who has a qualification relating to Treatment, is this valid for a Transfer Station?

Yes, but only if it is for the same waste type (or a higher risk waste type) and Continuing Competence requirements are met. Qualifications can be confirmed as relevant by referring to the Hierarchy section in the qualification information sheets (see section 3). Refer to Section 6 for information about Continuing Competence.

Q: I did have a technically competent person with an appropriate qualification but they have recently left, can I make use of the 12-month grace period by sending someone on the EPOC course prior to doing the qualification?

No. The 12-month grace period is only available for new facilities because they don't usually have a site to gain the evidence on needed for the assessment until after the permit has been issued. On an existing site, you should plan to ensure you have appropriate Technically Competent Persons considering time off and succession planning. You can use the EPOC as part of the training to help prepare new or junior members of the team to learn some basics principles prior to undertaking a future WAMITAB qualification.

Q: I have a CoTC gained in 1999, is it still valid?

Your CoTC remains a valid certificate for the type of facility that it relates to. You have the certificate for 'life'.

You will, however, need to ensure that you also demonstrate Continuing Competence to remain compliant with this operator competence scheme as approved by the Environment Agency and Natural Resources Wales.

This will require that during the time that you are acting as the Technical Competent Manager for the site(s) that you manage, you must have a 'current' Continuing Competence certificate relevant for the CoTC **and the type of facility being operated**. Continuing Competence certificates remain valid for 2 yrs. See Section 6 for further details.

Q: Someone in the team has a CoTC from 2001 for treatment of hazardous Waste, is it valid for a non-hazardous waste MRF?

To check whether any earlier qualifications are valid for a Waste Management facility, follow these steps:

- Find the 'current' relevant qualification in the appropriate (England or Wales) Risk Tier Table - <http://www.wamitab.org.uk/pg/competence>
- Click the link to the current qualification to open the Info sheet
- Check the list of qualifications identified as still being applicable in the Hierarchy box within the Info sheet.

E.g. the Info sheet - *WAMITAB Level 4 Medium Risk Operator Competence for Non-Hazardous Waste Treatment and Transfer* contains the following Hierarchy box:

Hierarchy

The following qualifications are applicable to this activity:

Current:

- WAMITAB Level 4 Medium Risk Operator Competence for Non-hazardous waste treatment and transfer (601/8528/4)
- WAMITAB Level 4 High Risk Operator Competence for Managing Physical and Chemical Treatment of Hazardous Waste (601/8502/8)
- WAMITAB Level 4 Certificate in Waste and Resource Management (601/2388/6) (*only available for non-hazardous transfer with treatment, treatment of waste wood and Material Recovery Sites*) (4WRMa, VRQ 6a)

Previous (Non-hazardous transfer with treatment):

- 4MPTNH6 (Treatment)
- 3VWRMa (VRQ 6a)
- 3VRQTCP1a
- 4TSMNH6(TREATMENT)
- Level 4 in Waste Management Operations – Managing Treatment Non- Hazardous Waste 4TMNH
- Waste Management Operations – Managing Treatment Hazardous waste (Level 4) 4TMH
- Managing Treatment Operations: Clinical or Special Waste (Level 4) TMS4
- Managing Treatment Operations: Biodegradable Waste (Level 4) TMB4
- Managing treatment operations: special waste (level IV) T4-A

Previous (Mobile plant for treatment of land for land reclamation, restoration or improvement):

- 4MTMPRR6 (Mobile plant for treatment of land for land reclamation, restoration or improvement)
- 4MTMTC6 (Use of waste to manufacture timber or construction products)
- 4TSMNH6 (TREATMENT)
- Level 4 in Waste Management Operations – Managing Treatment Non- Hazardous Waste 4TMNH
- Waste Management Operations – Managing Treatment Hazardous waste (Level 4) 4TMH
- Managing Treatment Operations: Clinical or Special Waste (Level 4) TMS4
- Managing Treatment Operations: Biodegradable Waste (Level 4) TMB4
- Managing treatment operations: special waste (level IV) T4-A

If your qualification is listed, then it will be acceptable to use to demonstrate initial competence – this is however subject to having a relevant continuing competence certificate – see section 6 for further details.

