

WAMITAB Level 2 Certificate in Front Line Environmental Services

Guided Learning Hours: 57
Total Qualification time: 132

Qualification Code: 600/0025/9
WAMITAB Code: FLES2



Version 6, February 2020

About WAMITAB and this Qualification Handbook

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 Handbook

Welcome to your WAMITAB Qualification Handbook. This will help you to complete your WAMITAB Level 2 Certificate in Front Line Environmental Services.

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

Candidate Information

Name

WAMITAB Candidate Number

Registration Date

Enrolment Date

Centre Name

Centre Address

Centre Contact

Assessor Name

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Frequently Asked Questions

What is a qualification?

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

What is the objective of this qualification?

The WAMITAB Level 2 Certificate in Front Line Environmental Services covers the skills required by operative level employees working within the environmental services sector, with a particular focus on waste management, street cleansing and recycling roles. This qualification is designed to confirm competence in occupational roles within the sector and forms part of the Sustainable Resource Management Apprenticeship.

Who is it for?

- New entrants to the industry
 - Long-term unemployed who wish to retrain
 - Apprentices
 - Experienced workers that want evidence of their skills
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What are the entry requirements of this qualification?

This qualification is open entry. This means that learners interested in undertaking the WAMITAB Level 2 Certificate in Front Line Environmental Services do not require any other qualifications or levels of attainment in order to take this qualification. However, learners will need to be employed in a suitable position, or have access to the working environment, as the qualification is assessed 'on the job'.

What job role could this qualification lead to or support?

This qualification is ideal for people seeking entry to the environmental services sector, or those who are already working and require evidence of their competence. It is a flexible qualification that can be tailored to meet the requirements of specific job roles in the sector or within a particular organisation – these job roles include:

- Waste operative
- Street cleaning operative
- Recycling operative
- Winter gritter/maintenance drivers

People already working in relevant roles could be employed by local authorities, waste management companies or third sector (not-for-profit) organisations. This qualification will support the sector to overcome significant skills gaps as nearly one in five members of the workforce (18%) has no qualifications (UKCES, 2012).

What do I need to achieve?

To achieve this qualification, you must complete five mandatory units and five option units. A maximum of two option units may be taken at Level 1. Barred unit combinations must be adhered to.

Mandatory Units

You must complete all units within this group.

- Manual handling, lifting and moving of loads in a waste environment – WO38
- Work safely at heights in a waste sector environment – WO42
- Ensure responsibility for actions to reduce risks to health and safety – HSS1W
- Contribute to the sustainability, maintenance and preservation of the environment – WO29
- Work with others to improve customer service – ICSD8

Option Group B

You may choose a maximum of two units from this group, but are not required to choose any units from this group.

- Transportation of waste – WO9
- Mechanically handle waste – WO28
- Control vehicle movement on site – WO31
- Manual collection of waste – WO4
- Working with other people – WO2
- Maintain the security of waste management facilities – WO13
- Mechanically handle recyclable materials – WO43
- Control the reception of recyclable materials – WO45
- Collect recyclable materials – WO30

Option Group C

You must choose units from this group to ensure a total of 10 units are taken to complete the qualification. If you chose one or two units from Option Group B, you will need to take three or four units from Group C. Learners who did not choose units from Option Group B will be required to complete five units from this group.

- Perform street cleansing manually – WO49
- Perform street cleansing mechanically – WO50
- Clean and maintain external surfaces and areas – WO51
- Loading a waste transport vehicle – WO5

- Loading a Hazardous Waste Transport Vehicle – WO5a
- Loading a Non-Hazardous Waste Transport Vehicle - WO5b
- Loading an Inert Waste Transport Vehicle - WO5c
- Store waste and operating materials within a waste management facility – WO18
- Validation of waste – WO10
- Inspection of vehicles used in waste management facilities – WO15
- Manually clear snow and treat highways and land for ice – WO12
- Comply with emergency procedures on waste management activities – WO3
- Maintain a healthy and safe working environment for waste management activities – WO1
- Control the risk from vehicle and plant movements on waste management facilities – WO7
- Workplace Hazard Awareness & Control – WO34
- Maintain effective working relationships during recycling operations – WO32
- Control the handover of recyclable materials – WO44
- Sort and prepare recyclable materials for processing – WO46
- Operate plant for the processing of recyclable materials – WO47
- Use and maintain ride-on powered equipment – L27.3
- Use and maintain non-powered and hand held powered tools and equipment – L27.1
- Use and maintain pedestrian controlled powered equipment – L27.2

Barred Unit Information

If you choose units listed in the left hand box; you cannot also choose units listed in the corresponding box on the right hand side.

| | |
|--|---|
| Loading a waste transport vehicle (Y/602/1076) | Loading a Hazardous Waste Transport Vehicle (R/602/1075) Loading a Non-Hazardous Waste Transport Vehicle (L/602/1074) Loading an Inert Waste Transport Vehicle (J/602/1073) |
| Loading a Hazardous Waste Transport Vehicle (R/602/1075) | Loading a Non-Hazardous Waste Transport Vehicle (L/602/1074) Loading an Inert Waste Transport Vehicle (J/602/1073) |
| Loading a Non-Hazardous Waste Transport Vehicle (L/602/1074) | Loading an Inert Waste Transport Vehicle (J/602/1073) |
| Mechanically handle recyclable materials (H/602/1260) | Mechanically handle waste (D/602/1385) |
| Manual collection of waste (K/602/1261) | Collect Recyclable Materials (K/602/1387) |

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.

What is an approved WAMITAB Centre?

You will gain your qualification through an approved WAMITAB Centre. It may be your place of work, a local college or training provider. Assessment of your qualification 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.
- Provide a candidate registration number.
- Apply for your certificate when you have completed your qualification or units.

How long will it take?

You have two years to complete your qualification from date of registration. However, your centre may also have some requirements that they will explain to you.

Who will help me achieve my qualification?

The following people at the approved WAMITAB centre will help you to achieve your qualification.

Your Assessor

The assessor is the person you will have the most contact with as you work towards your qualification. They will:

- Help you identify any training you need.
- Help you plan your workload and organise your evidence.
- Observe you carrying out your job in the workplace over a period of time.
- Ask questions about the work you do.
- Make decisions about your evidence.
- Judge when you are competent.
- Provide feedback.

Internal Quality Assurer

The internal quality assurer maintains the quality of assessment within the centre.

External Quality Assurer

An external quality assurer is employed by WAMITAB to ensure that your centre meets the required national standards for quality and assessment.

What are my responsibilities as a candidate?

As a candidate 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.

What steps will I need to take to complete my qualification?

1. **Planning:** Your assessor will tell you about the mandatory units of the qualification and will help you to select relevant optional units.
2. **Evidence:** You will gather evidence for your portfolio (see next question for types of evidence).
3. **Feedback:** Your assessor will provide regular feedback on your progress and will arrange for additional training if needed. When your assessor confirms you are competent after an assessment, it will be recorded in your handbook.
4. **Achievement:** Once you have completed all the units and gathered all the evidence you need, your centre will apply for your WAMITAB certificate.

What are the evidence requirements for this qualification?

The primary sources of evidence for this qualification are:

- **Observation (O):** Direct observation or witness testimony where direct observation is not possible. Where this evidence type has been suggested against Assessment Criteria which require the candidate to explain or describe, the assessor must hear or observe the explanation/description (directly or being delivered to others) or see it in writing. The assessor must not infer that the candidate can explain/describe based purely on observation.
- **Question and Answer (Q/A):** candidate statements, verbal questioning, professional discussion, written questions, product evidence supported by questioning
- **Simulation / Realistic working environment (S/R):** Should be used as a last resort where allowed. Please see the Assessment Strategy for further information.

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

- your assessor
- your qualification handbook
- WAMITAB (01604 231950/ www.wamitab.org.uk/info.admin@wamitab.org.uk)

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.

Assessor

A person who works with the Approved Centre to assess your competence against the standards set within the qualification. Assessors are qualified and experienced in the subject of the qualification you are registered for, and have the skills to plan and carry out your assessments. They will make judgments of your competence, based on the evidence you provide, and give feedback.

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.

Evidence

You need to collect evidence to prove that you are competent as required by the standards set in the units of the qualification. There are different types of evidence, ranging from an assessor observing your work, question and answers, assignments and tests. Evidence can also be presented using photographs, audio and video files. Each unit gives guidance as to what is expected and acceptable evidence. Evidence must be authentic and your own work.

External Quality Assurer

This is an expert employed by WAMITAB to monitor, review and advise Approved Centres. The External Quality Assurer regularly visits the Approved Centre to check that all assessments are carried out correctly, to the same standard, and that all paperwork is maintained accurately and consistently. External Quality Assurers are qualified and experienced in the subject of the qualification that you are registered for. They therefore have the skills to check that the Approved Centre is operating properly and has all of the systems in place to deliver the qualification.

Internal Quality Assurer

A person who works with the Approved Centre to make sure that the assessment is carried out correctly, and that all administration of the assessment is properly managed. Internal Quality Assurers are qualified and experienced in the subject of the qualification that you are registered for, and have the skills to verify the work of the assessor for accuracy, quality and consistency.

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.

Portfolio

This is a place where you will collect evidence to demonstrate your competence. A portfolio could be either hard-copy or electronic, but this will need to be agreed with the Approved Centre in advance. The evidence held in your portfolio must be your own work, and be clearly referenced to the units of the qualification.

Unit – Mandatory and Optional

Units form the building blocks of all qualifications that are nationally regulated. 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 Terms

Analyse

Look at something (for example a process) and use given classifications or principles to gain a further understanding.

Apply

Put something into action – a “doing” task which requires “real” evidence from a workplace scenario.

Compare

Look at the characteristics of an item or activity and note the similarities and differences. This is more often used at level 1 and 2.

Critically Compare

Look at the characteristics of an item or situation, note the similarities and differences and their respective positive and negative aspects. In some cases, this can include the use of the comparison in context as the basis for decision making. This is generally used at level 3 and above.

Demonstrate

A doing verb which requires you to actually do what the assessment criteria requires. You will have to provide evidence of which clearly shows you applying your knowledge and skills to meet the requirements of the assessment criteria. The evidence for this can involve getting someone to take a picture of you completing the task or discussing the task with an assessor and recording the discussion using documentation, video, etc. Remember that it is not enough to just write about it unless the task requires this type of written evidence.

Describe

Provide a vivid picture of what it is by using imagery, adjectives and adverbs to make the subject easy to understand. It may also convey an idea or fact.

Determine

To find out or decide. This may involve research, following a set of procedures or carrying out a series of calculations to find a solution.

Develop

Build a process or activity or understanding either from scratch or using an existing product to create something workable.

Differentiate/ Distinguish

Look at the characteristics of an item or situation/ activity and explain the differences.

Evaluate/Justify

You must look at whatever the required content/process is and suggest other relevant, significant or possible outcomes. It is the process of exploring, checking and suggesting a likely outcome with reasons.

Explain

Provide a comprehensible answer that shows an understanding of the content/process mentioned. Your answer should include: what it is, how it works, what it looks like, what it does, how it happens, why it happens and any relevant reasons.

Identify

For most assessment criteria this requires the learner to list and describe what is required or relevant to produce an outcome, or requires the learner to make choices to achieve a particular aspect of their job. At levels 4, 5 and 6 this would require the learner to say what is available, make the choice and then to explain or justify why the choice was made.

Implement

Putting something into practice after the development process has taken place. This ensures that the product/process is actually employed and/or used by self and others during work activities.

List

Produce a number of relevant items which apply to the question. Further description is not required.

Manage

After a development process ensure that the product/process works using relevant management techniques.

Recognise

Be aware of, familiar with and able to identify an activity or product.

Mandatory Units

WO38: Manual handling, lifting and moving of loads in a waste environment

| Level: 1 | | Evidence Type | Portfolio Ref Number | Comments |
|--|---|----------------------|-----------------------------|-----------------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Understand how to prepare for handling and lifting loads | 1.1 Describe the process for identifying if loads are safe to move | | | |
| | 1.2 Explain the reasons for planning a route when moving loads | | | |
| | 1.3 Give examples of safe handling techniques. | | | |
| 2. Understand procedures and instructions for handling and lifting loads | 2.1 Describe company guidelines and procedures for safe handling and moving loads | | | |
| | 2.2 Describe the relevant health and safety regulations for the safe handling and movement of loads | | | |
| | 2.3 Give examples of the consequences of using unsafe techniques to self and others | | | |
| 3. Be able to handle and lift loads | 3.1 Select safe and efficient routes for moving items | | | |
| | 3.2 Wears assigned personal protection equipment when moving loads | | | |
| | 3.3 Use safe and approved handling techniques when moving loads | | | |
| | 3.4 Resolves problems within own area of personal responsibility | | | |
| | 3.5 Report problems outside own personal responsibility to resolve to designated personnel | | | |

WO42: Work safely at heights in a waste sector environment

| Level: 1 | | Evidence Type | Portfolio Ref Number | Comments |
|---|--|----------------------|-----------------------------|-----------------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Understand how to carry out work safely at heights | 1.1 Describe how personal activities and behaviour in the workplace can contribute to the health and safety of self and others. | | | |
| | 1.2 Describe individual responsibilities relating to maintaining safe working practices. | | | |
| | 1.3 Describe procedures when working at heights and how these link to health and safety legislation. | | | |
| | 1.4 Describe the risks associated with working at heights especially when carrying and handling objects. | | | |
| | 1.5 Describe how risks associated with working at heights can be controlled. | | | |
| | 1.6 Describe precautions which should be taken to minimise risks associated with working at heights. | | | |
| | 1.7 Describe organisational requirements for preparing for and working at heights. | | | |
| | 1.8 Describe organisational requirements for using, cleaning and storing: <ul style="list-style-type: none"> • Height access equipment • Personal protective equipment | | | |
| | 1.9 Describe, where fitted, how to operate fall protection equipment. | | | |
| 2. Be able to carry out | 2.1 Carry out the work following an agreed plan. | | | |

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|------------------------|---|--|--|--|
| work safely at heights | 2.2 Assess the risks taking into account the potential dangers of: <ul style="list-style-type: none"> • Falling • Dropping tools and debris • Stability of ladders • The working area • Overhead cables • Equipment • Other people in the vicinity | | | |
| | 2.3 Take precautions to address identified risks. | | | |
| | 2.4 Check that personal protective equipment is functioning properly. | | | |
| | 2.5 Select and wear appropriate personal protective equipment including, where relevant, full body harness. | | | |
| | 2.6 Check that safety barriers are in place around the working area. | | | |
| | 2.7 Check that there is a permit to work, where required, before working at heights. | | | |
| | 2.8 Carry out all required pre-checks including ensuring that height access equipment is free from obvious defects before use. | | | |
| | 2.9 Check that height access equipment is deployed and secure. | | | |
| | 2.10 Maintain frequent communication with the appropriate person. | | | |
| | 2.11 Leave work areas clean, tidy and free of obstructions. | | | |
| | 2.12 Secure height access equipment and personal protective equipment in the correct storage area. | | | |

