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WAMITAB Level 4 Diploma for Management of Sustainable Recycling Activities (QCF)

Handbook



Waste Management Industry
Training and Advisory Board

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Qualification Structure

Candidates must achieve all mandatory units (8 units). Candidates must then choose a further unit from the option unit group. Candidates must also choose a pathway and complete the specified number of units within their chosen pathway.

A minimum of 73 credits must be achieved to complete the qualification, though some pathways and option units may mean that the candidate achieves more than 73 credits.

Mandatory Units

Candidates must complete all units in this group.

- Conduct a health and safety risk assessment of the workplace (H/601/6687)
- Manage and Plan an Operational Area within an Organisation (R/502/6363)
- Plan, allocate and monitor work in own area of responsibility (H/600/9674)
- Work productively with colleagues and stakeholders (M/600/9662)
- Support learning and development within own area of responsibility (M/600/9676)
- Develop and implement a risk assessment plan in own area of responsibility (L/600/9703)
- Monitor and review business processes (A/600/9759)
- Manage a budget for own area or activity of work (A/600/9695)

Option Unit Group

Candidates must choose one unit from this group.

- Organise the promotion of additional services or products to customers (D/601/1231)
- Build and maintain effective customer relations (L/601/1239)
- Identify and implement improvements to recycling activities (F/602/0553)
- Plan and manage a project (J/600/9750)

Pathways

Candidates must choose a pathway and adhere to the rules set within the pathway.

Collection Pathway

Candidates who choose this pathway must complete all units within the Collection Mandatory Unit Group and choose one unit from the Collection Option Group.

Collection Pathway Mandatory Units

Manage the collection of recyclables and other materials (K/602/0532)

Manage systems for responding to emergencies during recycling activities (L/602/0555)

Maintain protection of the environment during the collection of recyclables and other materials (A/602/0552)

Collection Pathway Option Units

Plan and maintain transport operations for recycling activities (F/602/0519)

Control maintenance and other engineering operations for recycling activities (H/602/0528)

Contractor Pathway

Candidates who choose the Contractor Pathway must complete three units from the Contractor Option Unit Group.

Contractor Option Unit Group

Prepare proposals and obtain contracts for recycling services (R/602/0525)

Manage contracts for recycling services (M/602/0547)

Manage systems for responding to emergencies during recycling activities (L/602/0555)

Plan and manage a project (J/600/9750)

Processing Pathway

Candidates who choose the Processing Pathway must complete all four units in the Processing Mandatory Unit Group.

Processing Mandatory Unit Group

- Manage systems for responding to emergencies during recycling activities (L/602/0555)

- Maintain protection of the environment in facilities used for the processing or storage of recyclables and other materials (L/602/0538)

- Manage the reception of recyclables and other materials (M/602/0550)

- Control activities for the processing and storage of recyclables and other material (M/602/0533)

Procurement Pathway

Candidates who choose the Procurement Pathway must complete three units from the Procurement Option Group

Procurement Option Group

- Award contracts for the supply of recycling activities (D/602/0544)
- Manage recycling contracts (L/602/0541)
- Manage systems for responding to emergencies during recycling activities (L/602/0555)
- Plan and manage a project (J/600/9750)

Storage Pathway

Candidates who choose the Storage Pathway must complete all units within the Storage Mandatory Unit Group.

Storage Mandatory Unit Group

- Manage systems for responding to emergencies during recycling activities (L/602/0555)
- Maintain protection of the environment in facilities used for the processing or storage of recyclables and other materials (L/602/0538)
- Manage the reception of recyclables and other materials (M/602/0550)
- Manage the sorting, storage and movement of recyclables and other materials (T/602/0534)

Qualification Assessment Guidance

Assessment Guidance

Suggested evidence types for the headings are as follows:

Observation; 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; candidate statements, verbal questioning, professional discussion, written questions, product evidence supported by questioning

Simulation / Realistic working environment; should be used as a last resort where allowed. Please see the Energy and Utility Skills Assessment Strategy for further information.

Glossary of Verbs and Qualitative Statements

Explain: show an understanding of the content/process mentioned. Include what it is, how it works, what it looks like, what it does, how it happens, why it happens, relevant reasons. The answer should make it plain or comprehensible.

Describe: provide a vivid picture of what it is. Use of imagery, adjectives and adverbs make it vivid and more understandable. Describe may also convey an idea and impart facts.