In this instance the table will show that earlier CoTC's for the treatment of hazardous waste are acceptable qualifications for a Non-Hazardous Waste Transfer and Treatment facility.

Q: Our Technically Competent person is off sick or is on holiday and therefore can't be on site for the required amount of time, what should I do?

You should always have a Technically Competent Person on site for the minimum amount of time, as specified in the Regulators guidance. You therefore may need to have more than one person with the relevant qualifications and Continuing Competence Certificates. You should also ensure you have a succession plan in case your Technically Competent Person leaves or retires.

6. Continuing Competence

As a Technically Competent Person you should ensure that you maintain your competence and keep up to date with legislation, guidance and good practice. To demonstrate this all Technically Competent Persons are required to demonstrate this by successfully completing a Continuing Competence test relevant to their initial qualification (or facility type if Deemed Competent/EA Assessed) every two years.

Q: I have been operating a permitted facility for many years under the old technical competence requirements (pre-December 2009), when do I need to take the Continuing Competence test?

You should have already successfully completed your first three tests, (the first was due before the end of Feb 2012). You need to satisfactorily complete a test every two years as stated on your Continuing Competence Certificate. Certificates will have an 'expiry date' stamped on them. This means that the certificate will need to be renewed prior to this date.

Q: I have recently done my initial competence qualification. If a Regulator asks to see my Operator Competence (or Technical Competence) certificates – what are they expecting to see?

The Regulator will want to see your initial qualification/certificate (or instead, evidence of Deemed Competence or Environment Agency assessment etc.). If your qualification is more than two years old the Regulator will also want to see a current (in date) Continuing Competence Certificate for the same type of facility as the initial qualification or facility you were deemed competent or Agency assessed for. The Continuing Competence certificate should include both the generic tests and the relevant sector specific tests. **See question below on 'Which sector specific tests should I take?'**

Q: How do I know what I am going to be tested on?

The Continuing Competence test is in two parts, Generic questions and Sector Specific questions. The Generic test comprising of questions relating to Legislation, Health and safety and Environmental Protection issues which are applicable to everyone who manages waste. The sector specific questions relate to issues directly relevant to the activity.

CIWM and WAMITAB have developed a syllabus for each set of questions. The syllabus and test questions are reviewed by relevant technical experts periodically to ensure they remain current.

The current syllabuses/ guidance are downloadable from the WAMITAB website - <http://www.wamitab.org.uk/pg/continuing-competence>

You should ensure you are working to the current syllabus relevant for the date of your test.

Q: Do I need to know about all types of waste management facilities?

No, you need to know about the areas specified in the syllabuses specific to the sectors you need to maintain competence for and the generic syllabuses only.

Q: Which sector specific tests should I take?

This will depend on your initial qualification and the type of facility you are operating. The appropriate risk tier table at <http://www.wamitab.org.uk/pg/competence> will give you general guidance on which continuing competence test to take (in addition to the generic tests).

For example

Description of facility	Standard Rule Permit	Continuing Competence	Qualification Title and code
Hazardous waste landfill (open) including single stream		LH	WAMITAB Level 4 High Risk Operator Competence for Managing Open Hazardous Landfill.

This means that if you have a relevant qualification for a hazardous waste landfill (or were deemed competent) you need to do the Generic Continuing Competence Test plus the sector specific test LH (Landfill – Hazardous) to maintain your competence. The test certificate must be in date and successfully re-taken prior to the certificate expiring.

Where a qualification has specific pathways, you should do the Continuing Competence test relevant to the pathway taken.

For Example:

Description of facility	Standard Rule Permit	Continuing Competence	Qualification Title and code
Hazardous Waste Transfer	SR2008No5 SR2008No6 SR2008No9 SR2015No8 SR2015No9	TSH	WAMITAB Level 4 High Risk Operator Competence for Managing Transfer of Hazardous Waste.
Hazardous Clinical Waste Transfer	SR2008No24	CW	Optional units: Hazardous waste or Hazardous clinical waste

If you have taken more than one pathway you will need to do both Continuing Competence specific tests to maintain competence for both types of facility.