HSS1W: Ensure responsibility for actions to reduce risks to health and safety

| Level: 3 | | Evidence Type | Portfolio Ref Number | Comments |
|---|---|----------------------|-----------------------------|-----------------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Be able to identify the hazards and evaluate the risks in the workplace. | 1.1 Identify workplace instructions that are relevant to them and their job role. | | | |
| | 1.2 Identify working practices and hazards in the workplace that could be harmful. | | | |
| | 1.3 Evaluate the hazards and prioritise in risk order | | | |
| | 1.4 Report hazard(s) to the responsible person | | | |
| 2. Be able to reduce the risks to health and safety in the workplace | 2.1 Perform work activities at own level of competence in accordance with identified health and safety: <ul style="list-style-type: none"> workplace policies, instructions and procedures, suppliers and manufacturers' information and relevant legal requirements. | | | |
| | 2.2 Deal with hazards in accordance with workplace instructions and legal requirements. | | | |
| | 2.3 Report differences between workplace instructions and supplier/manufacture instructions. | | | |
| 3. Understand how to reduce risks to health and safety in the workplace | 3.1 Explain their responsibility in remaining alert to hazards and risks. | | | |
| | 3.2 Identify own responsibilities and scope for action in controlling risk. | | | |
| | 3.3 Explain the importance of adhering to health and safety policies and practices. | | | |
| | 3.4 Describe where and when to get additional health and safety assistance. | | | |
| | 3.5 Describe the importance of personal presentation and behaviour in maintaining health and safety in the workplace. | | | |

WO29: Contribute to the sustainability, maintenance and preservation of the environment

| Level: 2 | | Evidence Type | Portfolio Ref Number | Comments |
|--|--|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Operate and look after equipment and materials so as to reduce environmental damage | 1.1 Operate and look after equipment and materials so as to reduce environmental damage: <ul style="list-style-type: none"> • Recyclable materials. • Static and mobile plant. • Pollution. • Physical disturbance. | | | |
| | 1.2 Make sure work is carried out in accordance with approved procedures and practices: Health, Safety and Environmental related to: <ul style="list-style-type: none"> • The individual and others. • The organisation. • Regulatory and statutory requirements. • Relevant company policies. • Risk assessment. | | | |
| | 1.3 Recognise any likely or actual environmental damage and take the appropriate action: <ul style="list-style-type: none"> • Pollution. • Physical. | | | |
| | 1.4 Recognise Health, Safety and Environmental incidents related to: <ul style="list-style-type: none"> • The individual and others. • The organisation. • Regulatory and statutory requirements. • Relevant company policies. • Risk assessment. | | | |
| | 1.5 Carry out work in a manner which minimises environmental damage: <ul style="list-style-type: none"> • Pollution. • Physical disturbance. | | | |

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| 2. Understand operational processes to recommend improvements to maintain environmental good practice | 2.1 Describe the operational processes to maintain environmental good practice | | | |
| 3. Understand how to contribute to the sustainability, maintenance and preservation of the environment | 3.1 Describe ways in which tools and materials should be used in order to minimise environmental damage. | | | |
| | 3.2 Describe the consequences of pollution. | | | |
| | 3.3 Describe how to recognise wastage of energy, equipment and materials. | | | |
| | 3.4 Describe working methods that will minimise pollution and waste of resources. | | | |
| | 3.5 Describe types of damage which may occur, the impact these can have on the environment and the corrective actions to be taken. | | | |
| | 3.6 Describe Methods of waste disposal which will minimise the risk to the environment. | | | |

ICSD8: Work with others to improve customer service

| Level: 3 | | Evidence Type | Portfolio Ref Number | Comments |
|---|--|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. improve customer service by working with others | 1.1 contribute constructive ideas for improving customer service | | | |
| | 1.2 identify what they have to do to improve customer service and confirm this with others | | | |
| | 1.3 agree with others what they have to do to improve customer service | | | |
| | 1.4 co-operate with others to improve customer service | | | |
| | 1.5 keep their commitments made to others | | | |
| | 1.6 make others aware of anything that may affect plans to improve customer service | | | |
| 2. monitor their own performance when improving customer service | 2.1 discuss with others how what they do affects customer service performance | | | |
| | 2.2 identify how the way they work with others contributes towards improving customer service | | | |
| 3. monitor team performance when improving customer service | 3.1 discuss with others how teamwork affects customer service performance | | | |
| | 3.2 work with others to collect information on team customer service performance | | | |
| | 3.3 identify with others how customer service teamwork could be improved | | | |
| | 3.4 take action with others to improve customer service performance | | | |
| 4. understand how to work with others to improve customer service | 4.1 describe who else is involved either directly or indirectly in the delivery of customer service | | | |
| | 4.2 describe the roles and responsibilities of others in their organisation | | | |
| | 4.3 describe the roles of others outside their organisation who have an impact on their services or products | | | |
| | 4.4 evaluate what the goals or targets of their organisation are in relation to customer service and how these are set | | | |
| | 4.5 evaluate how their organisation identifies improvements in customer service | | | |

Optional Group B

WO9: Transportation of Waste

| Level: 1 | | Evidence Type | Portfolio Ref Number | Comments |
|--|---|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Operate and control a waste transport vehicle | 1.1 Carry out daily routine checks on the vehicle in accordance with operational procedures. | | | |
| | 1.2 Check the operational suitability of the vehicle and specialist equipment. | | | |
| | 1.3 Drive and maneuver the vehicle safely in line with training and operational procedures. | | | |
| | 1.4 Drive the vehicle in a manner which minimises wear and tear, the risk of accidental damage, and maximises efficiency. | | | |
| | 1.5 Drive in a manner which shows consideration for others, and minimises risk to oneself and the crew. | | | |
| | 1.6 Drive and operate the vehicle legally. | | | |
| | 1.7 Check the load is secure and stable before moving off. | | | |
| 2. Transport waste | 2.1 Monitor continuously the condition of the vehicle and its load by observing the vehicle's performance, and report any problems in accordance with operational procedures. | | | |
| | 2.2 Follow operational procedures in the event of accident, breakdown, and other problems. | | | |
| 3. Use and communicate data and information related to the transportation of waste | 3.1 Complete and sign the daily vehicle checks documentation. | | | |
| | 3.2 Report problems which arise from the vehicle check. | | | |
| | 3.3 Record variations in vehicle performance. | | | |
| | 3.4 Complete operational documentation. | | | |
| | 3.5 Check regulatory documentation and signage is completed and positioned accurately. | | | |
| 4. Resolve problems which arise with the transportation of waste | 4.1 Report variations in vehicle performance. | | | |
| | 4.2 Take steps to deal with unsecure or unstable loads. | | | |
| | 4.3 Advise colleagues or managers of situations which require their attention. | | | |

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| | 4.4 Report situations which are outside the job role responsibilities in line with operational procedures. | | | |
| | 4.5 Resolve problems to improve vehicle performance. | | | |
| | 4.6 Resolve problems within own area of responsibility. | | | |
| 5. Understand the regulations, procedures and requirements for transportation of waste | 5.1 Describe appropriately the potential hazards associated with different wastes. | | | |
| | 5.2 Describe appropriately operational procedures and why it is important to comply with them. | | | |
| | 5.3 Determine how to identify work-related hazards and risks when transporting waste. | | | |
| | 5.4 Determine how to use personal protective equipment (PPE) in line with operational procedures. | | | |
| | 5.5 Describe appropriately vehicle controls, equipment, and their functions. | | | |
| | 5.6 Describe appropriately vehicle handling and characteristics. | | | |
| | 5.7 Describe appropriately load characteristics and their effects on vehicle performance. | | | |
| | 5.8 Describe appropriately the methods of checking vehicle performance. | | | |
| | 5.9 Describe appropriately the requirements of the organisation receiving the load. | | | |
| | 5.10 Describe appropriately legislation affecting the vehicle, its driver, and its load. | | | |
| | 5.11 Determine how to identify variances in vehicle performance, remedy them or report them. | | | |
| | 5.12 Determine how to identify deviations from the schedule of operations. | | | |
| | 5.13 Determine how to establish load stability. | | | |
| | 5.14 Determine how to manoeuvre safely and effectively. | | | |
| | 5.15 Determine how to minimise wear and tear and the risk of accidents. | | | |
| | 5.16 Determine how to deal with accidents, breakdowns or other problems. | | | |
| | 5.17 Determine how to accommodate special instructions in route and schedule planning. | | | |

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| | 5.18 Determine the potential environmental impact of the vehicle and its load. | | | |
| 6. Work in a manner which underpins effective performance | 6.1 Recognise and act when others need support. | | | |
| | 6.2 Be receptive to new ways of working | | | |

WO28: Mechanically handle waste

| Level: 1 | | Evidence Type | Portfolio Ref Number | Comments |
|---|--|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Prepare to use mechanical handling equipment to load, move, and unload waste | 1.1 Select and use the designated personal protective equipment (PPE) in compliance with operational requirements. | | | |
| | 1.2 Undertake daily checks and confirm the mechanical handling equipment and its attachments and accessories are working in accordance with operational and manufacturer's procedures. | | | |
| | 1.3 Check all required certification is in date for the piece of equipment to be used. | | | |
| | 1.4 Check that risk assessments have been completed before operations are started. | | | |
| | 1.5 Confirm the machine complies with legal requirements where it is used on the public highway. | | | |
| 2. Load, move and unload waste using mechanical handling equipment | 2.1 Operate machinery in accordance with work instructions and organisational procedures. | | | |
| | 2.2 Ensure data is used and communicated as detailed in operational procedures | | | |
| | 2.3 Make sure the machine is operated within its safe working limit. | | | |
| | 2.4 Operate mechanical handling equipment in a manner which minimises the potential for damage to colleagues, pedestrians, and other vehicles. | | | |
| | 2.5 Keep the working area clean, tidy, and in a safe condition. | | | |
| | 2.6 Comply with operational procedures and documents when handling waste. | | | |
| | 2.7 Check and confirm the equipment to be used is suitable for the characteristics of the waste. | | | |
| | 2.8 Make sure that the waste is handled in a safe manner. | | | |
| | 2.9 Make sure the load being handled is stable at all times. | | | |
| | 2.10 Make sure the work area is free from obstructions at all times during operations. | | | |
| | 2.11 Monitor the work environment continuously to minimise risk | | | |

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| 3. Use and communicate data and information | 3.1 Provide information to others to complete all documentation associated with the handling of the load. | | | |
| | 3.2 Report situations where waste does not comply with documentation. | | | |
| | 3.3 Report defects on equipment, and in the work area, when handling waste. | | | |
| 4. Resolve problems which arise from mechanically handling waste | 4.1 Deal with emergencies and spillages in line with operational procedures. | | | |
| | 4.2 Rectify and resolve any discrepancies between the paperwork and the waste before it is loaded or unloaded. | | | |
| | 4.3 Check defects in the specialist handling equipment are rectified before using it. | | | |
| | 4.4 Take steps immediately in accordance with operational procedures to ensure unsafe conditions are dealt with. | | | |
| | 4.5 Advise colleagues or managers of situations which require their attention. | | | |
| | 4.6 Report situations which are outside the job role responsibilities in line with organisational procedures. | | | |
| | 4.7 Resolve problems within own area of responsibility. | | | |
| 5. Understand the regulations, procedures and requirements for mechanically handling waste | 5.1 Describe appropriately the potential hazards associated with different wastes. | | | |
| | 5.2 Describe appropriately operational procedures and why it is important to comply with them. | | | |
| | 5.3 Determine How to identify work-related hazards and risks. | | | |
| | 5.4 Describe appropriately the techniques for handling loads. | | | |
| | 5.5 Describe appropriately the legal requirements for operating machines on the public highway. | | | |
| | 5.6 Explain the process for ensuring that risk assessments are in place. | | | |
| | 5.7 Determine the physical and handling characteristics of wastes and containers. | | | |
| | 5.8 Determine how adverse conditions can affect the handling of loads. | | | |
| | 5.9 Determine how to work in a manner which minimises the potential for damage to buildings and vehicles. | | | |

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| | 5.10 Determine how to work in a manner that minimises the risk of injury to colleagues and pedestrians. | | | |
| | 5.11 Determine how to recognise and prevent distortion or movement of stored waste whilst picking up and placing loads. | | | |
| 6. Work in a manner which underpins effective performance | 6.1 Recognise and act when others need support. | | | |
| | 6.2 Be receptive to new ways of working. | | | |

WO31: Control Vehicle Movements on site

| Level: 1 | | Evidence Type | Portfolio Ref Number | Comments |
|--|---|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Be able to monitor and maintain the safe loading and unloading of vehicles. | 1.1 Check that vehicles have safe access and egress to areas where loading and unloading is designated to take place. | | | |
| | 1.2 Make sure that the designated ground surface conditions to load and unload materials, are safe and fit-for-purpose | | | |
| | 1.3 Direct vehicle driver to appropriate loading or unloading area. | | | |
| | 1.4 Assist vehicle driver to maneuvers to designated loading and unloading area. | | | |
| | 1.5 Refer problems with ground surface and manoeuvring conditions, outside their responsibility, to authorised person. | | | |
| | 1.6 Ensure that drivers and crews comply with approved procedures and practices related to Health, Safety and Environmental Protection regulations. | | | |
| | 1.7 Keep all necessary records accurate, legible and complete | | | |
| | 1.8 Communicate information in accordance with organisations policies and procedures. | | | |
| 2. Understand how to control vehicle movements on site. | 2.1 State the operational procedures for the operation of vehicles in designated locations | | | |
| | 2.2 Describe how to recognise vehicle problems. | | | |
| | 2.3 State how to recognise access problems. | | | |
| | 2.4 State how communicate effectively with drivers, crews and others. | | | |
| | 2.5 Know appropriate signals to the driver for assisting positioning. | | | |
| | 2.6 Describe how to recognise and respond to incidents interfering with operations. | | | |
| | 2.7 State what the law requires in vehicle loading and unloading operations. | | | |
| | 2.8 State the methods for assisting vehicles in reversing and getting into position. | | | |
| | 2.9 State the person to whom non-compliance should be reported. | | | |