Evaluate/Justify: learner must look at whatever the required content/process, etc is and suggest other the relevance/significance/ possible outcomes/results/ possibilities. It is the process of exploring, checking and suggesting a likely outcome with reasons

Analyse: look at something/a process/etc using given classifications/principles to gain a further understanding

Demonstrate: a doing verb which requires the learner to show he can actually do whatever the AC requires. The learner will have to provide evidence of him/her actually doing the requirements of the AC/task. It is about application of knowledge and skills rather than just talking about them. The evidence for this can be the learner discussing the task with an assessor and then showing that he has done it by nature of documentation, video, etc. It is not enough to actually just write about it unless the task requires such evidence as the production of a balance sheet, health and safety guidance, etc

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

Identify: for most ACs this requires the learner to list and describe what is required or relevant to produce a required 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.

Develop: Build a process or activity or understanding either from scratch or forward from the existing product into something workable.

Manage: after a development process ensure that the product/process etc works using relevant management techniques. This is very much a “doing” activity.

Apply: put something into action - a “doing” task which requires “real” evidence from a workplace scenario.

Implement: A “doing” task. After a development process, ensure that the product/process is actually employed and/or used by self and others during work activities.

Differentiate: look at the characteristics of an item or situation and explain the differences.

Distinguish: look at the characteristics of an item or activity and explain the difference. Use this evaluation to pick an appropriate item/activity in the context of the requirements of the assessment criteria.

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, the can include the use of the comparison in context as the basis for decision making. This is generally used at level 3 and above.

Recognise: be aware of, familiar with and able to identify an activity or product.

Terms often used to provide a qualitative benchmark for assessment evidence

Appropriate - provide evidence which is specific to the assessment criteria and relevant to the operation.

Suitable - Due consideration has been given to the context of the site/waste type/operation/safety regulations in the formulation of the response/evidence.

Compliant/compliance - Evidence/response meets clearly defined operational and/or regulatory guidance in relation to the work activity.

Constructive - Possibilities for positive improvement have been considered, perhaps with examples of suggested improvements and the positive/negative aspects of the work activity.

Proper - that which would be expected based on the regulatory/operational/procedural guidelines for the work activity.

Standards and Assessment Guidance - Mandatory Units

Conduct a health and safety risk assessment of the workplace

| Level: 3 | | Observation | Question and Answer | Realistic working environment |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|-------------------------------|
| Credit Value: 6. | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Be able to prepare for a workplace risk assessment. | 1.1 Evaluate the workplace to decide areas for risk assessment. | x | x | |
| | 1.2 Select the method of hazard identification appropriate to the workplace being assessed and in line with legal requirements. | x | x | |
| | 1.3 List the hazards in a way which meets legal, good practice and workplace requirements. | x | x | |
| | 1.4 Recognise own limitations and seek expert advice and guidance on operational controls when appropriate. | x | x | |
| 2. Be able to identify hazards in the workplace. | 2.1 Make sure your hazard investigation fully identifies those areas in the workplace where hazards with a potential for serious harm to health and safety are most likely to occur with impact on: a) people in the workplace and b) other people. | x | x | |
| 3. Be able to conduct a risk assessment of the workplace. | 3.1 Carry out risk assessment of the hazards identified using appropriate documentation. | x | x | |
| | 3.2 Assess the level of risk and how risks can be controlled to minimise harm. | x | x | |

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|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|--|
| | 3.3 Assess the level of risk, identifying those that could not be eliminated. | x | x | |
| | 3.4 Identify and prioritise hazards which could result in serious harm to people at work and other people. | x | x | |
| | 3.5 Identify control measures and implement and record them, include actions with expected completion dates. | x | x | |
| | 3.6 Identify changes to policies and practices resulting from the risk assessment. | x | x | |
| | 3.7 Deliver findings of the risk assessment with actions identified. | x | x | |
| 4. Be able to review risk assessment. | 4.1 Instigate a review that compares the latest risk assessment to current workplace and working practices and identify any significant differences between previous and new working practices. | x | x | |
| | 4.2 Plan action to be taken resulting from your findings and: a) identify new hazards arising from change. b) make changes to the risk assessment to include them. c) promptly inform everyone affected by the changes. | x | x | |

