

## WAMITAB Level 2 Certificate for Waste and Resource Management Operative

*Guided Learning Hours: 70*

*Total Qualification time: 150*

*Qualification Code: 603/5103/2*

*WAMITAB Code: WRO2*



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## WAMITAB Level 2 Certificate for Waste and Resource Management Operatives

### *Candidate Information*

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**Name**

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**WAMITAB Candidate Number**

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**Registration Date**

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**Enrolment Date**

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**Centre Name**

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**Centre Address**

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**Centre Contact**

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## About WAMITAB and this Qualification handbook

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### About WAMITAB

WAMITAB is an awarding organisation and charity that develops qualifications for those working in resource management and recycling; cleaning; street cleansing; facilities management; and parking from operative through to management level.

Since it was formed in 1989, WAMITAB has evolved in line with the convergence between the sectors with a clear focus on promoting and supporting environmental sustainability. With over 120 qualification pathways and 70 quality assured centres, WAMITAB offers an unrivalled specialist network to support staff development.

### Equal Opportunities

WAMITAB supports the principles of equal opportunities and we are committed to meeting these principles in the provision of all our qualifications and assessments. We firmly believe that all learners and stakeholders are therefore entitled to receive equal treatment irrespective of age, sex, race, marital status, religion, disability or sexual orientation.

### The Purpose of this Qualification Workbook

Welcome to your WAMITAB Qualification Workbook. This will help you to complete your WAMITAB qualification. It contains:

- The units you need to achieve
  - Information about your responsibilities as a candidate
  - Reference information covering each learning outcome and assessment criteria
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## Contents

WAMITAB Level 2 Certificate for Waste and Resource Management Operatives .....	3
About WAMITAB and this Qualification handbook .....	4
Frequently Asked Questions .....	6
Useful Words.....	8
Qualification Standards.....	10
Waste and Resource Management Industry Awareness.....	11
Principles of Environmental Protection in the Waste and Resource Management Industry.....	13
Principles of Health and Safety in Waste and Resource Management Industry .....	15
Organisational Policies in the Waste and Resource Management Industry.....	17
Principles of Communication in the Workplace .....	18
Principles of Sustainability and the Circular Economy.....	19

## Frequently Asked Questions

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### What is a Certificate?

A certificate is a nationally recognised qualification based on National Occupational Standards and gained in the workplace. Achieving your Certificate demonstrates that you can work to the standards expected by employers in your industry.

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### What do I need to achieve?

#### Mandatory Knowledge Unit Group

- Waste and Resource Management Industry Awareness
  - Principles of Environmental Protection in the Waste and Resource Management Industry
  - Principles of Health and Safety in the Waste and Resource Management Industry
  - Organisational Policy in the Waste and Resource Management Industry
  - Principles of Communication in the Workplace
  - Principles of Sustainability and the Circular Economy
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### What is a unit?

The units of a qualification describe what you must be able to do and understand to perform work activities competently in your job role.

- Learning outcomes: describe what tasks you will be able to do as a result of learning
  - Assessment criteria: describe what activities you will need to do and what you must know to complete each task.
  - Evidence requirements: provide a summary of the evidence you will need to prove you are competent.
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### What is an approved WAMITAB Centre?

You will gain your award through an approved WAMITAB Centre. It may be your place of work, a local college or training provider. Assessment of your award will be carried out at your place of work and the centre is responsible for the administration. Centre staff will therefore:

- Register you with WAMITAB
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- Provide a candidate registration number
  - Apply for your certificate when you have completed your qualification or units

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### **How long will it take?**

Once registered, all WAMITAB learners have up to two years to complete their qualification; however, your centre and/or employer may have some requirements that they will explain to you.

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### **Who will help me achieve my qualification?**

**Your Tutor** - The person you will have the most contact with as you work towards your qualification. They will provide the training.

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### **What are my responsibilities as a learner?**

As a learner you will need to:

- Provide your centre with your personal details so they can register you with WAMITAB
- Comply with health and safety law and regulations

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### **Where do I go if I need more information about my qualification and assessments?**

- Your centre
  - Your qualification workbook
  - WAMITAB (01604 231950/ [www.wamitab.org.uk/](http://www.wamitab.org.uk/) [info.admin@wamitab.org.uk](mailto:info.admin@wamitab.org.uk))
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## Useful Words

### Approved Centre

WAMITAB Centres are training organisations that have met our strict quality standards and have been approved to deliver our qualifications to learners. They include private providers, colleges of further education, employers and prisons.