WO4: Manual collection of waste

| Level: 1 | | Evidence Type | Portfolio Ref Number | Comments |
|---|--|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Collect waste | 1.1 Leave the designated collection area clean and safe. | | | |
| | 1.2 Use Personal Protective Equipment (PPE) in accordance with organisational procedures. | | | |
| | 1.3 Follow all health and safety and work procedures and instructions throughout the collection process. | | | |
| | 1.4 Make sure there is safe access to the waste to be collected. | | | |
| | 1.5 Collect Waste, using manual and mechanical handling techniques, in a manner which avoids the risk of injury to self and others. | | | |
| | 1.6 Reject waste and deal with non-conforming waste in accordance with organisational procedures. | | | |
| | 1.7 Check and confirm containers contain the correct classification of waste. | | | |
| | 1.8 Use the proper manual handling techniques for the different types of containers. | | | |
| 2. Operate equipment | 2.1 Follow organisational and manufacturer's procedures to operate machinery and equipment safely. | | | |
| | 2.2 Report faults and defects as soon as possible in line with operational procedures. | | | |
| | 2.3 Work in a manner which reduces the risk of injury and disease to self and others, and avoids risk of harm to self, others and the environment. | | | |
| | 2.4 Operate equipment in a safe and efficient manner in accordance with risk assessment and equipment operating procedures. | | | |
| 3. Use and communicate information | 3.1 Give and request information to and from designated person. | | | |
| | 3.2 Check the collection documentation is accurate and complete. | | | |
| 4. Resolve problems arising from collecting | 4.1 Report promptly any circumstances which affect the collection of the waste, in accordance with operational procedures. | | | |

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| waste | 4.2 Report any damage which results from the collection process, in accordance with operational procedures. | | | |
| | 4.3 Resolve problems within limits of their own responsibility. | | | |
| | 4.4 Report problems outside of own responsibility that occur when manually collecting waste | | | |
| 5. Understand the regulations, procedures and requirements for manual collection of waste | 5.1 Describe appropriately the classifications and types of waste. | | | |
| | 5.2 Describe appropriately the potential hazards associated with different wastes. | | | |
| | 5.3 Describe appropriately details of operational procedures and documentation. | | | |
| | 5.4 Describe appropriately operational procedures and why it is important to comply with them when collecting waste manually. | | | |
| | 5.5 Determine how to identify work-related hazards and risks when collecting waste. | | | |
| | 5.6 Describe how to use personal protective equipment (PPE) in line with operational procedures for manual waste collection. | | | |
| | 5.7 Describe appropriately, waste collection processes relevant to the organisation. | | | |
| | 5.8 Describe appropriately the safe working areas and hazards associated with loading waste. | | | |
| | 5.9 Describe appropriately the characteristics of different types of collection receptacle and how to handle them. | | | |
| | 5.10 Describe appropriately the reasons for rejecting waste. | | | |
| | 5.11 Describe appropriately information required for the completion of organisational documentation. | | | |
| | 5.12 Determine how to deal with non-conforming waste. | | | |
| | 5.13 Determine how to avoid the risk of injury and disease during waste collection activities. | | | |
| | 5.14 Determine how to minimise the risk of harm to oneself and the environment. | | | |
| | 5.15 Determine how to deal with hazardous waste. | | | |

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| 6. Work in a manner which underpins effective performance | 6.1 Recognise and act when others need support. | | | |
| | 6.2 Be receptive to new ways of working. | | | |

WO2: Working with other people

| Level: 1 | | Evidence Type | Portfolio Ref Number | Comments |
|--|--|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Agree individual work activities when working with others | 1.1 Agree the division of work with others before beginning work. | | | |
| | 1.2 Plan the best way to carry out the work to performance requirements. | | | |
| | 1.3 Confirm the working methods that will be used to comply with operational requirements. | | | |
| 2. Complete work activities with others | 2.1 Carry out and complete work activities within performance requirements. | | | |
| | 2.2 Check with other people for any difficulties which arise from carrying out the work. | | | |
| | 2.3 Prevent disagreements between people from disrupting work. | | | |
| 3. Use and communicate data and information | 3.1 Complete work documentation in accordance with operational requirements. | | | |
| | 3.2 Provide colleagues with information to enable them to undertake work in accordance with operational requirements. | | | |
| | 3.3 Obtain, and communicate to colleagues, information that is needed to enable tasks to be undertaken effectively and safely. | | | |
| 4. Resolve problems which could affect working with others | 4.1 Notify the designated person when work is likely to be completed later than a pre-agreed schedule. | | | |
| | 4.2 Report instances of unsafe or disruptive behaviour in accordance with operational procedures. | | | |
| | 4.3 Report problems arising within own area of responsibility to the designated person. | | | |
| | 4.4 Notify matters outside the responsibility of the job role to the designated person. | | | |
| | 4.5 Resolve problems within own area of responsibility | | | |
| 5. Understand the regulations, procedures and requirements for | 5.1 Determine how to identify work-related hazards and risks. | | | |
| | 5.2 Determine how to deal constructively with colleagues and other people and resolve disagreements. | | | |

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| working with other people | 5.3 Determine the impact on self and others of not wearing appropriate Personal Protective Equipment (PPE) | | | | |
| | 5.4 Determine how to develop productive working relationships with colleagues. | | | | |
| | 5.5 Determine the nature of other people's work. | | | | |
| | 5.6 Determine how each person's work affects each other. | | | | |
| | 5.7 Determine how to resolve misunderstandings. | | | | |
| | 5.8 Determine how to make helpful contributions to work-related meetings and discussions. | | | | |
| | 5.9 Determine how to recognise difficulties in own work. | | | | |
| | 5.10 Determine different styles of working. | | | | |
| | 6. Work in a manner which underpins effective performance | 6.1 Recognise and act when others need support. | | | |
| | | 6.2 Be receptive to new ways of working | | | |

WO13: Maintain the security of waste management facilities

| Level: 1 | | Evidence Type | Portfolio Ref Number | Comments |
|---|---|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Maintain the security of the premises, equipment and materials | 1.1 Follow all organisational procedures where they are a lone worker. | | | |
| | 1.2 Maintain personal visibility in poor light conditions when opening and securing premises. | | | |
| | 1.3 Check the integrity of the access to the premises on arrival and follow the correct entering procedures. | | | |
| | 1.4 Carry out a general visual check of premises internally and externally for anything unusual. | | | |
| | 1.5 Store equipment and materials safely and securely when not in use. | | | |
| | 1.6 Check plant and equipment - not stored in a secure place - are immobilised when not in use. | | | |
| | 1.7 Check all keys for vehicles and plant stored on site, and keys for internal access, are adequately labelled and stored securely when not in use. | | | |
| | 1.8 Check that any waste stored in the facility is in a suitable safe and stable condition to be left in situ after the premises have been secured. | | | |
| | 1.9 Turn off lights and power supplying equipment not required for security. | | | |
| | 1.10 Follow the correct exit procedures - including setting alarm systems that are fitted - and secure the premises. | | | |
| 2. Use and communicate data and information | 2.1 Comply with operational procedures or guidelines for maintaining security of equipment and information. | | | |
| | 2.2 Report any actual, or potential, breaches of security in accordance with operational procedures. | | | |
| | 2.3 Store confidential information securely. | | | |
| | 2.4 Ensure spare keys for access to the facility, and for vehicles and equipment kept on site, are correctly labelled and securely stored in a designated place off site. | | | |

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| | 2.5 Check documentation is legible and clear and seek confirmation from a person in authority if there are any doubts or discrepancies. | | | |
| | 2.6 Check records of consumable resources used, and held in stock, are up-to-date. | | | |
| | 2.7 Report any excesses, shortages or recording errors for consumables stored on site to the designated person. | | | |
| 3. Resolve problems which arise from maintaining security | 3.1 Arrange for damaged or insecure gates, doors, or window locks or catches to be repaired or replaced to enable the premises to be secured when not in use. | | | |
| | 3.2 Arrange for lights that are not working to be restored to full working order. | | | |
| | 3.3 Arrange for damage to the facility, or security equipment, to be repaired in accordance with operational procedures. | | | |
| | 3.4 Resolve problems within own area of responsibility. | | | |
| 4. Understand the regulations, procedures and requirements for maintaining the security of waste management facilities | 4.1 Describe appropriately operational procedures and why it is important to comply with them. | | | |
| | 4.2 Determine how to identify work-related hazards and risks. | | | |
| | 4.3 Describe appropriately entering and leaving procedures for the facility. | | | |
| | 4.4 Describe appropriately other methods of securing equipment and materials. | | | |
| | 4.5 Determine how to recognise and report suspicious occurrences. | | | |
| | 4.6 Determine how to recognise and report breaches of security. | | | |
| | 4.7 Determine what information about the organisation is confidential. | | | |
| | 4.8 Determine why information about clients and visitors should be kept confidential. | | | |
| | 4.9 Determine how to ensure the security of consumable resources. | | | |
| | 4.10 Determine how to immobilise machinery and equipment. | | | |
| | 4.11 Determine location and security of keys for vehicles and plant. | | | |
| 5. Work in a manner which underpins effective performance | 5.1 Recognise and act when others need support. | | | |
| | 5.2 Be receptive to new ways of working | | | |

WO43: Mechanically handle recyclable materials

| Level: 1 | | Evidence Type | Portfolio Ref Number | Comments |
|---|---|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Mechanically handle the transfer, loading and unloading of recycling materials in accordance with policies, procedures and regulations | 1.1 Carry out collection in line with approved procedures, practices and Health, Safety and Environmental Protection regulations. | | | |
| | 1.2 Check the working environment for potential risks, hazards and damage to people, materials and equipment. | | | |
| | 1.3 Take action to minimise risks, hazards and damage to people material and equipment. | | | |
| | 1.4 Select and use appropriate mechanical handling equipment attachments and accessories for work activity. | | | |
| | 1.5 Check that no operational problems exist with equipment in relation to electrical/mechanical operation, health and safety and environmental protection regulations. | | | |
| | 1.6 Operate equipment in accordance with approved procedures and practices. | | | |
| | 1.7 Ensure the load is stable and within the capacity of the equipment. | | | |
| | 1.8 Leave the working area appropriately clean, tidy and safe at the end of the operation. | | | |
| | 1.9 Keep all necessary records accurate, legible and complete. | | | |
| 2. Understand the procedures, practices and regulations to be followed when mechanically handling the transfer of recyclable materials. | 2.1 Describe the classifications of materials to be transferred and give examples for each classification. | | | |
| | 2.2 State the potential risks and hazards to self and others when preparing to transfer waste and recyclable materials. | | | |
| | 2.3 Describe the physical and handling characteristics of recyclable materials. | | | |
| | 2.4 State the importance of monitoring the stability of the load. | | | |
| | 2.5 State the techniques use for handling recyclable materials. | | | |
| | 2.6 State why it is important to assess ground conditions in the loading area. | | | |

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| | 2.7 State the precautions that need to be taken when pedestrian and vehicle movements are taking place in loading area. | | | |
| | 2.8 State the potential for damage to buildings or other structures during handling loads. | | | |
| | 2.9 State the potential for distortion or movement of the load whilst handling. | | | |
| | 2.10 State the hazards of the materials to be handled. | | | |
| | 2.11 State the requirements for personal protective equipment. | | | |
| | 2.12 Describe the different techniques of maneuvering safely both loaded and unloaded. | | | |
| | 2.13 Describe the importance of any documentation associated with the handling of a load. | | | |

WO45: Control the reception of recyclable materials

| Level: 1 | | Evidence Type | Portfolio Ref Number | Comments |
|--|---|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Ensure that information to secure the reception of recyclable materials is provided and received in line with organisational and operational requirements | 1.1 Ensure that all information for the handover is received, for example: Any special instructions Problems identified and action taken Health, safety and environmental information Relevant documentation. | | | |
| | 1.2 Confirm understanding of the information and clarify concerns, for example: Any special instructions Problems identified and action taken Health, safety and environmental information Relevant documentation. | | | |
| | 1.3 Make sure that information handed over is, for example: <ul style="list-style-type: none"> • accessible • accurate • complete. | | | |
| | 1.4 Report and chase up any missing information, for example: <ul style="list-style-type: none"> • Any special instructions • Problems identified and action taken • Health, safety and environmental information • Relevant documentation. | | | |
| 2. Be able to confirm the acceptance of responsibility of recyclable materials 3. Be able to follow approved procedures and practices to carry out | 2.1 Confirm the acceptance of responsibility of recyclable materials. | | | |
| | 3.1 Identify appropriate procedures and practices relating to the handover of recyclable materials. | | | |
| | 3.2 Determine the health, safety and environmental impacts relating the handover of recyclable materials. | | | |
| | 3.3 Ensure the identified procedures and practices are used to carry out the handover control of recyclable materials. | | | |

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| the handover of recyclable materials | 3.4 Follow approved procedures and practices to carry out the handover: Health, safety and Environmental Protection related to: <ul style="list-style-type: none"> • The individual and others • The organisation • Regulatory and statutory requirements • Relevant company policies • Risk assessment. | | | |
| 4. Be able to recognise and deal with unacceptable materials or incorrect documentation in accordance with approved procedures and practices | 4.1 Identify unacceptable materials and incorrect documentation | | | |
| | 4.2 Review health, safety and environmental procedures in accordance in unacceptable materials and incorrect documentation | | | |
| | 4.3 Carry out appropriate actions to resolve matters associated with unacceptable materials or incorrect documentation in accordance with approved procedures and practices | | | |
| | 4.4 Carry out risk assessment in accordance with approved procedures and practices | | | |
| 5. Understand how to control the reception of recyclable materials | 5.1 Explain the importance of receiving information about and the different types of information. | | | |
| | 5.2 Explain the different types of handover documentation and procedures. | | | |
| | 5.3 Identify their responsibilities for receiving information. | | | |
| | 5.4 Identify their responsibilities for understanding and clarifying information. | | | |
| | 5.5 Identify who to report to if any documentation is missing. | | | |
| | 5.6 Explain the implications of relevant legislation. | | | |

WO30: Collect recyclable materials

| Level: 1 | | Evidence Type | Portfolio Ref Number | Comments |
|--|--|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Be able to collect recyclable materials | 1.1 Identify materials suitable for recycling in accordance with approved procedures and practices. | | | |
| | 1.2 Carry out collection in accordance with approved procedures and practices, including Health, Safety and Environmental Protection related to: <ul style="list-style-type: none"> • The individual and others. • The organisation. • Regulatory and statutory requirements. • Relevant company policies. • Risk assessment. | | | |
| 2. Be able to recognise the characteristics of recyclable materials | 2.1 Use appropriate methods to explain the difference between recyclable and non-recyclable materials | | | |
| | 2.2 Give examples of recyclable and non-recyclable materials which may be encountered as part of the job role. | | | |
| | 2.3 Describe the difference between recyclable and non-recyclable materials to members of the public in accordance with organisational procedures. | | | |
| 3. Be able to use equipment for collecting recyclable materials | 3.1 Prepare, check, maintain and use equipment for collecting recyclable materials. | | | |
| 4. Be able to protect own health and safety and that of others, whilst collecting recyclable materials | 4.1 Protect own health and safety and that of other persons including: <ul style="list-style-type: none"> • colleagues • persons external to the organisation | | | |
| | 4.2 Use appropriate Personal Protective Equipment (PPE) for the job role. | | | |
| 5. Be able to leave the collection site in | 5.1 Leave the collection site clean and safe | | | |
| | 5.2 take the appropriate action to report any damage | | | |