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| 5. Know the employers responsibility for risk assessments as required by current legislation. | 5.1 Explain own responsibilities for health and safety as defined by current legislation and: a) specific legislation covering your job role. b) particular health and safety risks which may affect your job role and precautions required. | | x | |
| | 5.2 Describe how to identify resources for the risk assessment to take place and: a) how and where to find expert advice and guidance. b) the work areas and people for whom you are carrying out the risk assessment. c) the work activities of the people in the workplace where you are carrying out the risk assessment. | | x | |
| | 5.3 Describe the purpose, legal implications and importance of carrying out risk assessments and: a) the methods of identifying hazards including direct observation, examining records and conducting interviews. b) the workplace hazards most likely to cause harm. c) the importance of remaining alert to the presence of hazards in the workplace. d) the importance of dealing with or promptly reporting risks. | | x | |
| | 5.4 Apply effective communication methods. | x | x | |

Manage and Plan an Operational Area within an Organisation

| Level: 5 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 9 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Be able to identify workforce requirements in an operational area. | 1.1 Identify specialist expertise that may be useful in workforce planning. | x | x | |
| | 1.2 Analyse key operational issues that are likely to impact on workforce requirements. | x | x | |
| | 1.3 Review an organisation's operational objectives and plans to inform workforce planning. | x | x | |
| 2. Be able to review the current workforce of an operational area. | 2.1 Identify and assess any gaps, between the current workforce capacity and future workforce requirements. | x | x | |
| 3. Be able to plan the workforce requirements of an operational area. | 3.1 Develop and implement a plan, with input and agreement from recruitment specialists, that satisfies the organisation's long, medium and short-term operational workforce requirements. | x | x | |
| | 3.2 Ensure that resources needed to recruit, keep and redeploy people are made available. | x | x | |
| 4. Be able to communicate workforce plans. | 4.1 Communicate workforce plans to relevant individuals. | x | x | |

Plan, allocate and monitor work in own area of responsibility

| Level: 4 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 5 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Be able to produce a work plan for own area of responsibility. | 1.1 Explain the context in which work is to be undertaken. | X | X | |
| | 1.2 Identify the skills base and the resources available. | X | X | |
| | 1.3 Examine priorities and success criteria needed for the team. | X | X | |
| | 1.4 Produce a work plan for own area of responsibility. | X | X | |
| 2. Be able to allocate and agree responsibilities with team members. | 2.1 Identify team members' responsibilities for identified work activities. | X | X | |
| | 2.2 Agree responsibilities and SMART (Specific, Measurable, Achievable, Realistic and Time-bound) objectives with team members. | X | X | |
| 3. Be able to monitor the progress and quality of work in own area of responsibility and provide feedback. | 3.1 Identify ways to monitor progress and quality of work. | X | X | |
| | 3.2 Monitor and evaluate progress against agreed standards and provide feedback to team members. | X | X | |
| 4. Be able to review and amend plans of work for own area of responsibility and communicate changes. | 4.1 Review and amend work plan where changes are needed. | X | X | |
| | 4.2 Communicate changes to team members. | X | X | |

Work productively with colleagues and stakeholders

| Level: 5 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 6 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Be able to provide colleagues and stakeholders with information. | 1.1 Identify information to be communicated to selected colleagues and stakeholders. | x | x | |
| | 1.2 Adapt and present appropriate information in ways that promote understanding to colleagues or stakeholders. | x | x | |
| 2. Be able to consult with colleagues and stakeholders in relation to decisions or activities. | 2.1 Communicate with colleagues and stakeholders regarding any decisions or activities. | x | x | |
| 3. Understand the importance of fulfilling agreements and honouring commitments made to colleagues and stakeholders. | 3.1 Examine the benefits of ensuring agreements made with colleagues and stakeholders are fulfilled. | x | x | |
| | 3.2 Examine the negative impact on individuals and organisations of not fulfilling agreements made with colleagues and stakeholders. | x | x | |
| 4. Understand how to manage potential conflicts of interest. | 4.1 Explain how to identify and manage potential conflicts of interest. | x | x | |
| 5. Understand how to be able to monitor working relationships. | 5.1 Explain the importance of monitoring changes in the working environment in relation to colleagues and stakeholders. | x | x | |
| | 5.2 Explain how to monitor change in the working environment. | | x | |

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| 6. Be able to review and improve the effectiveness of working relationships. | 6.1 Analyse feedback on working relationships from colleagues and stakeholders. | x | x | |
| | 6.2 Evaluate working relationships with colleagues and stakeholders in terms of continued use and effectiveness. | x | x | |
| | 6.3 Identify and implement improvements to working relationships. | x | x | |