Q: What if I have done a qualification which covers several different types of facilities – Which sector specific Continuing Competence tests do I need to take?

If you have done, for example a WAMITAB Level 4 Medium Risk Operator Competence for Non-Hazardous waste treatment and transfer the Continuing Competence test will depend on what type of facility you are operating. The relevant test can be identified from the full [risk tier table](#)

Description of facility	Standard Rule Permit	Continuing Competence	Qualification Title and code
Non-Hazardous Waste Transfer with treatment (not otherwise specified)	<i>See actual risk tier table for list</i>	TMNH	WAMITAB Level 4 High Risk Operator Competence for Non-hazardous waste treatment
Material Recovery Facilities	<i>See actual risk tier table for list</i>	TMNH	

Metal Recovery Site (MRS)	<i>See actual risk tier table for list</i>	MRS	and transfer.
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For example, if you operate a MRF then the continuing competence sector specific test will be TMNH (Treatment Non-hazardous). This will be the same test if your facility comes under the description of Non-Hazardous transfer with treatment (not otherwise specified) e.g. SR2015No6 – Household, commercial and industrial waste transfer station with treatment (no building).

However, if you are operating a Metal Recovery Site then the sector specific test you should do is the MRS test questions.

If operating in more than one of these descriptions linked to the qualification, then you may need to take more than one sector specific set of questions.

All the sector specific test types are linked to each entry in the full version of the appropriate (England or Wales) risk tier table – available at <http://www.wamitab.org.uk/pg/competence>

Q: If I want to change my business to take different waste or do a different type of process can I just take a different Continuing Competence Certificate for the new process?

It depends! The Continuing Competence certificate is only valid alongside a relevant initial competence qualification (or previous status as Deemed Competent/EA Assessed/ Previous Exempt) i.e. a relevant qualification/status covering the same type of facilities -see Section 3

Therefore, if your initial qualification is not relevant for the new process/ permit variation or you were deemed competent etc. then you will need to achieve an appropriate qualification to comply with the competence requirements. You will then need to do the additional Continuing Competence test within two years.

If however your initial qualification is relevant for more than one type of facility ([see risk tier table](#)) then you will need to check if an additional test is required. You will need to pass the continuing competence tests for both the primary qualification **and** the new activities to maintain your competence.

E.g. you have a relevant qualification for Managing treatment hazardous waste and have done the continuing competence test TMH for Treatment Hazardous Waste. If you apply to vary your permit to include treatment of WEEE you will not need to do another qualification as the Managing treatment hazardous waste is listed as relevant for WEEE treatment. However, you would need to ensure that you have done the WEEE Continuing Competence test to demonstrate understanding of the WEEE specific requirements. This is in addition to the test specific to Treating Hazardous Waste. ***This additional***

test should be completed no later than the expiry date of the existing continuing competence test.

Q: Do I have to do a prescribed training course prior to taking the tests?

No, you don't have to but some people find it useful. You may find that you have naturally kept up to date and are confident across all areas covered in the syllabus or you might like to undertake some self-managed learning to catch up on the latest guidance and remind yourself of the range of topics covered. If this is the case, then you can book and take the test without attending a training course. Each syllabus is freely available - [Generic Knowledge Test](#) and [sector specific tests](#)

If, however, you feel you would benefit or would prefer to attend a training course, there are a number of training providers who have developed and deliver a range of training courses for the purposes of Continuing Competence. CIWM and WAMITAB do not directly deliver or monitor these courses.

Q: What will the test look like? Will I have to write lots?

You won't have to write answers as the tests consist of multiple choice questions. You will need to carefully read the questions and choose the correct answer out of a choice of 4 possible answers.

Q: Where can I take the test?