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| accordance with approved procedures and practices | 5.3 Take corrective action within the scope of responsibility | | | |
| | 5.3 Report to the appropriate person problems which fall outside of own responsibility | | | |
| 6. Understand the appropriate procedures and practices to Collect Recyclable Materials | 6.1 Describe the different methods of collecting recyclable materials. | | | |
| | 6.2 Identify their own role and responsibilities during collection work. | | | |
| | 6.3 differentiate between recyclable and non-recyclable materials in accordance with appropriate procedures and practices. | | | |
| | 6.4 Describe the different roles of those involved in the recycling industry in accordance with organisational procedures. | | | |
| | 6.5 Describe the equipment needed to collect materials for recycling and how to prepare, check, maintain and use them in accordance with appropriate procedures and practices. | | | |
| | 6.6 Describe the responsibilities of self and others in accordance with practices and procedures, health and safety and other legislation. | | | |

Optional Group C

WO49: Perform Street Cleansing Manually

| Level: 2 | | Evidence Type | Portfolio Ref Number | Comments |
|--|---|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Understand how to remove litter, detritus and debris from grounds | 1.1 List the permits and checks that may be required for the task. | | | |
| | 1.2 Describe factors which should be taken into account when identifying litter, detritus and debris. | | | |
| | 1.3 Describe organisational requirements for reporting items that may present a risk to health and safety. | | | |
| | 1.4 State the importance of wearing the required personal protective equipment and for others to see it being worn. | | | |
| | 1.5 State different types of equipment for removal of litter, detritus and debris. | | | |
| | 1.6 Describe how to identify the correct equipment for the type of litter, detritus and debris. | | | |
| | 1.7 Describe actions that need to be taken in order to deal with hazardous debris and detritus. | | | |
| | 1.8 State why mobile equipment should be secured. | | | |
| | 1.9 State the consequences of not securing mobile equipment. | | | |
| | 1.10 State the importance of segregating litter and putting into the correct container/location. | | | |
| | 1.11 State the importance of ensuring the work area is left free of litter, detritus and debris. | | | |
| | 1.12 State the organisational requirements for reporting when work has been completed. | | | |
| | 1.13 State the importance of adhering to organisational requirements for reporting when work has been completed. | | | |

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| 2. Understand how to maintain waste collection points | 2.1 Describe where information on the number and location of waste collection points can be found. | | | |
| | 2.2 State types of hazardous debris and detritus. | | | |
| | 2.3 Describe actions that need to be taken in order to deal with hazardous debris and detritus. | | | |
| | 2.4 Describe how to operate equipment safely. | | | |
| | 2.5 Describe the organisational requirements for emptying containers. | | | |
| | 2.6 Describe how to identify when containers need replacing. | | | |
| | 2.7 Describe the organisational requirements for reporting problems. | | | |
| 3. Be able to remove litter, detritus and debris from grounds | 3.1 Confirm with the appropriate person the area to be cleaned. | | | |
| | 3.2 Select and wear appropriate personal protective equipment for the task. | | | |
| | 3.3 Select the appropriate equipment and cleaning methods for the types of litter, detritus and debris in the work area. | | | |
| | 3.4 Use equipment safely following organisational requirements. | | | |
| | 3.5 Use the correct method for removing litter from the ground surface. | | | |
| | 3.6 Secure mobile equipment when not in use. | | | |
| | 3.7 Segregate litter and put in correct container/location. | | | |
| | 3.8 Transfer waste to the correct collection points. | | | |
| 4. Be able to maintain waste collection points | 4.1 Identify the number and location of the waste collection points. | | | |
| | 4.2 Identify waste that needs specialist treatment or handling. | | | |
| | 4.3 Follow organisational requirements for dealing with waste that requires specialist treatment or handling. | | | |
| | 4.4 Empty containers and replace as necessary. | | | |
| | 4.5 Leave the area clean and tidy. | | | |
| | 4.6 Report any problems following organisational requirements. | | | |
| | 4.7 Return equipment to the correct place and store securely. | | | |
| | 4.8 Report that work has been completed. | | | |

WO50: Perform Street Cleansing Mechanically

| Level: 2 | | Evidence Type | Portfolio Ref Number | Comments |
|--|--|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Understand how to remove litter, detritus and debris | 1.1 List the permits and checks that may be required for the task. | | | |
| | 1.2 Describe factors which should be taken into account when identifying litter, detritus and debris. | | | |
| | 1.3 Describe organisational requirements for reporting items that may present a risk to health and safety. | | | |
| | 1.4 State the importance of wearing the required personal protective equipment and for others to see it being worn. | | | |
| | 1.5 State types of hazardous debris and detritus. | | | |
| | 1.6 Describe actions that need to be taken in order to deal with hazardous debris and detritus. | | | |
| 2. Understand how to operate vehicles, equipment and machinery | 2.1 State the level of legal and organisational authority needed to operate the vehicle or machinery. | | | |
| | 2.2 State how the legal and organisational authority would be obtained. | | | |
| | 2.3 State the types of personal protective equipment required for: <ul style="list-style-type: none"> • Vehicles • Equipment and machinery • Working conditions | | | |
| | 2.4 Describe how to check that the vehicles and machinery have sufficient resources. | | | |
| | 2.5 State where additional resources can be obtained. | | | |
| | 2.6 State the organisational requirements for reporting faults with vehicles, equipment and machinery. | | | |
| | 2.7 State the importance of operating vehicles, equipment and machinery safely. | | | |
| | 2.8 State the importance of securing mechanical equipment. | | | |
| 3. Understand how to | 3.1 State types of spillage that can occur. | | | |

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| deal with collected waste | 3.2 Describe how to check that spillages have been treated correctly. | | | |
| | 3.3 Describe the organisational requirements for reporting problems. | | | |
| | 3.4 State the location of the designated collection points for waste. | | | |
| | 3.5 Describe how to discharge and dispose of collected waste safely. | | | |
| | 3.6 Explain the legal and organisational requirements that must be followed when disposing of waste. | | | |
| | 3.7 State the organisational requirements for reporting when work has been completed. | | | |
| | 3.8 State the importance of adhering to organisational requirements for reporting when work has been completed. | | | |
| 4. Know how to clean and store vehicles, equipment and machinery | 4.1 State the designated location for cleaning vehicles, equipment and machinery. | | | |
| | 4.2 Describe the methods for cleaning vehicles, equipment and machinery. | | | |
| | 4.3 State the location of the storage areas for vehicles, equipment and machinery. | | | |
| | 4.4 State the importance of leaving storage areas secure. | | | |
| 5. Be able to remove litter and detritus | 5.1 Confirm with the appropriate person the area to be cleaned. | | | |
| | 5.2 Select the: <ul style="list-style-type: none"> • Vehicle • Equipment and machinery • Cleaning methods suitable for the litter, detritus and surfaces to be cleaned. | | | |
| | 5.3 Confirm that the appropriate legal and organisational authorisation is in place to operate the vehicles and machinery. | | | |
| | 5.4 Select and wear personal protective equipment appropriate for the: <ul style="list-style-type: none"> • Vehicle • Equipment and machinery • Working conditions | | | |
| | 5.5 Ensure that vehicles and machinery have sufficient resources. | | | |
| | 5.6 Report faults with vehicles, equipment and machinery. | | | |

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| | 5.7 Use appropriate methods for removing litter detritus and debris according to: <ul style="list-style-type: none"> • Type of litter, detritus and debris • Equipment and machinery • Vehicles • Working conditions | | | |
| | 5.8 Operate vehicles, equipment and machinery safely following organisational requirements. | | | |
| | 5.9 Secure vehicles and machinery when not in use. | | | |
| | 5.10 Carry out work to allow maximum clearance of litter, detritus and debris considering working conditions. | | | |
| 6. Be able to deal with collected waste | 6.1 Ensure spillages are treated correctly before removing them. | | | |
| | 6.2 Report any problems following organisational requirements. | | | |
| | 6.3 Transfer collected waste to the designated collection point. | | | |
| | 6.4 Discharge and dispose of waste in line with legal and organisational requirements. | | | |
| | 6.5 Leave the waste hopper empty. | | | |
| 7. Be able to clean and store vehicles, equipment and machinery | 7.1 Clean vehicles, equipment and machinery once work is completed. | | | |
| | 7.2 Return vehicles, equipment and machinery to the correct place and store securely. | | | |
| | 7.3 Report that work has been completed. | | | |

WO51: Clean and maintain external surfaces and areas

| Level: 2 | | Evidence Type | Portfolio Ref Number | Comments |
|--|---|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Understand how to prepare to clean and maintain external surfaces and areas | 1.1 List the permits and checks that may be required for the task. | | | |
| | 1.2 State the location of the job and how to get to that location. | | | |
| | 1.3 Describe how environmental conditions can affect: <ul style="list-style-type: none"> • The cleaning to be carried out • The equipment which can be used | | | |
| | 1.4 State how to inspect a work area to decide what cleaning needs to be carried out. | | | |
| | 1.5 State the standards of appearance and behaviour required. | | | |
| | 1.6 State the importance of wearing the required personal protective equipment and for others to see it being worn. | | | |
| | 1.7 Explain why it is important to inspect the work area for public access. | | | |
| | 1.8 Describe the best methods and materials for carrying out a specific task identifying possible alternatives. | | | |
| | 1.9 Describe why it is important to estimate the time required for the job. | | | |
| 2. Understand how to clean and maintain external surfaces and areas | 2.1 State the techniques to be use with chosen equipment and materials. | | | |
| | 2.2 Describe the tasks that need to be performed. | | | |
| | 2.3 Describe the consequences of: <ul style="list-style-type: none"> • Using wrong equipment • Using wrong materials • Not following manufacturer's instructions | | | |
| | 2.4 State how to change between cleaning methods to cope with different environmental conditions. | | | |
| | 2.5 Describe methods that can be used for cleaning external surfaces and areas. | | | |
| | 2.6 State which cleaning methods and techniques may cause nuisance to the public/client and steps that can be taken to avoid this. | | | |
| | 2.7 State the importance of checking the quality of work as it is being done. | | | |

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| | 2.8 Describe the organisational requirements for dealing with and reporting accidental damage. | | | |
| | 2.9 State the organisational requirements for reporting difficulties which may arise. | | | |
| 3. Know how to complete the cleaning activity | 3.1 State why tools and equipment should be cleaned after use. | | | |
| | 3.2 State the location of the storage areas for equipment and materials. | | | |
| | 3.3 State why storage areas should be kept clean, safe and secure. | | | |
| | 3.4 Describe the organisational requirements for organising replacement and extra resources. | | | |
| 4. Be able to prepare to clean and maintain external surfaces and areas | 4.1 Identify the area to be cleaned and the order in which tasks need to be done. | | | |
| | 4.2 Assess the impact of environmental conditions, i.e. temperature, rain, humidity, wind and ice, on the order of tasks. | | | |
| | 4.3 Select tools and equipment for the task, taking into account: <ul style="list-style-type: none"> • Efficiency • Risk • Time • Weather conditions | | | |
| | 4.4 Check that the tools and equipment required are available for use. | | | |
| | 4.5 Select and wear appropriate personal protective equipment for the task. | | | |
| | 4.6 Check that the equipment can be used safely in the work area. | | | |
| | 4.7 Deal with unattended items following organisational requirements. | | | |
| 5. Be able to clean and maintain external surfaces and areas | 5.1 Carry out work in a way which does not affect other exterior surfaces and areas. | | | |
| | 5.2 Use the correct cleaning method for the work area and surface. | | | |
| | 5.3 Adapt the cleaning methods according to available equipment and environmental conditions. | | | |
| | 5.4 Report any difficulties in carrying out the work in line with organisational requirements. | | | |
| | 5.5 Deal with accidental damage. | | | |
| 6. Be able to complete | 6.1 Organise replacement resources as required. | | | |

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| the cleaning process | 6.2 Clean tools and equipment after use. | | | |
| | 6.3 Return tools and equipment to the correct place and store securely. | | | |
| | 6.4 Report tools and machinery in need of repair. | | | |

WO5: Loading a waste transport vehicle

| Level: 2 | | Evidence Type | Portfolio Ref Number | Comments |
|--|--|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Prepare to load waste and related materials | 1.1 Establish the accessibility and the suitability of the loading location. | | | |
| | 1.2 Check the suitability of the loading equipment to be used. | | | |
| | 1.3 Check to make sure the vehicle is positioned so it can be prepared and loaded safely. | | | |
| | 1.4 Comply with all regulations and operational procedures that relate to loading waste. | | | |
| | 1.5 Select and use appropriate PPE in accordance with operational requirements. | | | |
| | 1.6 Establish the safe loading limits of both the vehicle and loading equipment. | | | |
| | 1.7 Work in a way which complies with all regulations, and operational and location-specific procedures that relate to loading waste. | | | |
| 2. Load waste and related materials in line with location-specific procedures | 2.1 Distribute the load to prevent movement, displacement or escape of waste during transit. | | | |
| | 2.2 Place batched waste in a manner that enables access to it for unloading. | | | |
| | 2.3 Check and confirm the load is secure and safe before the loaded vehicle is moved, and that the vehicle and load comply with regulations. | | | |
| 3. Use and communicate data and information connected with loading waste and related materials | 3.1 Communicate with others involved in the loading processes to ensure work is carried out safely, and in compliance with operational and location-specific procedures. | | | |
| | 3.2 Check that the waste and the documentation are in compliance. | | | |
| | 3.3 Report unresolved vehicle defects or problems with defective equipment to the designated person. | | | |
| | 3.4 Check that documentation is legible and clear and seek confirmation from a person in authority if there are any doubts or discrepancies'. | | | |
| | 3.5 Complete documentation in accordance with operational and location-specific procedures. | | | |