### Assessment Criteria

These specify the standard that you are expected to meet to demonstrate that you have achieved the Learning Outcome. Assessment criteria are detailed enough to allow judgments to be made about your competence.

### Awarding Organisation

In order to have a qualification recognised in the UK it must be accredited through an awarding body. These organisations are regulated by Ofqual in England, Welsh Assembly Government, CCEA in Northern Ireland and SQA (Scottish Qualifications Authority) in Scotland to ensure that you receive a high quality, recognised qualification upon completion of the course.

### Competence

Competence, in relation to the qualification, describes your ability to consistently be able to undertake work activities, know and understand work-related tasks as per the requirements set out in the standards.

### Learner

A person who is registered to work towards achievement of a qualification – i.e. you!

### Learning Outcome

These set out what you will be expected to know, understand or be able to do. Each learning outcome relates to one or more assessment criteria, and together they set a clear assessment standard for each unit.

## **Multiple Choice Tests**

A form of assessment where learners are asked to select the best possible answer from the list provided.

## **Ofqual**

The Office of Qualifications and Examinations Regulation (Ofqual) regulates qualifications, examinations and assessments in England and vocational qualifications in Northern Ireland.

## **Tutor**

A person employed to instruct an individual or small group on a particular topic. Tutors that deliver knowledge and understanding qualifications and units should have relevant competence and experience in the subject that they are delivering and have experience of delivering vocational learning.

## **Units – Mandatory and Optional**

Units form the building blocks of all qualifications that are nationally regulated on the Qualification Credit Framework. Units are small chunks of learning that focus on specific aspects of knowledge, skills and understanding.

Mandatory units are those that you must achieve, and Optional units offer a range of subjects that you may choose between.

## **Vocational**

A qualification is vocational when it relates directly to the skills, knowledge and understanding required to undertake a specific or broad job role.

## **WAMITAB**

An Awarding Organisation for a wide range of qualifications in waste management and recycling, cleaning and street cleansing, facilities management and parking. WAMITAB is responsible for ensuring the on-going quality of the delivery and assessment of qualifications, and issues certificates to learners upon completion. We have over 25 years of experience developing and quality assuring qualifications, training and course materials.

# Unit Standards

## Waste and Resource Management Industry Awareness

Learning Outcome	Assessment Criteria
1. Understand the purpose of the waste and recycling industry.	1.1 Explain the purpose of the industry.
	1.2 Explain the core activities of the industry.
2. Know the different categories of waste.	2.1 Explain the different categories and definitions of waste.
	2.2 Summarise the waste materials in terms of type.
3. Understand waste minimisation.	3.1 Define the term 'waste minimisation'.
	3.2 Explain what the 'waste hierarchy' is.
	3.3 Define the term 'zero waste'.
4. Understand the reasons for recycling.	4.1 Explain the reasons for recycling within: a) The local authority. b) The organisation.
	4.2 Explain the reasons for recycling within: a) The local authority. b) The organisation.
5. Understand the Government targets for recycling.	5.1 Describe the Government recycling targets for: a) Business waste. b) Domestic waste.
	5.2 Explain the aims of the Government in terms of recycling.
6. Know the materials arising within the waste/recycling industry.	6.1 Describe different types of waste and other materials within the waste/recycling industry.
	6.2 Describe the types of waste and other materials handled by the organisation.
	6.3 Explain how to identify unacceptable wastes.
	6.4 Explain how wastes can be treated in relation to the waste hierarchy.
	6.5 Explain how different types of recyclables are used subsequently.
7. Understand the difference between hazardous waste and non-hazardous waste.	7.1 Differentiate between hazardous and non-hazardous materials.
	7.2 Describe the hazardous wastes and materials worked with.
	7.3 Describe the non-hazardous wastes and materials worked with.
	7.4 Explain the hazardous properties of waste.
	7.5 Give examples of: a) Non-hazardous waste. b) Hazardous waste.
8. Understand physical waste management technologies.	8.1 Identify physical waste treatment technologies.
	8.2 Describe the benefits and limitations of these technologies.
9. Understand biological waste	9.1 Identify biological waste treatment technologies.

treatment technologies.	9.2 Describe the benefits and limitations of these technologies.
10. Understand advanced thermal waste treatment technologies.	10.1 Identify advanced thermal waste treatment technologies.
	10.2 Describe the benefits and limitations of these technologies.