The tests can be taken at Pearson VUE Test Centres. Pearson VUE has over 150 Test Centres located in most large towns and cities throughout the UK. You can check your nearest location using the following link <http://www.pearsonvue.com/wamitab/> or alternatively you can see and select your preferred location when booking your test on the WAMITAB website.

Q: How do I book the test?

You can book your Continuing Competence test at any time on www.pearsonvue.com/wamitab or you can access the booking information directly from <http://www.wamitab.org.uk/pg/book-test> this includes answers to many of the questions you may have regarding booking the test.

Q: I have dyslexia, is there any help available?

Yes, the scheme has a system has the option for dyslexic candidates to listen to the test being read in English or additional time may be available. See next question for details on how to apply.

Q: I have a disability, is there any help available?

As a Regulated Awarding Organisation, WAMITAB is required by the Equality Act 2010 to make reasonable adjustments where a learner, who is disabled within the definition of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. WAMITAB will consider applications for reasonable adjustments (e.g. a reader or extra time) on a case by case basis.

If you want to apply for a reasonable adjustment please complete this [form](#) and email it to info.admin@wamitab.org.uk with any evidence. If WAMITAB approves your application, you will receive a confirmation email within 5 working days. You will then need to contact Pearson VUE, 24 hours after approval in order to schedule a test with an 'accommodation' at the test centre.

Q: my facility was exempt however the change in regulations required me to apply for a permit, do I now need to do a Continuing Competence test?

Many previous exempt waste activities were required to apply for an environmental permit and are now permitted. The transitional arrangements meant that if you were the technically competent person for the site you didn't have to undertake a qualification if the activity hadn't changed. However, you were required to demonstrate Continuing Competence.

The Environment Agency at the time made special provisions for operators who were required to move from being an exempt activity to a permitted activity. These provisions applied to individuals who held a management role in relation to the previously exempt activity (at the time of the change in regulations). Further details were available at the time and can still be found on the [CIWM Website – Operator Competence](#) (see link to 'Transitional Arrangements for Exemptions (EA Document)').

Initially as the technically competent person you should have successfully completed the generic parts of the Continuing Competence tests and then when due to renew the continuing competence you were required to complete the full continuing competence test – the generic and sector specific sections. The full continuing competence test (generic and activity specific sections) should be completed every subsequent 2 years in the same way as any other technically competent person.

See decision tree in Annex 2 for details (please note – this is for information only; the transitional arrangements no longer apply as all permit application dates have passed).

Q: Rather than do the continuing competence test can I just retake my initial qualification?

No, you must do a relevant continuing competence test. Re-registration for the same qualification in the same regulatory framework is not an alternative to undertaking the CIWM/WAMITAB continuing competence test.

By successfully completing a relevant continuing competence test, Technically Competent Managers (TCM) are demonstrating that they have kept up to date with any changes relevant to maintaining their knowledge and understanding of the industry.

Re-registering for the same award would enable units to be carried forward (exempted) and would therefore not guarantee that the TCM had kept up to date.

This does not, however, prevent individuals registering for another WAMITAB qualification. This may involve exemptions for existing units or 'recognition of prior learning' where appropriate, but WAMITAB will ensure that the assessment process for any units carried across checks the TCM is up to date with legislation, best available techniques and industry guidance which may have changed since the date of the initial certificate.

7. Annex 1 – Risk Tier Table

The full version of the risk tier table with links to qualifications can be found as follows:

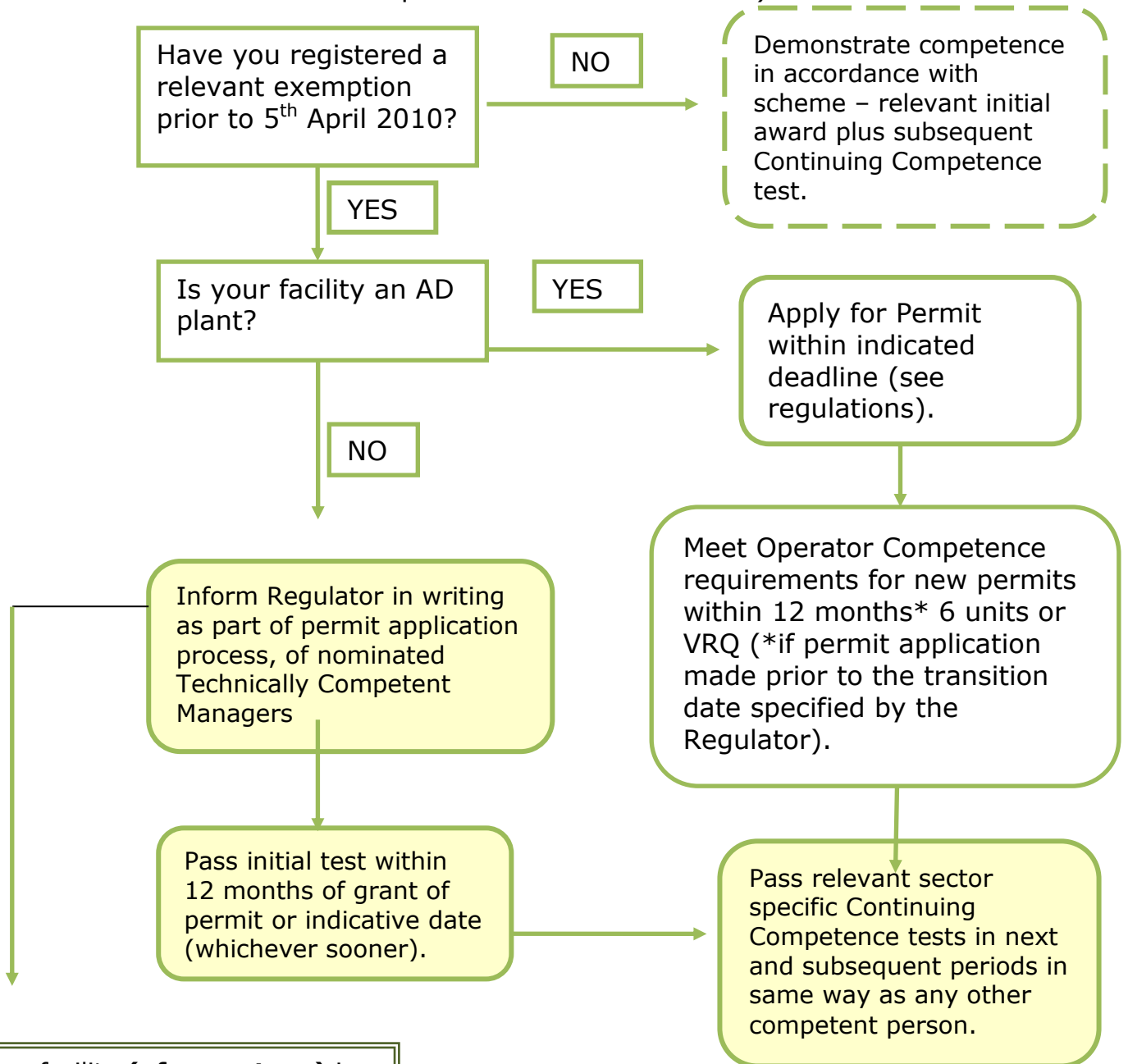
For England <http://www.wamitab.org.uk/pg/risk-tier-table-april-2016>

For Wales <http://www.wamitab.org.uk/pg/risk-tier-table-for-wales>

NB: This scheme is not valid for NI or Scotland.

8. Annex 2 – Previous Exempt facilities

Transitional Competence Provisions for Exemptions that needed permits due to changes in the Environmental Permitting Regulations 2010 (this requirement has now ceased!)



If new facility (**of same type**) is opened with **same nominated TCP** - nominated person must pass initial test within 12 months of issue of permit for '**original**' site.
 NB - this does not apply after date specified within regulations.

If new facility is of a different activity than original exemption - **no** transitional arrangements apply.