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| | 3.6 Report situations that prevent safe loading or unloading to take place in accordance with operational and location-specific procedures. | | | |
| 4. Resolve problems which arise from loading waste and related materials | 4.1 Resolve any discrepancies in the documentation for the load before the waste is loaded. | | | |
| | 4.2 Report defects in operational suitability of the vehicle and loading equipment to the designated person. | | | |
| | 4.3 Arrange for alternative loading sites to be identified when the designated site is unsuitable. | | | |
| | 4.4 Reload or rearrange the load if the loading operation causes instability of the vehicle or loading equipment. | | | |
| | 4.5 Identify, rectify and record discrepancies and defects. | | | |
| | 4.6 Resolve problems within own area of responsibility. | | | |
| 5. Understand the regulations, procedures and requirements for loading a waste transport vehicle | 5.1 Describe appropriately the classifications and types of waste. | | | |
| | 5.2 Describe appropriately the potential hazards associated with different wastes. | | | |
| | 5.3 Describe appropriately operational procedures and why it is important to comply with them. | | | |
| | 5.4 Determine how to identify work-related hazards and risks. | | | |
| | 5.5 Determine how to use personal protective equipment (PPE) in line with operational procedures. | | | |
| | 5.6 Describe appropriately the regulations relating to loading waste and related materials. | | | |
| | 5.7 Describe appropriately the regulations relating to the carriage of dangerous goods. | | | |
| | 5.8 Describe appropriately operational procedures for loading. | | | |
| | 5.9 Describe appropriately site operating procedures and regulations at loading sites. | | | |
| | 5.10 Determine how to establish compliance of load with transfer requirements. | | | |
| | 5.11 Determine how to operate loading equipment which is both integral and non-integral with the vehicle. | | | |

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| | 5.12 Determine the nature and characteristics of waste loads and related materials. | | | |
| 6. Work in a manner which underpins effective performance | 6.1 Recognise and act when others need support. | | | |
| | 6.2 Be receptive to new ways of working. | | | |

WO5a: Loading a hazardous waste transport vehicle

| Level: 2 | | Evidence Type | Portfolio Ref Number | Comments |
|--|--|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Prepare to load hazardous waste and related materials | 1.1 Establish the accessibility and the suitability of the loading location. | | | |
| | 1.2 Check the suitability of the loading equipment to be used. | | | |
| | 1.3 Check to make sure the vehicle is positioned so it can be prepared and loaded safely. | | | |
| | 1.4 Comply with all regulations and operational procedures that relate to loading hazardous waste. | | | |
| | 1.5 Select and use appropriate PPE in accordance with operational requirements. | | | |
| | 1.6 Establish the safe loading limits of both the vehicle and loading equipment. | | | |
| | 1.7 Work in a way which complies with all regulations, and operational and location-specific procedures that relate to loading hazardous waste. | | | |
| 2. Load hazardous waste and related materials in line with location-specific procedures | 2.1 Distribute the load to prevent movement, displacement or escape of hazardous waste during transit. | | | |
| | 2.2 Place batched hazardous waste in a manner that enables access to it for unloading. | | | |
| | 2.3 Check and confirm the load is secure and safe before the loaded vehicle is moved, and that the vehicle and load comply with regulations. | | | |
| 3. Use and communicate data and information connected with loading hazardous waste and related materials | 3.1 Communicate with others involved in the loading processes to ensure work is carried out safely, and in compliance with operational and location-specific procedures. | | | |
| | 3.2 Check that the hazardous waste and the documentation are in compliance. | | | |
| | 3.3 Report unresolved vehicle defects or problems with defective equipment to the designated person. | | | |
| | 3.4 Check that documentation is legible and clear and seek confirmation from a person in authority if there are any doubts or discrepancies'. | | | |

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| | 3.5 Complete documentation in accordance with operational and location-specific procedures. | | | |
| | 3.6 Report situations that prevent safe loading or unloading to take place in accordance with operational and location-specific procedures. | | | |
| 4. Resolve problems which arise from loading hazardous waste and related materials | 4.1 Resolve any discrepancies in the documentation for the load before the hazardous waste is loaded. | | | |
| | 4.2 Report defects in operational suitability of the vehicle and loading equipment to the designated person. | | | |
| | 4.3 Arrange for alternative loading sites to be identified when the designated site is unsuitable. | | | |
| | 4.4 Reload or rearrange the load if the loading operation causes instability of the vehicle or loading equipment. | | | |
| | 4.5 Resolve problems within the limits of own responsibility | | | |
| | 4.6 Identify, rectify and record discrepancies and defects. | | | |
| 5. Understand the regulations, procedures and requirements for loading a hazardous waste transport vehicle | 5.1 Describe appropriately the classifications and types of hazardous waste. | | | |
| | 5.2 Describe appropriately the potential hazards associated with different hazardous wastes. | | | |
| | 5.3 Describe appropriately operational procedures and why it is important to comply with them. | | | |
| | 5.4 Determine how to identify work-related hazards and risks. | | | |
| | 5.5 Determine how to use personal protective equipment (PPE) in line with operational procedures. | | | |
| | 5.6 Describe appropriately the regulations relating to loading hazardous waste and related materials. | | | |
| | 5.7 Describe appropriately the regulations relating to the carriage of dangerous goods. | | | |
| | 5.8 Describe appropriately operational procedures for loading. | | | |
| | 5.9 Describe appropriately site operating procedures and regulations for loading transport vehicles. | | | |
| | 5.10 Determine how to establish compliance of load with transfer requirements. | | | |

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| | 5.11 Determine how to operate loading equipment which is both integral and non-integral with the vehicle. | | | |
| | 5.12 Determine the nature and characteristics of hazardous waste loads and related materials. | | | |
| 6. Work in a manner which underpins effective performance | 6.1 Recognise and act when others need support. | | | |
| | 6.2 Be receptive to new ways of working. | | | |

WO5b: Loading a non hazardous waste transport vehicle

| Level: 2 | | Evidence Type | Portfolio Ref Number | Comments |
|--|--|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Prepare to load non hazardous waste and related materials | 1.1 Establish the accessibility and the suitability of the loading location. | | | |
| | 1.2 Check the suitability of the loading equipment to be used. | | | |
| | 1.3 Check to make sure the vehicle is positioned so it can be prepared and loaded safely. | | | |
| | 1.4 Comply with all regulations and operational procedures that relate to loading non hazardous waste. | | | |
| | 1.5 Select and use appropriate PPE in accordance with operational requirements. | | | |
| | 1.6 Establish the safe loading limits of both the vehicle and loading equipment. | | | |
| | 1.7 Work in a way which complies with all regulations, and operational and location-specific procedures that relate to loading non hazardous waste. | | | |
| 2. Load non hazardous waste and related materials in line with location-specific procedures | 2.1 Distribute the load to prevent movement, displacement or escape of non hazardous waste during transit. | | | |
| | 2.2 Place batched non hazardous waste in a manner that enables access to it for unloading. | | | |
| | 2.3 Check and confirm the load is secure and safe before the loaded vehicle is moved, and that the vehicle and load comply with regulations. | | | |
| 3. Use and communicate data and information connected with loading non hazardous waste and related materials | 3.1 Communicate with others involved in the loading processes to ensure work is carried out safely, and in compliance with operational and location-specific procedures. | | | |
| | 3.2 Check that the non hazardous waste and the documentation are in compliance. | | | |
| | 3.3 Report unresolved vehicle defects or problems with defective equipment to the designated person. | | | |
| | 3.4 Check that documentation is legible and clear and seek confirmation from a person in authority if there are any doubts or discrepancies'. | | | |

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| | 3.5 Complete documentation in accordance with operational and location-specific procedures. | | | |
| | 3.6 Report situations that prevent safe loading or unloading to take place in accordance with operational and location-specific procedures. | | | |
| 4. Resolve problems which arise from loading non hazardous waste and related materials | 4.1 Resolve any discrepancies in the documentation for the load before the non hazardous waste is loaded. | | | |
| | 4.2 Report defects in operational suitability of the vehicle and loading equipment to the designated person. | | | |
| | 4.3 Arrange for alternative loading sites to be identified when the designated site is unsuitable. | | | |
| | 4.4 Reload or rearrange the load if the loading operation causes instability of the vehicle or loading equipment. | | | |
| | 4.5 Resolve problems within the limits of own responsibility | | | |
| | 4.6 Identify, rectify and record discrepancies and defects. | | | |
| 5. Understand the regulations, procedures and requirements for loading a hazardous waste transport vehicle | 5.1 Describe appropriately the classifications and types of non-hazardous waste. | | | |
| | 5.2 Describe appropriately the potential hazards associated with different non-hazardous wastes. | | | |
| | 5.3 Describe appropriately operational procedures and why it is important to comply with them. | | | |
| | 5.4 Determine how to identify work-related hazards and risks. | | | |
| | 5.5 Determine how to use personal protective equipment (PPE) in line with operational procedures. | | | |
| | 5.6 Describe appropriately the regulations relating to loading non-hazardous waste and related materials. | | | |
| | 5.7 Describe appropriately the regulations relating to the carriage of dangerous goods. | | | |
| | 5.8 Describe appropriately operational procedures for loading. | | | |
| | 5.9 Describe appropriately site operating procedures and regulations for loading transport vehicles. | | | |

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| | 5.10 Determine how to establish compliance of load with transfer requirements. | | | |
| | 5.11 Determine how to operate loading equipment which is both integral and non-integral with the vehicle. | | | |
| | 5.12 Determine the nature and characteristics of non-hazardous waste loads and related materials. | | | |
| 6. Work in a manner which underpins effective performance | 6.1 Recognise and act when others need support. | | | |
| | 6.2 Be receptive to new ways of working. | | | |

WO5c: Loading an inert waste transport vehicle

| Level: 2 | | Evidence Type | Portfolio Ref Number | Comments |
|--|--|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Prepare to load inert waste and related materials | 1.1 Establish the accessibility and the suitability of the loading location. | | | |
| | 1.2 Check the suitability of the loading equipment to be used. | | | |
| | 1.3 Check to make sure the vehicle is positioned so it can be prepared and loaded safely. | | | |
| | 1.4 Comply with all regulations and operational procedures that relate to loading inert waste. | | | |
| | 1.5 Select and use appropriate PPE in accordance with operational requirements. | | | |
| | 1.6 Establish the safe loading limits of both the vehicle and loading equipment. | | | |
| | 1.7 Work in a way which complies with all regulations, and operational and location-specific procedures that relate to loading inert waste. | | | |
| 2. Load inert waste and related materials in line with location-specific procedures | 2.1 Distribute the load to prevent movement, displacement or escape of inert waste during transit. | | | |
| | 2.2 Place batched inert waste in a manner that enables access to it for unloading. | | | |
| | 2.3 Check and confirm the load is secure and safe before the loaded vehicle is moved, and that the vehicle and load comply with regulations. | | | |
| 3. Use and communicate data and information connected with loading inert waste and related materials | 3.1 Communicate with others involved in the loading processes to ensure work is carried out safely, and in compliance with operational and location-specific procedures. | | | |
| | 3.2 Check that the inert waste and the documentation are in compliance. | | | |
| | 3.3 Report unresolved vehicle defects or problems with defective equipment to the designated person. | | | |

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| | 3.4 Check that documentation is legible and clear and seek confirmation from a person in authority if there are any doubts or discrepancies’. | | | |
| | 3.5 Complete documentation in accordance with operational and location-specific procedures. | | | |
| | 3.6 Report situations that prevent safe loading or unloading to take place in accordance with operational and location-specific procedures. | | | |
| 4. Resolve problems which arise from loading inert waste and related materials | 4.1 Resolve any discrepancies in the documentation for the load before the inert waste is loaded. | | | |
| | 4.2 Report defects in operational suitability of the vehicle and loading equipment to the designated person. | | | |
| | 4.3 Arrange for alternative loading sites to be identified when the designated site is unsuitable. | | | |
| | 4.4 Reload or rearrange the load if the loading operation causes instability of the vehicle or loading equipment. | | | |
| | 4.5 Resolve problems within the limits of own responsibility | | | |
| | 4.6 Identify, rectify and record discrepancies and defects. | | | |
| 5. Understand the regulations, procedures and requirements for loading a hazardous waste transport vehicle | 5.1 Describe appropriately the classifications and types of inert waste. | | | |
| | 5.2 Describe appropriately the potential hazards associated with different inert wastes. | | | |
| | 5.3 Describe appropriately operational procedures and why it is important to comply with them. | | | |
| | 5.4 Determine how to identify work-related hazards and risks. | | | |
| | 5.5 Determine how to use personal protective equipment (PPE) in line with operational procedures. | | | |
| | 5.6 Describe appropriately the regulations relating to loading inert waste and related materials. | | | |
| | 5.7 Describe appropriately the regulations relating to the carriage of dangerous goods. | | | |
| | 5.8 Describe appropriately operational procedures for loading. | | | |

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| | 5.9 Describe appropriately site operating procedures and regulations for loading transport vehicles. | | | |
| | 5.10 Determine how to establish compliance of load with transfer requirements. | | | |
| | 5.11 Determine how to operate loading equipment which is both integral and non-integral with the vehicle. | | | |
| | 5.12 Determine the nature and characteristics of inert waste loads and related materials. | | | |
| 6. Work in a manner which underpins effective performance | 6.1 Recognise and act when others need support. | | | |
| | 6.2 Be receptive to new ways of working. | | | |

WO18: Store waste and operating materials within a waste management facility

| Level: 3 | | Evidence Type | Portfolio Ref Number | Comments |
|--|--|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Sort and store waste and operating materials | 1.1 Wear and use personal protective equipment (PPE) in line with operational procedures. | | | |
| | 1.2 Use the equipment specified for the job to sort waste and operating materials. | | | |
| | 1.3 Use equipment specified for the job to move waste and operating materials. | | | |
| | 1.4 Sort, store, and label waste and materials according to their nature. | | | |
| | 1.5 Check and confirm the storage area is clean and tidy after movement of waste or materials. | | | |
| 2. Monitor and maintain storage conditions | 2.1 Maintain the safety and security of the storage facility areas throughout the working day. | | | |
| | 2.2 Ensure the storage facility areas are kept clean and tidy throughout the working day. | | | |
| 3. Use and communicate data and information | 3.1 Check all necessary documentation is complete and up-to-date. | | | |
| | 3.2 Keep and maintain records of work activities so they can be used by others for quality assurance and audit purposes. | | | |
| | 3.3 Ensure data is used and communicated as detailed in operational procedures | | | |
| | 3.4 Follow all procedures connected with the work requirements to maintain the quality of the organisation's work. | | | |
| 4. Resolve problems from storing waste and operating materials | 4.1 Report any equipment defects and take steps to correct them as permitted by operational procedures. | | | |
| | 4.2 Report any problems in storage conditions to the designated person. | | | |
| | 4.3 Report problems and take steps to resolve them within the limits of the responsibility of the job role. | | | |
| | 4.4 Advise colleagues or managers where situations need them to intervene. | | | |