## Principles of Environmental Protection in the Waste and Resource Management Industry

Learning Outcome	Assessment Criteria
1. Understand the Duty Of Care.	1.1 Describe the Act relating to the Duty of Care and to whom it applies to.
	1.2 Describe the roles and responsibilities of each person in the waste management chain.
2. Understand how the Duty of Care relates to the organisation.	2.1 Describe the requirements of the Duty of Care.
	2.2 Explain what the Duty of Care means for the organisation in terms of: a) Waste transfer notes. b) Hazardous waste consignment notes.
	2.3 Explain the potential penalties for breach of Duty of Care.
3. Understand which legislation, codes of practice and guidance notes are relevant to waste and resource management facilities.	3.1 Identify the legislation, codes of practice and guidance notes relevant to waste and resources management in the UK.
	3.2 Describe the requirements of the legislation, code of practice and guidance in relation to operating a permitted wastes and resource management facility.
	3.3 Explain how 'waste' is defined and the use of protocols which determine when waste has ceased to be waste.
4. Understand why waste needs to be treated or disposed of in ways other than through landfill.	4.1 Explain the legislative targets for reduction of waste to landfill.
	4.2 Evaluate the environment impacts of diverting waste from landfill in relation to different hierarchy options.
5. Understand the Environmental Permitting Regulations.	5.1 Explain the purpose of the Environmental Permitting Regulations.
	5.2 Explain the requirements of the Environmental Permitting Regulations.
	5.3 Define the terms: a) Standard Permit. b) Bespoke Permit.
6. Understand how the environmental permit for your site impacts the operations on site.	6.1 Explain how the environmental permit for your site impacts site operations, including: a) Wastes permitted on site. b) Amount of waste permitted on site. c) Operational hours.
	7.1 Identify who has the power to enforce environmental permits.
	7.2 Describe the aims of enforcement.
7. Understand how Environmental Permits are enforced.	7.3 Identify potential offences under the Environmental Permitting Regulations.

	7.4 Describe the potential enforcement action which may be taken under the Environmental Permitting Regulations.
8. Understand operational processes to recommend improvements to maintain environmental good practice.	8.1 Describe the operational processes to maintain environmental good practice.
9. Understand how to contribute to the sustainability, maintenance and preservation of the environment.	9.1 Define the term 'pollution'.
	9.2 Identify the different types of pollution that can occur.
	9.3 Describe the consequences of pollution.
	9.4 Describe types of environmental damage which may occur as a result of work activities, the impact these can have on the environment and the corrective actions to be taken.
	9.5 Describe how to recognise wastage of: <ul style="list-style-type: none"> <li>• Energy.</li> <li>• Equipment.</li> <li>• Materials.</li> </ul>
	9.6 Describe working methods that will minimise waste of resources.
	9.7 Describe methods of waste disposal which will minimise waste of resources.

## Principles of Health and Safety in Waste and Resource Management Industry

Learning Outcome	Assessment Criteria
1. Know how to identify and deal with work-related hazards and risks in the waste/recycling industry.	1.1 Define the term 'hazard'.
	1.2 Define the term 'risk'.
	1.3 Identify the risks associated with the following when working with waste and recyclables: a) The wastes and materials handled. b) Machinery and equipment used. c) Vehicles and plant. d) Site condition. e) Unsafe behaviour.
	1.4 Describe the effect these risks could have on: a) Self. b) Others.
	1.5 Explain who is responsible for health and safety within the workplace.
	1.6 Identify the health and safety manager/coordinator within the workplace.
	1.7 Explain how to report hazards when working with waste and recyclables in accordance with: a) Organisational procedures. b) Legal requirements.
	1.8 Explain why it is important to report hazards when working with waste and recyclables.
2. Understand health and safety in the waste/recycling industry.	2.1 State the hazards that are likely to occur in the workplace and the risks those hazards pose.
	2.2 Describe own role and responsibilities for health and safety in the workplace under organisational policy and legislation.
	2.3 Explain the reasons for informing others of own whereabouts when working in isolation or remote locations.
	2.4 Explain how the procedures for specific emergencies may be affected by different work locations.
	2.5 Explain how to immobilise machinery and plant.
3. Know how to work with risk assessments when working in waste /recycling industry.	3.1 Explain the differences between an 'informal' and a 'formal' risk assessment.
	3.2 Describe a situation when an informal risk assessment would be carried out.
	3.3 Explain what type of risk assessment is carried out in the job role.
	3.4 Explain how to identify in the organisation where a documented risk assessment for a specific task can be found.
	3.5 Describe a range of occasions when this documented risk assessment would change.