Support learning and development within own area of responsibility

| Level: 4 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 5 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Be able to identify the learning needs of colleagues in own area of responsibility. | 1.1 Identify gaps between requirements of colleagues' current or future work roles and their existing knowledge, understanding and skills. | x | x | |
| | 1.2 Prioritise learning needs of colleagues. | x | x | |
| | 1.3 Produce personal development plans for colleagues in own area of responsibility. | x | x | |
| 2. Understand how to develop a learning environment in own area of responsibility. | 2.1 Explain the benefits of continual learning and development. | | x | |
| | 2.2 Explain how learning opportunities can be provided for own area of responsibility. | | x | |
| 3. Be able to support colleagues in learning and its application. | 3.1 Identify information, advice and guidance to support learning. | x | x | |
| | 3.2 Communicate to colleagues how to take responsibility for their own learning. | x | x | |
| | 3.3 Explain to colleagues how to gain access to learning resources. | x | x | |
| | 3.4 Support colleagues to practise and reflect on what they have learned. | x | x | |

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| 4. Be able to evaluate learning outcomes and future learning and development of colleagues. | 4.1 Examine with each colleague, whether the learning activities undertaken have achieved the desired outcomes. | x | x | |
| | 4.2 Support colleagues when updating their personal development plan. | x | x | |

Develop and implement a risk assessment plan in own area of responsibility

| Level: 4 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 6 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Understand the legal requirements and personal responsibilities for health and safety within an organisation. | 1.1 State the legal requirements that apply to own role in relation to health and safety. | | x | |
| | 1.2 Consult with specialist advisor(s) on health and safety policy and procedures. | x | x | |
| | 1.3 Explain an organisation's health and safety responsibilities. | | x | |
| | 1.4 Describe health and safety responsibilities in own area of responsibility. | x | x | |
| 2. Be able to promote the importance of health and safety practices. | 2.1 Communicate an organisation's written health and safety policy to individuals within own area of responsibility. | x | x | |
| | 2.2 Allocate sufficient resources to deal with health and safety issues in own area of responsibility. | x | x | |
| 3. Be able to ensure that hazards and risks are identified and managed in own area of responsibility. | 3.1 Consult with colleagues on health and safety hazards and risks in own area of responsibility. | x | x | |
| | 3.2 Assess health and safety hazards and risks in own area of responsibility. | x | x | |
| | 3.3 Identify hazards and risks that require action to be taken to ensure compliance with legal and organisational requirements. | x | x | |

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| | 3.4 Develop and implement a plan in own area of responsibility. | x | x | |
| 4. Be able to monitor and review health and safety performance and policy in own area of responsibility. | 4.1 Establish procedures that monitor health and safety performance in own area of responsibility. | x | x | |
| | 4.2 Review the health and safety performance of own area of responsibility. | x | x | |
| | 4.3 Review the health and safety policy in own area of responsibility. | x | x | |

Monitor and review business processes

| Level: 5 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 3 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Be able to monitor business processes in own area of responsibility. | 1.1 Develop measures that are appropriate and provide suitable information to assess business processes. | X | X | |
| | 1.2 Monitor the quality of work against key success criteria working with relevant stakeholders. | X | X | |
| 2. Be able to review and improve business processes in own area of responsibility. | 2.1 Review business processes. | X | X | |
| | 2.2 Take corrective action and revise plans where necessary. | X | X | |
| | 2.3 Implement revised business processes to all relevant stakeholders. | X | X | |
| | 2.4 Measure the effects of change in business processes in own area of responsibility. | X | X | |

Manage a budget for own area or activity of work

| Level: 5 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 7 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Be able to prepare a budget for own area of responsibility. | 1.1 Evaluate information on resource requirements for own area of activity or work. | x | x | |
| | 1.2 Produce a draft budget. | x | x | |
| | 1.3 Communicate the final budget with relevant stakeholders. | x | x | |
| 2. Be able to manage a budget. | 2.1 Analyse variances between planned and actual expenditure. | x | x | |
| | 2.2 Provide information on performance to relevant stakeholders. | x | x | |
| | 2.3 Explain how to take corrective action within the limits of own authority, in response to budget variances and developments. | x | x | |
| | 2.4 Explain proposed revisions to budget and obtain agreement where actions are beyond the scope of own authority. | x | x | |
| 3. Be able to review budget management performance. | 3.1 Review performance against budget. | x | x | |
| | 3.2 Assess improvements for future budget planning and management. | x | x | |
| | 3.3 Monitor budget performance and implement changes within the limits of own authority or obtain agreement. | x | x | |