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| | 4.5 Resolve situations which are outside the job role responsibility by referring them to the designated person. | | | |
| | 4.6 Resolve problems within own area of responsibility. | | | |
| 5. Understand the regulations, procedures and requirements for storing waste and operating materials within a waste management facility | 5.1 Describe appropriately operational procedures and why it is important to comply with them. | | | |
| | 5.2 Determine the classifications and types of waste. | | | |
| | 5.3 Determine the potential hazards associated with different wastes. | | | |
| | 5.4 Determine how to identify work-related hazards and risks. | | | |
| | 5.5 Label waste, when required. | | | |
| | 5.6 Maintain safety and security of storage. | | | |
| | 5.7 Identify defects and correct them where permissible. | | | |
| | 5.8 Determine the requirements for keeping the storage facilities area clean and tidy. | | | |
| | 5.9 Determine environmental requirements related to storage. | | | |
| | 5.10 Determine storage facilities location and layout. | | | |
| | 5.11 Determine operational procedures for storage. | | | |
| | 5.12 Determine implications of relevant legislation to sorting and storing waste and operating materials. | | | |
| 6. Work in a manner which underpins effective performance | 6.1 Recognise and act when others need support. | | | |
| | 6.2 Be receptive to new ways of working. | | | |

WO10: Validation of waste

| Level: 2 | | Evidence Type | Portfolio Ref Number | Comments |
|--|---|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Validate waste | 1.1 Check and confirm the documentation accompanying the waste is correct. | | | |
| | 1.2 Establish the waste complies with the site waste management licence. | | | |
| | 1.3 Check the documents for wastes being accepted are completed accurately and legibly and they are stored in the designated place. | | | |
| | 1.4 Ensure information recorded on documents meets organisational procedures. | | | |
| | 1.5 Reject unsuitable waste in accordance with organisational procedures. | | | |
| 2. Resolve problems which arise from the validation of waste | 2.1 Rectify and resolve discrepancies on documents accompanying the waste before it is accepted. | | | |
| | 2.2 Report problems outside the responsibility of the job role in accordance with operational procedures. | | | |
| 3. Understand the regulations, procedures and requirements for the validation of waste | 3.1 Describe appropriately operational procedures and why it is important to comply with them. | | | |
| | 3.2 Describe appropriately the potential hazards associated with different wastes. | | | |
| | 3.3 Determine how to identify work-related hazards and risks. | | | |
| | 3.4 Determine how to use personal protective equipment (PPE) in line with operational procedures. | | | |
| | 3.5 Describe appropriately the operational procedures for validation and rejection of waste. | | | |
| | 3.6 Describe appropriately the transport, acceptance, and rejection documentation to comply with legal and organisational requirements. | | | |
| | 3.7 Describe appropriately the Permit or Licence conditions covering the acceptance of waste at their site. | | | |
| | 3.8 Describe appropriately other relevant environment permit details applicable to the facility. | | | |

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| | 3.9 Determine how to recognise classifications of waste that they may encounter in their job role. | | | |
| | 3.10 Describe responsibility for the dissemination of information outside the organisation. | | | |
| | 3.11 Determine how to deal with documentation which does not comply with site permit or license or Duty of Care legislation. | | | |
| | 3.12 Determine how to deal with emergencies. | | | |
| | 3.13 Determine the classifications, using European Waste Codes, of waste that can be permitted on the site. | | | |
| 4. Work in a manner which underpins effective performance | 4.1 Recognise and act when others need support. | | | |
| | 4.2 Be receptive to new ways of working. | | | |

WO15: Inspection of vehicles used in waste management facilities

| Level: 3 | | Evidence Type | Portfolio Ref Number | Comments |
|--|---|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Carry out inspections of vehicles and associated equipment | 1.1 Select and use appropriate PPE prior to commencing an inspection in accordance with the organisational procedures. | | | |
| | 1.2 Check that risk assessment outcomes covering the vehicle inspection are met. | | | |
| | 1.3 Carry out the vehicle Inspection in accordance with manufacturers' recommendations and the organisation's inspection schedule. | | | |
| | 1.4 Check the vehicle system in accordance with organisational requirements. | | | |
| | 1.5 Inspect the wheels for security and damage. | | | |
| | 1.6 Check for damage, missing items or insecure body work or fittings that might affect the safe operation of the vehicle. | | | |
| | 1.7 Check the fuel and windscreen wash levels and fill up the tanks if levels are too low for the day's activities. | | | |
| | 1.8 Check the levels of lubricants, cooling system fluid, and other fluid reservoirs. | | | |
| | 1.9 Check that health, safety and amenity equipment fitted to, or in, the vehicle is in place and fit for service. | | | |
| 2. Use and communicate data and information connected with inspections | 2.1 Complete daily inspection reports in accordance with organisational requirements. | | | |
| | 2.2 Record any corrective actions taken and report them to the designated person. | | | |
| | 2.3 Record and report any defects or damage found on vehicles and associated equipment in accordance with organisational procedures. | | | |
| | 2.4 Issue clear warnings to drivers where vehicles and associated equipment do not conform to safe operational requirements. | | | |
| | 2.5 Attach warning signs to vehicles that must not be moved as a result of identifying serious defects or where minor defects infringe transport legislation. | | | |

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| 3. Resolve problems which arise from inspections of vehicles and associated equipment | 3.1 Arrange for minor defects to be rectified before vehicles are released for service. | | | |
| | 3.2 Advise their designated supervisor immediately when safety warnings or vehicle isolation measures are ignored by drivers or others. | | | |
| | 3.3 Inflate tyres to the correct operating pressure. | | | |
| | 3.4 Top up low fluid levels with the appropriate approved fluids and record and report their action to the designated person. | | | |
| | 3.5 Request expert opinion from a qualified vehicle technician if the inspection reveals any possible defect with which they are unfamiliar. | | | |
| | 3.6 Resupply any missing health, safety and welfare consumables. | | | |
| | 3.7 Resolve problems within own area of responsibility. | | | |
| 4. Understand the regulations, procedures and requirements for inspection of vehicles used in waste management facilities | 4.1 Describe appropriately details of work schedules and working procedures. | | | |
| | 4.2 Describe appropriately organisational policies and why it is important to comply with them. | | | |
| | 4.3 Determine the potential hazards of waste. | | | |
| | 4.4 Determine how to identify work-related hazards and difficulties. | | | |
| | 4.5 Describe appropriately the operation of the vehicle systems. | | | |
| | 4.6 Describe appropriately the procedures for dealing with unsafe situations and vehicles and associated equipment not capable of operating effectively. | | | |
| | 4.7 Describe appropriately the procedures for reporting inspections, damage, defects, shortages and actions taken. | | | |
| | 4.8 Determine the items that need to be checked for a specific vehicle and associated equipment. | | | |
| | 4.9 Determine the items which are essential for safety. | | | |
| | 4.10 Determine how to identify damage that would interfere with the safe and effective operation of the vehicle and associated equipment. | | | |
| | 4.11 Determine how to identify any items missing in the vehicle's associated equipment. | | | |

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| | 4.12 Determine the purpose of the inspection check list and how to use it to carry out and record daily checks. | | | |
| | 4.13 Determine responsibility within the job role with regard to statutory requirements. | | | |
| | 4.14 Determine the permitted repair or replacements which can be made within the job role. | | | |
| 5. Work in a manner which underpins effective performance | 5.1 Recognise and act when others need support. | | | |
| | 5.2 Be receptive to new ways of working. | | | |

WO12: Manually clear snow and treat highways and land for ice

| Level: 2 | | Evidence Type | Portfolio Ref Number | Comments |
|---|--|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Manually clear snow and ice from highways and land | 1.1 Select and use clearance methods in accordance with work instructions and the type and amount of treatment required. | | | |
| | 1.2 Clear and remove loose snow to designated place in accordance with work instructions and environmental regulations and requirements. | | | |
| | 1.3 Leave the finished area in a condition that is as safe as possible for other users of the highway/land. | | | |
| 2. Treat snow-covered and ice-covered highways and land | 2.1 Check the condition of the area that needs to be treated in accordance with work instructions and the amount of treatment required. | | | |
| | 2.2 Select treatment methods and equipment that are fit-for-purpose and are in accordance with work instructions. | | | |
| | 2.3 Scatter the treatment evenly in a way that will prevent freezing. | | | |
| | 2.4 Avoid scattering the treatment beyond the area to be treated. | | | |
| | 2.5 Leave the finished area in a condition that is as safe as possible for other users of the highway/land. | | | |
| 3. Use and communicate data and information | 3.1 Communicate the completion of the work activity to designated personnel. | | | |
| 4. Resolve problems which arise when clearing and treating snow from highways and land of ice | 4.1 Resolve problems within the limits of their own personal responsibility. | | | |
| | 4.2 Report problems that are outside their personal responsibility to resolve to designated persons. | | | |
| | 4.3 Resolve problems within own area of responsibility. | | | |
| 5. Understand the regulations, procedures and requirements for | 5.1 Describe appropriately operational procedures and why it is important to comply with them. | | | |
| | 5.2 Determine how to identify work-related hazards and risks. | | | |

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| manually clearing snow and treating highways and land for ice | 5.3 Determine how to use personal protective equipment (PPE) in line with operational procedures. | | | | |
| | 5.4 Determine who is the appropriate person to provide instructions and report problems to in different circumstances. | | | | |
| | 5.5 Determine why they must check the type and amount of treatment required. | | | | |
| | 5.6 Determine what the various removal processes are and how they may vary according to the type and amount of snow or ice. | | | | |
| | 5.7 Determine where loose snow should and should not be cleared to. | | | | |
| | 5.8 Determine what are the different methods for gritting and salting. | | | | |
| | 5.9 Determine what are the types of risks that users of surfaces could be faced with and how to decide how much treatment is necessary to reduce these risks. | | | | |
| | 5.10 Determine what types of problems they may find during treatment and what they should do about them. | | | | |
| | 6. Work in a manner which underpins effective performance | 6.1 Recognise and act when others need support. | | | |
| | | 6.2 Be receptive to new ways of working. | | | |

WO3: Comply with emergency procedures on waste management activities

| Level: 2 | | Evidence Type | Portfolio Ref Number | Comments |
|---|--|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Respond to emergency situations involving accidents to people | 1.1 Raise the alarm in accordance with workplace procedures for accidents to people. | | | |
| | 1.2 Alert other workers and managers promptly when someone is involved in an accident. | | | |
| | 1.3 Contact the designated first-aider(s) and request first aid treatment as quickly as possible. | | | |
| | 1.4 Give any injured people comfort and reassurance. | | | |
| 2. Respond to emergency situations involving accidents on the work site | 2.1 Raise the alarm using mechanical or electronic means on discovering an emergency. | | | |
| | 2.2 Notify the designated personnel promptly when there is a major service failure. | | | |
| | 2.3 Alert people promptly to emergencies which arise on their work site. | | | |
| | 2.4 Take steps to ensure the emergency services are called in accordance with workplace procedures. | | | |
| | 2.5 Notify designated personnel promptly if they encounter any suspicious situations that may cause an emergency. | | | |
| 3. Minimise the effect of an emergency | 3.1 Check that their actions taken during an emergency reflect the seriousness of the situation but do not cause panic to other people. | | | |
| | 3.2 Take action to minimise any environmental damage that may occur through spillage or release of hazardous substances in accordance with workplace procedures. | | | |
| | 3.3 Use emergency first aid equipment and other emergency equipment in accordance with workplace procedures. | | | |
| | 3.4 Ensure their response to emergencies minimises the risk to their and others' personal safety and minimises damage to equipment and resources. | | | |
| 4. Use and communicate | 4.1 Notify the designated person promptly when raising an alarm. | | | |

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| data and information | 4.2 Report unsafe equipment and hazardous locations that have the potential to cause an accident. | | | |
| | 4.3 Report situations which emerge from visual inspections or monitoring data which have the potential to pose risks to people. | | | |
| | 4.4 Report high risk hazards which are outside the responsibility of their job role to the designated personnel. | | | |
| | 4.5 Record the details of an accident they witness or in which they are involved in accordance with organisational procedures. | | | |
| 5. Report problems that could affect compliance with emergency procedures | 5.1 Deal with unsafe behaviour in accordance with responsibilities of their job role and workplace procedures. | | | |
| | 5.2 Report day-to-day problems within their own area of responsibility. | | | |
| | 5.3 Refer matters outside the responsibility of their job role to designated personnel. | | | |
| | 5.4 Resolve problems within the limits of own responsibility | | | |
| 6. Understand the regulations, procedures and requirements for complying with emergency procedures on waste management activities | 6.1 Describe appropriately emergency operational procedures and why it is important to comply with them. | | | |
| | 6.2 Determine the potential hazards associated with different wastes. | | | |
| | 6.3 Determine how to identify work-related hazards and risks. | | | |
| | 6.4 Describe appropriately the procedures for extinguishing, containing and dispersing fires. | | | |
| | 6.5 Describe appropriately the organisational procedures for reporting accidents, incidents and dangerous occurrences. | | | |
| | 6.6 Explain what constitutes an emergency situation. | | | |
| | 6.7 Explain the importance of raising an alarm and the methods available for doing so. | | | |
| | 6.8 Explain the importance of contacting an individual trained in first aid. | | | |
| | 6.9 Describe appropriately how to call the emergency services. | | | |
| | 6.10 Describe appropriately how to offer reassurance to individuals affected by the emergency. | | | |
| 7. Work in a manner which underpins effective performance | 7.1 Recognise and act when others need support. | | | |
| | 7.2 Be receptive to new ways of working. | | | |

WO1: Maintain a healthy and safe working environment for waste management activities

| Level: 2 | | Evidence Type | Portfolio Ref Number | Comments |
|---|---|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Maintain personal hygiene | 1.1 Maintain personal standards of hygiene in accordance with organisational requirements. | | | |
| | 1.2 Select and use the designated personal protective equipment (PPE) in accordance with operational procedures and legislation. | | | |
| | 1.3 Use approved safe working and hygiene methods and techniques when carrying out work activities. | | | |
| | 1.4 Check work areas are kept clean and tidy and contribute to maintaining them in a suitable condition. | | | |
| 2. Comply with safety procedures at the work site | 2.1 Follow safe working procedures and practices in accordance with organisational requirements. | | | |
| | 2.2 Carry out work routines in accordance with organisational procedures. | | | |
| | 2.3 Check risk assessments are in place for all aspects of own work, prior to commencing operations, and ensure their requirements are complied with. | | | |
| | 2.4 Keep to specified walkways in the work place. | | | |
| | 2.5 Give warnings to people who might be at risk from hazardous conditions. | | | |
| | 2.6 Comply with the organisation's requirements for lone working situations. | | | |
| 3. Use and communicate data and information in line with operational procedures | 3.1 Report unsafe materials, plant and equipment. | | | |
| | 3.2 Report unsafe locations to the designated person. | | | |
| | 3.3 Report unsafe operating conditions in the work environment. | | | |
| | 3.4 Report hazards which have the potential to be risks. | | | |
| | 3.5 Report emergencies promptly. | | | |
| 4. Resolve problems which could affect health and safety | 4.1 Deal with unsafe behaviour in accordance with responsibilities of the job role and workplace procedures. | | | |
| | 4.2 Take steps to deal with conditions that are hazardous to people. | | | |