	3.6 Explain the responsibilities for carrying out risk assessments to include: a) Informal. b) Formal.
	3.7 Describe the health and safety regulations relevant to the waste and recycling industry.
4. Understand the health and safety legislation relevant to the waste/recycling industry.	4.1 Describe the main principles of manual handling legislation.
	4.2 Describe the main principles of Control of Substances Hazardous to Health.
	4.3 Describe the main principles of the Provision and Use of Work Equipment Regulations.
	4.4 Describe the main principles of the Lifting Operations and Lifting Equipment Regulations.
5. Know how to respond to emergencies in the workplace.	5.1 Identify a range of 'emergencies' that could occur in the workplace.
	5.2 Explain the organisational procedure to be followed in the event of an emergency.
	5.3 Name the emergency coordinator(s) within the workplace.
	5.4 Explain how to respond to emergency situations involving accidents to people.
	5.5 Explain how to respond to emergency situations involving accidents on the work site.
	5.6 Explain how to minimise the effect of an emergency.
	5.7 Describe how to use and communicate data and information.
	5.8 Explain how to report problems that could affect compliance with emergency procedures.
6. Know how and why to select and use the correct Personal Protective Equipment (PPE) within the waste/recycling industry.	6.1 Explain how to select the correct personal protective equipment (PPE) for the job role.
	6.2 Explain why it is important to use the correct personal protective equipment (PPE) in the job role.

## Organisational Policies in the Waste and Resource Management Industry

Learning Outcome	Assessment Criteria
1. Understand the organisational policies for the reception and movement of wastes and recyclables	1.1 Describe the organisational policies in relation to: <ul style="list-style-type: none"> <li>a) terminology used</li> <li>b) receipt; handling; segregation; collection; transfer; treatment; disposal methods</li> <li>c) machinery used</li> <li>d) equipment used</li> </ul>
2. Understand how organisational policies reflect requirements of the environmental permit	2.1 Describe how organisational policies ensure compliance with the environmental permit

## Principles of Communication in the Workplace

Learning Outcome	Assessment Criteria
1. Know how to communicate effectively with the public and others.	1.1 Describe policies and practices for: <ul style="list-style-type: none"> <li>• Customer care.</li> <li>• Promotion of environmental good practice.</li> <li>• Equality of opportunity.</li> </ul>
	1.2 Explain methods of communication.
	1.3 Describe the methods of eliciting queries and comments from members of the public and others.
	1.4 Explain the procedures for handling and communicating confidential information.
2. Understand how to develop and maintain working relationships.	2.1 Explain why good working relationships and communications are important.
	2.2 Explain the ways in which good working relationships can be maintained.
	2.3 Explain the need to support changes in working practices.
	2.4 Explain the methods of working effectively with others.
	2.5 Explain the methods for dealing with conflicts within the workplace.
	2.6 Explain own level of responsibility in relation to dealing with disagreements.
3. Understand how to resolve disagreements in the workplace.	3.1 Describe how disagreements may arise in the workplace.
	3.2 Explain how disagreements could be prevented from arising.
	3.3 Explain how to amicably resolve disagreements.
	3.4 Explain the procedure if a disagreement cannot be settled by normal processes.

## Principles of Sustainability and the Circular Economy

Learning Outcome	Assessment Criteria
1. Understand environmental good practice.	1.1 State the methods for minimising environmental impact during work, including the storage of waste and how to recognise and resolve pollution incidents.
	1.2 Describe the suitable choice of materials and equipment given the nature of the work activity, and its potential impact on the environment.
	1.3 Explain the ways in which tools and materials should be used in order to minimise environmental impact.
2. Know how to prevent waste, prepare for reuse, recycle and recover.	2.1 Describe the terms set out in the waste hierarchy.
	2.2 Describe the processes required to achieve each of the terms set out in the waste hierarchy.
3. Know the principles of the circular economy.	3.1 Describe the basic principles of the 'circular economy'.
	3.2 Explain how the wastes and resource management industry contributes to the 'circular economy'.



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