Standards and Assessment Guidance - Option Group

Organise the promotion of additional services or products to customers

| Level: 3 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 7 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. offer additional services or products | 1.1 offer additional services or products to customers | x | x | |
| | 1.2 identify the benefits of offering additional services or products for customers and the organisation | | x | |
| | 1.3 explain the features and benefits of additional services or products to customers | | x | |
| | 1.4 identify ways of encouraging customers to ask about additional services or products | | x | |
| 2. organise support to promote use of additional services or products | 2.1 discuss with others ways of promoting additional services or products to customers | x | x | |
| | 2.2 implement procedures to ensure that customers interested in additional services or products are dealt with promptly | x | x | |
| | 2.3 promote services or products which will suit customers but which are supplied from outside their own area of the organisation | x | x | |
| | 2.4 help customers to access services or products which are supplied outside of their own area of the organisation | x | x | |

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| 3. monitor the promotion of additional services or products | 3.1 devise methods to inform customers about additional services or products | x | x | |
| | 3.2 use different methods to inform customers about additional services and products and record successes and failures against each method | x | x | |
| | 3.3 use their record of successes and failures to identify the best approach for offering additional services or products | x | x | |
| | 3.4 share information with others regarding the best approach to take when offering additional services or products to customers | x | x | |
| 4. understand how to organise and promote services or products to customers | 4.1 describe their organisation's procedures and systems for encouraging the use of additional services or products | x | x | |
| | 4.2 explain how the use of additional services or products will benefit their customers | | x | |
| | 4.3 describe the main factors that influence customers to use their services or products | | x | |
| | 4.4 explain how to introduce additional services or products to customers outlining their benefits, overcoming reservations and agreeing to provide the additional services or products | | x | |
| | 4.5 describe how to give appropriate, balanced information to customers about services or products | x | x | |

Build and maintain effective customer relations

| Level: 4 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 8 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. establish effective customer relations | 1.1 identify the types of customers with whom they should build longer term customer relations and promote loyalty | x | x | |
| | 1.2 communicate with these customers so that they know they are important to the organisation | x | x | |
| | 1.3 explain their role, the purpose of making contact and the mutual benefits of building a longer term relationship | | x | |
| | 1.4 make it clear that they welcome two-way communication about customer expectations | x | x | |
| 2. maintain and develop effective customer relations | 2.1 keep customers informed and accept criticism from customers openly and constructively | x | x | |
| | 2.2 regularly assess whether customer expectations are being consistently met | x | x | |
| | 2.3 use their influence and authority in their own organisation to ensure that customer needs are being met and, where possible, exceeded | x | x | |

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|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---|---|--|
| | 2.4 collect feedback from customers and staff to ensure that solutions are being provided that result in customer satisfaction | x | x | |
| | 2.5 analyse customer relations and propose changes that will develop longer term loyalty to people with authority in their organisation | x | x | |
| 3. understand how to build and maintain customer relations | 3.1 identify and prioritise types of customers with whom they should be building a longer term relationship | x | x | |
| | 3.2 describe the most appropriate method of establishing relationships with customers targeted for longer term relationships | x | x | |
| | 3.3 explain the importance of effective communication skills when dealing with customers | | x | |
| | 3.4 explain how to explore and agree with customers the mutual benefits of maintaining and developing a longer term relationship | | x | |
| | 3.5 explain how to communicate with customers, especially when they are dissatisfied with products and services | x | x | |
| | 3.6 explain how to negotiate with customers in a way that balances customer expectations with the expectations of their own organisation | | x | |

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| | 3.7 describe the types of compromises that would be acceptable to their organisation when meeting customer expectations | | x | |
| | 3.8 explain how to use their influence and authority in their organisation to meet or exceed customer expectations | | x | |
| | 3.9 describe methods of monitoring customer satisfaction appropriate to their level of authority in the organisation | x | x | |

Identify and implement improvements to recycling activities

| Level: 4 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 10 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Monitor operations to identify potential improvements to recycling activities | 1.1 Use information to identify potential improvements. | X | X | |
| | 1.2 Consult with others to identify where improvements could be made. | X | X | |
| 2. Evaluate the costs and benefits for improving the recycling operations | 2.1 Use a range of information to analyse and determine improvements. | X | X | |
| | 2.2 Evaluate proposed improvements against company objectives. | X | X | |
| | 2.3 Demonstrate the possible impact of proposed improvements on other elements of the activities. | X | X | |
| 3. Produce project plans for implementing improvements to recycling activities | 3.1 Produce a project plan for implementation based on the agreements reached. | X | X | |
| | 3.2 Obtain the necessary approval in accordance with organisational procedures. | X | X | |
| 4. Implement and evaluate improvements to recycling activities | 4.1 Monitor implementation of the plan against the agreed specifications, schedules and budgets. | X | X | |
| | 4.2 Rectify any deviations from the plan, specifications, schedules or budgets. | X | X | |
| | 4.3 Resolve any problems in achieving the expected project outcomes. | X | X | |
| | 4.4 Evaluate and review the changes and benefits introduced through the improvement plan. | X | X | |