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| | 4.3 Report problems within own area of responsibility in accordance with operational procedures. | | | |
| | 4.4 Refer – to the designated person - health and safety issues that fall outside the responsibility of the job role. | | | |
| | 4.5 Resolve problems within the limits of own responsibility | | | |
| 5. Understand the regulations, procedures and requirements for maintaining a healthy and safe working environment for waste management activities | 5.1 Describe appropriately the classifications and types of waste. | | | |
| | 5.2 Describe appropriately the potential hazards associated with different wastes. | | | |
| | 5.3 Describe appropriately details of operational procedures and documentation. | | | |
| | 5.4 Describe appropriately operational procedures and why it is important to comply with them. | | | |
| | 5.5 Determine how to identify work-related hazards and risks. | | | |
| | 5.6 Determine how to deal constructively with colleagues and other people and resolve disagreements. | | | |
| | 5.7 Determine how to use personal protective equipment (PPE) in line with operational procedures. | | | |
| | 5.8 Determine the limits of the job responsibility when communicating with others. | | | |
| | 5.9 Describe appropriately the organisational requirements for personal hygiene. | | | |
| | 5.10 Describe appropriately the importance of good housekeeping. | | | |
| | 5.11 Describe appropriately Risk Assessments in the work place. | | | |
| | 5.12 Describe appropriately the organisational requirements for reporting risks, hazards and dangerous incidents. | | | |
| | 5.13 Determine the differences between a hazard and a risk. | | | |
| | 5.14 Determine the importance of identifying hazards and how to minimise them. | | | |
| 5.15 Determine the importance of warning others about risks and ways to do it. | | | | |
| 5.16 Determine the different types of plant equipment and potential risks from it. | | | | |

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| | 5.17 Determine hazard warning signs and their purposes. | | | |
| 6. Work in a manner which underpins effective performance | 6.1 Recognise and act when others need support. | | | |
| | 6.2 Take responsibility for resolving problems in their work area. | | | |

WO7: Control the risk from vehicle and plant movements on waste management facilities

| Level: 2 | | Evidence Type | Portfolio Ref Number | Comments |
|---|--|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Control the risk from vehicle and mobile plant movements in line with operational and location-specific procedures | 1.1 Direct the vehicle driver to the designated loading or unloading area. | | | |
| | 1.2 Explain the hand signals they will use to users of the site. | | | |
| | 1.3 Give hand signals to the driver to assist with the safe movement and positioning of the vehicle or mobile plant. | | | |
| | 1.4 Ensure drivers of plant, and vehicles and their crews, comply with safe working practice. | | | |
| | 1.5 Check mobile plant and vehicle drivers and their crew use the PPE specified for the site. | | | |
| | 1.6 Check vehicles manoeuvring to and from public roads and the site are properly directed to avoid harm or nuisance to other road users, users of the site, and pedestrians. | | | |
| 2. Maintain the safety of pedestrians and workers in line with operational and location-specific procedures | 2.1 Check and confirm the designated walking areas are clear and safe for use by pedestrians. | | | |
| | 2.2 Check pedestrians do not enter vehicle or plant operating areas unless directed to do so. | | | |
| | 2.3 Check vehicle crews comply with organisational procedures during vehicle movements on the site. | | | |
| | 2.4 Check pedestrians and visitors to the site are properly authorised and understand and obey the site rules and practices. | | | |
| 3. Use and communicate data and information to enable risk to be controlled | 3.1 Inform all site visitors and users about the rules governing access to and movement on the site and the requirements for PPE in accordance with organisational procedures. | | | |
| | 3.2 Report promptly incidents which compromise the safe movement of vehicles, plant, drivers, crews, workers and pedestrians on the site in accordance with organisational procedures. | | | |
| | 3.3 Report infringements of site rules in accordance with site operational procedures. | | | |

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| | 3.4 Inform drivers of problems they may encounter during vehicle or mobile plant movements on the site or when leaving the site. | | | |
| | 3.5 Inform drivers of defects that may breach organisational procedures. | | | |
| | 3.6 Record and report defective fixtures, fittings or equipment on the site. | | | |
| | 3.7 Advise plant and vehicle drivers about load security in compliance with organizational and legal requirements. | | | |
| | 3.8 Advise plant and vehicle drivers of any height or width restrictions that may affect the movement of the vehicle or mobile plant on site. | | | |
| | 3.9 Give instructions to vehicle crews, work colleagues, and other pedestrians, on how to move safely around the site. | | | |
| | 3.10 Report accidents or near-miss incidents witnessed on site in accordance with organisational requirements. | | | |
| 4. Resolve problems from vehicle and mobile plant movements which compromise safety | 4.1 Deal with unsafe behaviour in accordance with responsibilities of the job role and operational procedures. | | | |
| | 4.2 Refer matters outside the responsibility of the job role to designated personnel. | | | |
| | 4.3 Cordon off any area on site that becomes dangerous due to site operations, and notify the designated personnel. | | | |
| | 4.4 Arrange for spillage, from vehicles or plant on the site, to be made safe and cleared up. | | | |
| | 4.5 Resolve problems within the limits of own responsibility | | | |
| 5. Understand the regulations, procedures and requirements for controlling the risk from vehicle and plant movements on waste management facilities | 5.1 describe appropriately the classifications and types of waste. | | | |
| | 5.2 Describe appropriately the potential hazards associated with different wastes. | | | |
| | 5.3 Describe appropriately operational procedures and why it is important to comply with them. | | | |
| | 5.4 Determine How to identify work-related hazards and risks. | | | |
| | 5.5 Describe appropriately workplace procedures for the operation of vehicles and mobile plant. | | | |
| | 5.6 Describe appropriately Operating procedures for the location of vehicles and mobile plant. | | | |

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| | 5.7 Describe appropriately rules and operations for the site location. | | | |
| | 5.8 Determine How to recognise vehicle and mobile plant characteristics and turning restrictions. | | | |
| | 5.9 Determine The types of problems which can occur in forward and reverse movements. | | | |
| | 5.10 Determine How to recognise and deal with hazardous substances that may be spilled from vehicles or plant on the site. | | | |
| | 5.11 Determine Potential risks that pedestrians are exposed to from vehicle and mobile plant movements. | | | |
| | 5.12 Determine How to prevent pedestrians breaching organisational regulations. | | | |
| | 5.13 Determine how to recognise and respond to incidents that interfere with operations. | | | |
| | 5.14 Determine how to communicate in a way that achieves a positive and timely outcome. | | | |
| | 5.15 Determine how to select and use personal protective equipment. | | | |
| | 5.16 Determine how to report non-compliance issues. | | | |
| | 5.17 Determine how to ensure the safety of road users when manoeuvring vehicles onto public roads. | | | |
| 6. Work in a manner which underpins effective performance | 6.1 Recognise and act when others need support. | | | |
| | 6.2 Be receptive to new ways of working. | | | |

WO34: Workplace Hazard Awareness and Control

| Level: 2 | | Evidence Type | Portfolio Ref Number | Comments |
|---|---|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Identify, evaluate and minimise hazards in the workplace | 1.1 Check and wear PPE identified in the risk assessment, and store in appropriate place when not in use. | | | |
| | 1.2 Pre-inspect the work area, and access to it, to establish and evaluate potential hazards to personal safety before commencement of work activities. | | | |
| | 1.3 Check that steps, slopes and work areas meet the standards and conditions when using plant, equipment and conducting manual handling operations. | | | |
| | 1.4 Check tools, equipment, plant, machinery for defects that present a risk to health & safety to self and others. | | | |
| | 1.5 Carry out tasks in accordance with the organisations work practices, procedures and legal requirements. | | | |
| | 1.6 Evaluate the risks the likely outcomes of own actions before starting work. | | | |
| | 1.7 Carry out safety check to ensure it is safe to start work and there is no risks of injury to self or others. | | | |
| 2. Communicate data and information | 2.1 Report unsafe and defected PPE to line manager before use. | | | |
| | 2.2 Report health and safety concerns and potential risks in accordance with organisational procedures and practices. | | | |
| 3. Resolve problems that can cause personal harm and injury | 3.1 Resolve problems and risks within the limits of own job role responsibility. | | | |
| | 3.2 Report problems and risks outside limits of your own responsibility to resolve to correct person. | | | |
| 4. Work in a manner which underpins effective performance | 4.1 Identify and support colleagues when help is required. | | | |
| | 4.2 Takes responsibility for resolving problems in your work area. | | | |
| 5. Understand the | 5.1 Describe the classifications and types of waste. | | | |

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| different sources of waste, the potential hazards and safety requirements | 5.2 Explain the potential hazards associated with different wastes. | | | |
| | 5.3 Describe how to identify work-related hazards and risks. | | | |
| | 5.4 Describe the organisational operational procedures and practices with regard to ensuring the safety of the workplace. | | | |
| | 5.5 Describe how to deal constructively with colleagues and other people and resolve disagreements. | | | |
| | 5.6 State the types of use of personal protective equipment and clothing needed and why and how they must be used, cleaned and stored. | | | |
| | 5.7 State the limits of the job responsibility when communicating with others. | | | |
| 6. Understand how to Identify, evaluate and minimise hazards | 6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work Act 1974'. | | | |
| | 6.2 Describe the meaning of: a. Hazard b. Harm c. Risk d. Risk Assessment e. Dynamic Risk Assessment | | | |
| | 6.3 State the hazards that are likely to occur in the workplace and the risks those hazards pose. | | | |
| | 6.4 Explain the different types of safety signs and the hazards they are used for. | | | |
| | 6.5 Describe what is meant by "safe system of work or method statement". | | | |
| | 6.6 Explain the importance of personal hygiene. | | | |
| | 6.7 Describe why first aid provisions are required. | | | |

WO32: Maintain effective working relationships during recycling operations

| Level: 3 | | Evidence Type | Portfolio Ref Number | Comments |
|--|---|----------------------|-----------------------------|-----------------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Communicate with other persons in a manner that meets operational and organisational requirements | 1.1 Communicate using a range of methods. (e.g written, verbal, signal) with: <ul style="list-style-type: none"> • Colleagues • Persons external to the organisation | | | |
| | 1.2 Communicate in a way which promotes productive working relationships that are: formal; informal. | | | |
| | 1.3 Ensure that the work to be done is described clearly and is understood before the work starts. | | | |
| | 1.4 Identify any potential difficulties in personal performance in accordance with: <ul style="list-style-type: none"> • working to targets • completing tasks • quality of work | | | |
| | 1.5 Inform appropriate persons of potential difficulties promptly. | | | |
| | 1.6 Report instances of unsafe or disruptive behaviour in accordance with operational procedures | | | |
| | 1.7 Report problems arising within own area of responsibility to the designated person | | | |
| | 1.8 Notify matters outside the responsibility of the job role to the designated person | | | |
| | 1.9 Deal with any conflicts and differences of opinion in ways which minimise offence, and maintain goodwill, trust and respect. | | | |
| 2. Be able to comply with instructions | 2.1 Recognise instructions in a range of formats (e.g written, verbal, signal) from: <ul style="list-style-type: none"> • colleagues • persons external to the organisation | | | |
| | 2.2 Apply instructions within the limits of own job role and responsibility | | | |

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| 3. Understand how to maintain effective working relationships during recycling operations | 3.1 Use instructions or get help to do so. | | | |
| | 3.2 Identify the abilities of other team members. | | | |
| | 3.3 Identify potential difficulties. | | | |
| | 3.4 Identify where their work could affect the work of others. | | | |
| | 3.5 Explain when, and how, to ask for help. | | | |
| | 3.6 Explain how to deal with differences of opinion. | | | |
| | 3.7 Use appropriate methods of communication. | | | |
| | 3.8 Identify the limits of own authority. | | | |
| | 3.9 Determine what information or help may be given to other staff. | | | |
| | 3.10 Determine which information they are permitted to pass on. | | | |
| | 3.11 Identify the person to whom complaints and requests should be passed. | | | |

WO44: Control the handover of recyclable materials

| Level: 3 | | Evidence Type | Portfolio Ref Number | Comments |
|--|---|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Be able to operate equipment according to operating requirements and in accordance with approved procedures and practices | 1.1 Make sure relevant procedures and practices are followed when making adjustments to equipment | | | |
| | 1.2 Comply with health and safety and environmental regulations and when adjusting equipment. | | | |
| | 1.3 Follow approved procedures and practices to carry out the handover of recyclable materials, consider: <ul style="list-style-type: none"> • Health, Safety and Environmental Protection • The individual and others • The organisation • Regulatory and statutory requirements • Relevant company policies • Risk assessment | | | |
| 2. Communicate accurate and complete information to the recipient of the recyclable material. | 2.1 Make sure that the recipient receives information needed to meet and comply with operational and statutory requirements, including <ul style="list-style-type: none"> • special instructions. • problems identified and action taken. • health, safety and environmental information. • relevant documentation. | | | |
| | 2.2 Report and chase up any missing information. | | | |
| 3. Be able to complete the handover of recycling materials in line with operational requirements. | 3.1 Confirm the handover of materials with recipient. | | | |
| | 3.2 Confirm recipient accepts responsibility materials. | | | |
| 4. Understand how to control the handover of | 4.1 Explain the importance of passing on information and the different types of information. | | | |

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| recyclable materials. | 4.2 Explain the different types of handover documentation and procedures. | | | |
| | 4.3 Describe own responsibilities for providing information. | | | |
| | 4.4 Explain the responsibilities of the recipient for understanding and clarifying information. | | | |
| | 4.5 Describe records are kept and their content. | | | |
| | 4.6 Describe who to report to if any documentation is missing. | | | |
| | 4.7 Explain how to pass on the information clearly and concisely. | | | |
| | 4.8 Explain how to confirm that the recipient understands the information. | | | |
| | 4.9 Explain the implications of relevant legislation when controlling the handover of recycling material. | | | |

WO46: Sort and prepare recyclable materials for processing

| Level: 3 | | Evidence Type | Portfolio Ref Number | Comments |
|--|---|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Process materials that conform to the required quality standards. | 1.1 Recognise materials that are suitable for processing and confirm that they conform to required quality standards. | | | |
| | 1.2 Sort materials in accordance with approved Health, Safety and Environmental Protection practices and procedures related to: <ul style="list-style-type: none"> • The individual and others • The organisation • Regulatory and statutory requirements • Relevant company policies • Risk assessment. | | | |
| | 1.3 Carry out required sorting methods and processing methods using: <ul style="list-style-type: none"> • Hand sorting • Machine sorting. | | | |
| | 1.4 Identify materials suitable for recycling in accordance with approved procedures and practices: Health, Safety and Environmental Protection related to: <ul style="list-style-type: none"> • The individual and others • The organisation • Regulatory and statutory requirements • Relevant company policies • Risk assessment. | | | |
| | 1.5 Identify materials not suitable for recycling in accordance with approved procedures and practices: Health, Safety and Environmental Protection related to: <ul style="list-style-type: none"> • The individual and others • The organisation • Regulatory and statutory requirements • Relevant company policies • Risk assessment. | | | |

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| | 1.6 Deal with superfluous material. | | | |
| | 1.7 Prepare, check and maintain equipment used for sorting and processing materials for recycling. | | | |
| | 1.8 Process materials in accordance with policies, procedures and work instructions | | | |
| | 1.9 Wear and use appropriate personal protective equipment in accordance with approved policies, procedures and practices. | | | |
| | 1.10 Ensure any incidents during operations are dealt with in accordance with policies, procedures and practices. | | | |
| 2. Understand the processes and requirement for sorting and preparing knowledge to sort and prepare recyclable materials. | 2.1 Describe the different methods of sorting recyclable materials. | | | |
| | 2.2 Describe processes used to recycle materials. | | | |
| | 2.3 Describe own role and responsibilities during processing and sorting work. | | | |
| | 2.4 Describe why materials are suitable and not suitable for recycling and how to deal with superfluous material. | | | |
| | 2.5 State the equipment needed to sort and process materials for recycling and how to prepare, check, maintain and use it. | | | |
| | 2.6 Describe own responsibilities under health and safety. | | | |
| | 2.7 Explain the implications and impact of own work in relation to health and safety legislation and on the environmental. | | | |
| | 2.8 State why it is important to ask for assistance if there is a problem when sorting and preparing materials for recycling. | | | |
| | 2.9 State the range of personal protective equipment required to process and sort materials. | | | |

WO47: Operate plant for the processing of recyclable materials

| Level: 2 | | Evidence Type | Portfolio Ref Number | Comments |
|---|---|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Be able to operate recycling plant accordance with approved procedures and practices | 1.1 Wear and use appropriate personal protective equipment in accordance with approved procedures and practices and Health, Safety and Environmental Protection legislation | | | |
| | 1.2 Follow processing procedures in accordance with approved policies, procedures and practices and Health, Safety and Environmental Protection legislation | | | |
| | 1.3 Confirm that processed materials meet specification. | | | |
| | 1.4 Shut down plant in accordance with approved policies, procedures and practices and Health, Safety and Environmental Protection legislation | | | |
| | 1.5 Refer problems and conditions outside the responsibility of the job holder to an authorised person. | | | |
| | 1.6 Deal with outcomes of the process in accordance with approved policies, procedures and practices and Health, Safety and Environmental Protection legislation | | | |
| | 1.7 Complete and keep accurate and legible records | | | |
| | 1.8 Manage hazardous and non-hazardous waste in accordance with approved policies, procedures and practices and Health, Safety and Environmental Protection legislation | | | |
| 2. Understand how to operate plant safely when processing recyclable materials | 2.1 State the importance of communicating accurate instructions and information to others. | | | |
| | 2.2 Describe the methods of monitoring the recycling process. | | | |
| | 2.3 List the people to inform of circumstances outside own authority to correct. | | | |
| | 2.4 Describe the physical and handling characteristics of recyclable materials and associated hazards. | | | |
| | 2.5 State the requirements for personal protective equipment. | | | |
| | 2.6 Explain emergency shutdown procedures. | | | |

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| | 2.7 Describe process operating procedures. | | | |
| | 2.8 Describe record keeping processes. | | | |
| | 2.9 Describe procedures for normal or maintenance shut down. | | | |

L27.3: Use and maintain ride-on powered equipment

| Level: 2 | | Evidence Type | Portfolio Ref Number | Comments |
|--|--|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Be able to set up, use and maintain ride-on powered equipment | 1.1 Ensure that the ride-on powered equipment is safe and in good working order | | | |
| | 1.2 Select and use the correct personal protective clothing and equipment | | | |
| | 1.3 Set up and use ride-on powered equipment in accordance with the manufacturer's instructions and legal requirements instructions. | | | |
| | 1.4 Identify any problems with the ride-on powered equipment and take appropriate action | | | |
| | 1.5 Clean and store the equipment correctly after use | | | |
| 2. Be able to work safely and minimise environmental damage | 2.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements | | | |
| | 2.2 Carry out work in a manner which minimises environmental damage | | | |
| | 2.3 Dispose of waste safely and correctly | | | |
| 3. Know how to use and maintain ride-on powered equipment | 3.1 Describe methods of checking and maintaining the equipment ready for use covering: (i) correct pre-use checks (ii) correct start-up procedure (iii) use appropriate work method (iv) correct stopping procedure (v) correct post-use maintenance (vi) reporting problems to the appropriate person | | | |
| | 3.2 List the main hazards and risks associated with using the ride-on powered equipment and state appropriate action | | | |
| | 3.3 Explain the importance of operating equipment in line with manufacturers' instructions. | | | |

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| | 3.4 Describe the types of problems that may occur with the equipment and how to deal with each of these appropriately | | | |
| 4. Know the operating principles of powered equipment | 4.1 Describe the operating differences between two and four- stroke engines | | | |
| | 4.2 Describe the principles of operating lines of drive – clutch, v-belts, chains | | | |
| | 4.3 Describe the basic differences between a petrol and diesel engine | | | |
| 5. Know the current health and safety legislation and environmental good practice. | 5.1 Outline the current health and safety legislation, codes of practice and any additional requirements. | | | |
| | 5.2 Describe how environmental damage can be minimised | | | |

L27.1: Use and maintain non-powered and hand held powered tools and equipment

| Level: 2 | | Evidence Type | Portfolio Ref Number | Comments |
|---|---|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Be able to use and maintain non- powered and hand held powered tools and equipment | 1.1 Ensure that the equipment is safe and in good working order | | | |
| | 1.2 Select and use the correct personal protective clothing and equipment | | | |
| | 1.3 Set up and use the equipment and machinery in accordance with the manufacturer's instructions and legal regulatory requirements | | | |
| | 1.4 Maintain non-powered and hand held equipment in accordance with manufacturer's instructions. | | | |
| | 1.5 Identify any problems with the equipment and take appropriate action | | | |
| | 1.6 Clean and store equipment correctly after use | | | |
| 2. Be able to work safely and minimise environmental damage | 2.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements | | | |
| | 2.2 Carry out work in a manner which minimises environmental damage | | | |
| | 2.3 Dispose of waste safely and correctly | | | |
| 3. Know how to use and maintain the tools and equipment | 3.1 Explain the importance of using equipment in line with manufacturers' instructions. | | | |
| | 3.2 Describe the pre-operational checks and the methods of maintaining the equipment for use | | | |
| | 3.3 List the main hazards and risks associated with using the equipment | | | |
| | 3.4 Describe the types of problems that may occur with the equipment and how to deal with each of these correctly | | | |
| | 3.5 State the types of protective clothing and the reasons why it must be worn | | | |
| 4. Know the current health and safety legislation and good environmental practice. | 4.1 Outline the current health and safety legislation, codes of practice and any additional requirements. | | | |
| | 4.2 Describe how environmental damage can be minimised | | | |

L27.2: Use and maintain pedestrian controlled powered equipment

| Level: 2 | | Evidence Type | Portfolio Ref Number | Comments |
|--|--|---------------|----------------------|----------|
| Learning Outcome | Assessment Criteria | | | |
| 1. Be able to use and maintain pedestrian controlled powered equipment | 1.1 Ensure the pedestrian controlled power equipment is safe and in good working order | | | |
| | 1.2 Use equipment according to manufacturer's instructions and legal regulatory requirements | | | |
| | 1.3 Clean and store equipment correctly after use | | | |
| | 1.4 Maintain pedestrian controlled power equipment in accordance with manufacturer's instructions. | | | |
| | 1.5 Select and use the appropriate personal protective clothing and equipment | | | |
| | 1.6 Identify any problems with the equipment and take the correct action | | | |
| 2. Be able to work safely and minimise environmental damage | 2.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements | | | |
| | 2.2 Carry out work in a manner which minimises environmental damage | | | |
| | 2.3 Dispose of waste safely and correctly | | | |
| 3. Know how to use and maintain pedestrian controlled powered equipment. | 3.1 List the main hazards and risks associated with using the pedestrian controlled powered equipment and describe appropriate action | | | |
| | 3.2 Explain the importance of operating equipment in line with manufacturer's instructions. | | | |
| | 3.3 Describe methods of checking and maintaining the equipment for use covering: (i) correct pre-use checks (ii) correct start-up procedure (iii) use appropriate work method (iv) correct stopping procedure (v) correct post-use maintenance (vi) reporting problems to the appropriate person | | | |

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| 4. Know the operating principles of powered equipment | 4.1 Explain the operating differences between two and four-stroke engines | | | |
| | 4.2 Explain the principles of operating lines of drive – clutch, v-belts, chains | | | |
| | 4.3 Describe the basic differences between petrol and diesel engines | | | |
| 5. Know the current health and safety legislation and environmental practice. | 5.1 Outline the current health and safety legislation, codes of practice and any additional requirements. | | | |
| | 5.2 Describe how environmental damage can be minimised | | | |
| | 5.3 Describe the correct methods for disposing of organic and inorganic waste. | | | |

Appendix A: Qualification Structure

Learners must complete all mandatory units and five option units. Learners must not take more than two option units at Level 1 and must adhere to barred unit restrictions.

Mandatory Group

Learners must complete all units within this group.

| Ofqual Code | Unit Title | Level | WAMITAB Code |
|-------------|---|-------|--------------|
| R/602/2078 | Manual handling, lifting and moving of loads in a waste environment | 1 | WO38 |
| Y/602/2079 | Work safely at heights in a waste sector environment | 1 | WO42 |
| L/602/2077 | Ensure responsibility for actions to reduce risks to health and safety | 3 | HSS1W |
| T/602/1389 | Contribute to the sustainability, maintenance and preservation of the environment | 2 | WO29 |
| D/601/1553 | Work with others to improve customer service | 3 | ICSD8 |

Optional Unit Group B

Learners may choose a maximum of two units from group B, but are not required to choose any units from this group. If learners select units from this group, please note that unless you choose WO13 or WO30, they will need to select another unit from this group.

| Ofqual Code | Unit Title | Level | WAMITA B Code |
|-------------|--|-------|---------------|
| T/602/1067 | Transportation of waste | 1 | WO9 |
| D/602/1385 | Mechanically handle waste | 1 | WO28 |
| T/602/1392 | Control vehicle movement on site | 1 | WO31 |
| K/602/1261 | Manual collection of waste | 1 | WO4 |
| T/602/1263 | Working with other people | 1 | WO2 |
| K/602/1373 | Maintain the security of waste management facilities | 1 | WO13 |
| H/602/1260 | Mechanically handle recyclable materials | 1 | WO43 |
| M/602/1259 | Control the reception of recyclable materials | 1 | WO45 |
| K/602/1387 | Collect Recyclable Materials | 1 | WO30 |

Open Optional Units C

Learners must choose units from this group to ensure a total of 10 units have been achieved to complete the qualification. Therefore, candidates who did not choose any units from Option Group B must choose five units from this group.

| Ofqual Code | Unit Title | Level | WAMITAB Code |
|-------------|--|-------|--------------|
| L/602/2080 | Perform street cleansing manually | 2 | WO49 |
| R/602/2081 | Perform street cleansing mechanically | 2 | WO50 |
| Y/602/2082 | Clean and maintain external surfaces and areas | 2 | WO51 |
| Y/602/1076 | Loading a waste transport vehicle | 2 | WO5 |
| R/602/1075 | Loading a Hazardous Waste Transport Vehicle | 2 | WO5a |
| L/602/1074 | Loading a Non-Hazardous Waste Transport Vehicle | 2 | WO5b |
| J/602/1073 | Loading an Inert Waste Transport Vehicle | 2 | WO5c |
| D/602/1368 | Store waste and operating materials within a waste | 3 | WO18 |

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|------------|--|---|-------|
| | management facility | | |
| A/602/1376 | Validation of waste | 2 | WO10 |
| D/602/1371 | Inspection of vehicles used in waste management facilities | 2 | WO15 |
| M/602/1374 | Manually clear snow and treat highways and land for ice | 2 | WO12 |
| M/602/1262 | Comply with emergency procedures on waste management activities | 2 | WO3 |
| T/602/1439 | Maintain a healthy and safe working environment for waste management activities | 2 | WO1 |
| F/602/1069 | Control the risk from vehicle and plant movements on waste management facilities | 2 | WO7 |
| D/602/2827 | Workplace Hazard Awareness & Control | 2 | WO34 |
| F/602/1394 | Maintain effective working relationships during recycling operations | 3 | WO32 |
| D/602/1080 | Control the handover of recyclable materials | 3 | WO44 |
| K/602/1079 | Sort and prepare recyclable materials for processing | 2 | WO46 |
| H/602/1078 | Operate plant for the processing of recyclable materials | 2 | WO47 |
| H/502/0440 | Use and maintain ride-on powered equipment | 2 | L27.3 |
| K/502/0438 | Use and maintain non-powered and hand held powered tools and equipment | 2 | L27.1 |
| R/502/0434 | Use and maintain pedestrian controlled powered equipment | 2 | L27.2 |

Barred Units

If you choose a unit in the left hand column you cannot choose a corresponding unit in the right hand column.

| Source Unit | Target Unit |
|--|---|
| Loading a waste transport vehicle (Y/602/1076) | Loading a Hazardous Waste Transport Vehicle (R/602/1075) Loading a Non-Hazardous Waste Transport Vehicle (L/602/1074) Loading an Inert Waste Transport Vehicle (J/602/1073) |
| Loading a Hazardous Waste Transport Vehicle (R/602/1075) | Loading a Non-Hazardous Waste Transport Vehicle (L/602/1074) Loading an Inert Waste Transport Vehicle (J/602/1073) |
| Loading a Non-Hazardous Waste Transport Vehicle (L/602/1074) | Loading an Inert Waste Transport Vehicle (J/602/1073) |
| Mechanically handle recyclable materials (H/602/1260) | Mechanically handle waste (D/602/1385) |
| Manual collection of waste (K/602/1261) | Collect Recyclable Materials (K/602/1387) |





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