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| | 4.5 Report on the evaluation and review to those people agreed within the project plan. | x | x | |
| 5. Use and communicate data and information | 5.1 Communicate the recommendations for improvements to those people who might be affected by the changes and invite their feedback. | x | x | |
| | 5.2 Provide clear and sufficient information to those responsible for implementing the improvement plan. | x | x | |
| | 5.3 Follow operational and organisational procedures for communicating information to other people. | x | x | |
| | 5.4 Maintain records in accordance with operational and organisational requirements. | x | x | |
| 6. Resolve problems that could affect the implementation and improvement of recycling activities | 6.1 Resolve routine problems within the responsibility of the job role. | x | x | |
| | 6.2 Refer problems and conditions outside the responsibility of the job role to the correct personnel. | x | x | |
| | 6.3 Report to the correct personnel any situations that require additional intervention. | x | x | |
| 7. Work in a manner which underpins effective performance | 7.1 Demonstrate vigilance to potential risks and hazards. | x | x | |
| | 7.2 Demonstrate the use of different leadership styles in response to individual circumstances. | x | x | |
| 8. Understand the regulations, procedures and requirements for recycling | 8.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |
| | 8.2 Explain the safe procedures for handling hazardous materials. | x | x | |
| | 8.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |

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| | 8.4 Describe organisational accident and incident recording and reporting procedures. | x | x | |
| 9. Know how to implement improvements to recycling activities | 9.1 Describe the legislation relating to health, safety and the environment. | | x | |
| | 9.2 Describe the company objectives. | x | x | |
| | 9.3 Explain recent developments in technology and operating procedures and how they impact on the recycling industry. | | x | |
| | 9.4 State the current operating costs within own area of responsibility and how the costs are broken down. | x | x | |
| | 9.5 State the costs of proposed improvements to include: a) capital b) installation c) running costs | x | x | |
| | 9.6 Describe analytical methods and techniques used in preparing proposals. | x | x | |
| | 9.7 Explain the impact of potential improvements on other aspects of activities. | | x | |
| | 9.8 Describe the reporting line procedures in terms of the following: a) project approval b) monitoring c) evaluation | | x | |
| | 9.9 Explain how to monitor the implementation of an improvement plan, including any problems that may be experienced along with the steps that could be taken to respond to these. | x | x | |

Plan and manage a project

| Level: 4 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 8 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Understand the principles, processes, tools and techniques of project management. | 1.1 Describe the roles and responsibilities of a project manager. | | X | |
| | 1.2 Explain how to apply principles, processes, tools and techniques of project management. | X | X | |
| 2. Be able to agree the scope and objectives of a project. | 2.1 Agree SMART (Specific, Measurable, Achievable, Realistic, and Time-bound) objectives and scope of the project with project sponsor(s) and stakeholders. | X | X | |
| 3. Be able to identify the budget in order to develop a project plan. | 3.1 Identify budget and time-scales in order to develop the project plan with stakeholders. | X | X | |
| | 3.2 Consult with stakeholders to negotiate the project plan. | X | X | |
| | 3.3 Identify potential risks and contingencies. | X | X | |
| | 3.4 Establish criteria and processes for evaluating the project on completion. | X | X | |
| 4. Be able to implement a project plan. | 4.1 Allocate roles and responsibilities to project team members. | X | X | |
| | 4.2 Provide resources identified in the project plan. | X | X | |
| | 4.3 Brief project team members on the project plan and their roles and responsibilities. | X | X | |
| | 4.4 Implement a project plan using project management tools and techniques. | X | X | |

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| 5. Be able to manage a project to its conclusion. | 5.1 Apply a range of project management tools and techniques to monitor, control and review progress. | x | x | |
| | 5.2 Provide support to project team members. | x | x | |

Standards and Assessment Guidance - Pathways

Candidates can choose between the following Pathways:

■ *Collection Pathway*

■ *Contractor Pathway*

■ *Processing Pathway*

■ *Procurement Pathway*

■ *Storage Pathway*

Standards and Assessment Guidance - Collection Pathway (Mandatory)

The following units are Mandatory for those candidates who are taking the Collection Pathway

Manage the collection of recyclables and other materials

| Level: 4 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 7 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Implement procedures to monitor the quantity and quality of materials collected. | 1.1 Implement procedures to monitor the quantity and quality of materials collected. | x | x | |
| | 1.2 Make sure organisational procedures for rejecting recyclables and other materials remain effective. | x | x | |
| | 1.3 Make sure recyclables and other materials requiring specific handling are dealt with correctly. | x | x | |
| | 1.4 Revise procedures where monitoring data indicates changes or improvements are required. | x | x | |
| | 1.5 Monitor the completion and accuracy of documentation relating to the collection process. | x | x | |
| | 1.6 Make sure management of records meet organisational and legislative requirements. | x | x | |
| 2. Control situations that could have a negative impact on the environment | 2.1 Make sure systems and procedures are in place and working effectively for operatives to be able to identify potential or actual environmental impacts. | x | x | |

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| 3. Use and communicate data and information | 3.1 Report environmental incidents promptly and accurately in accordance with approved procedures and practices. | x | x | x |
| | 3.2 Report promptly, to the correct people, unsound environmental practices. | x | x | |
| | 3.3 Follow operational and organisational procedures for communicating information to other people. | x | x | |
| | 3.4 Maintain records in accordance with operational and organisational requirements. | x | x | |
| | 3.5 Check with correct personnel any circumstance where information appears to be incorrect. | x | x | |
| 4. Resolve problems that could affect the collection of recyclables and other materials | 4.1 Resolve routine problems within the responsibility of the job role. | x | x | |
| | 4.2 Refer problems and conditions outside the responsibility of the job role to the appropriate personnel using organisational procedures. | x | x | |
| | 4.3 Report to the correct personnel any situations that require additional intervention. | x | x | |
| 5. Work in a manner which underpins effective performance | 5.1 Demonstrate vigilance to potential risks and hazards. | x | x | |
| | 5.2 Demonstrate encouragement and support to others. | x | x | |
| 6. Understand the regulation procedures and requirements for recycling | 6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |

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| | 6.2 Explain the safe procedures for handling hazardous materials. | x | x | |
| | 6.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |
| | 6.4 Describe organisational accident and incident recording and reporting procedures. | x | x | |
| 7. Know how to manage the collection of recyclables and other materials | 7.1 Explain how to apply the legislation that applies to recycling and other materials. | x | x | |
| | 7.2 Explain the identification procedures for recyclables and other materials. | x | x | |
| | 7.3 Describe the implications of handling recyclables and other materials. | | x | |
| | 7.4 State the emergency procedures. | | x | |
| | 7.5 Describe ways of communicating with personnel. | x | x | |

Manage systems for responding to emergencies during recycling activities

| Level: 3 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 4 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Manage emergency plans and procedures | 1.1 Review emergency systems and procedures to make sure they provide a response to emergencies. | x | x | |
| | 1.2 Implement improvements as required. | x | x | |
| | 1.3 Maintain continuous availability and serviceability of emergency equipment. | x | x | |
| | 1.4 Communicate emergency plans and procedures to correct people. | x | x | |
| 2. Maintain response to emergencies | 2.1 Make provision for practices and drills to be carried out routinely. | x | x | |
| | 2.2 Involve all personnel in improving emergency procedures and practices. | x | x | |
| | 2.3 Evaluate recommendations from accidents, incidents and near misses and make improvements to the emergency plan and its procedures. | x | x | |
| 3. Use and communicate data and information | 3.1 Report environmental incidents promptly and accurately in accordance with approved procedures and practices. | x | x | x |
| | 3.2 Report promptly, to the correct people, unsound environmental practices. | x | x | |
| | 3.3 Follow operational and organisational procedures for communicating information to other people. | x | x | |
| | 3.4 Maintain records in accordance with operational and organisational requirements. | x | x | |

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| | 3.5 Check with correct personnel any circumstance where information appears to be incorrect. | x | x | |
| 4. Resolve problems that could affect the response to emergencies | 4.1 Resolve routine problems within the responsibility of the job role. | x | x | |
| | 4.2 Refer problems and conditions outside the responsibility of the job role to the appropriate personnel using organisational procedures. | x | x | |
| 5. Work in a manner which underpins effective performance | 5.1 Demonstrate vigilance to potential risks and hazards. | x | x | |
| | 5.2 Demonstrate encouragement and support for others. | x | x | |
| 6. Understand the regulation procedures and requirements for recycling | 6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |
| | 6.2 Explain the safe procedures for handling hazardous materials. | x | x | |
| | 6.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |
| | 6.4 Describe organisational accident and incident recording and reporting procedures. | x | x | |
| 7. Know how to carry out emergency procedures | 7.1 Explain the application of relevant legislation. | x | x | |
| | 7.2 State the types and uses of emergency equipment. | x | x | |
| | 7.3 State health and safety requirements. | | x | |
| | 7.4 Explain how to review emergency procedures. | | x | |
| | 7.5 Explain how to design and produce emergency systems and procedures. | | x | |
| | 7.6 Explain the handling implications of recyclables. | | x | |

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| | 7.7 Explain how to introduce and establish emergency practices and drills. | | x | |
| | 7.8 Describe the procedures for setting targets for practices and drills. | x | x | |
| | 7.9 Explain how to evaluate performance against targets. | | x | |
| | 7.10 Explain how to use the evaluation of drills and practices in reviewing emergency procedures. | x | x | |
| | 7.11 Explain how to develop emergency plans and procedures. | | x | |
| | 7.12 Explain how to develop a culture of safe working. | | x | |
| | 7.13 Describe ways of communicating for different purposes and situations. | x | x | |

Maintain protection of the environment during the collection of recyclables and other materials

| Level: 3 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 4 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Implement systems to identify and respond to risks to the environment | 1.1 Implement and maintain quality assurance practices to deal safely with threats to the environment. | X | X | |
| | 1.2 Implement monitoring and recording systems to check they are being used correctly. | X | X | |
| | 1.3 Implement a quality assurance system to protect the environment from harm which might be caused by collection operations. | X | X | |
| | 1.4 Develop and promote a culture of environmental awareness within collection activities. | X | X | |
| | 1.5 Use environmental awareness training to support collection activities. | X | X | |
| | 1.6 Make sure there is a system in place to investigate incidents that may pose a threat to the environment. | X | X | |
| 2. Develop a work environment that promotes responsibility for environmental well being | 2.1 Communicate the environmental procedures to all staff in line with organisational procedures. | X | X | |
| | 2.2 Promote the organisation's commitment to environmental protection and encourage staff to demonstrate their commitment through contributions to reviews of practices and procedures. | X | X | |
| | 2.3 Make sure staff have received relevant training on implementing environmental procedures and address any shortfalls which are identified. | X | X | |

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| | 2.4 Investigate and correct any situations where there is non-compliance with protection procedures. | x | x | |
| 3. Use and communicate data and information | 3.1 Report environmental incidents in accordance with organisational procedures and practices. | x | x | x |
| | 3.2 Report to the correct people, unsound environmental practices. | x | x | |
| | 3.3 Follow operational and organisational procedures for communicating information to other people. | x | x | |
| | 3.4 Maintain records in accordance with organisational requirements. | x | x | |
| | 3.5 Check with correct personnel any circumstance where information appears to be incorrect. | x | x | |
| 4. Resolve problems that could affect the environment | 4.1 Resolve day-to-day problems within the responsibility of the job role. | x | x | |
| | 4.2 Refer problems and conditions outside the responsibility of the job role to the correct personnel. | x | x | |
| | 4.3 Report to the correct personnel any situations that require additional intervention. | x | x | |
| | 4.4 Report pollution incidents to the correct people. | x | x | |
| 5. Work in a manner which underpins effective performance | 5.1 Demonstrate vigilance to potential risks and hazards. | x | x | |
| | 5.2 Demonstrate the use of different leadership styles in response to individual circumstances. | x | x | |
| 6. Understand the regulation procedures and requirements for recycling | 6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |
| | 6.2 Explain the safe procedures for handling hazardous materials. | x | x | |

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| | 6.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |
| | 6.4 Describe organisational accident and incident recording and reporting procedures. | x | x | |
| 7. Understand environmental protection | 7.1 Describe the environmental protection legislation. | | x | |
| | 7.2 Explain how to develop and implement systems and procedures for monitoring the environment. | x | x | |
| | 7.3 Explain what information and reporting is required by legislation and organisational policy. | x | x | |
| | 7.4 Describe the possible environmental threats posed by recycling activities. | | x | |
| | 7.5 Describe the mechanisms for dealing with environmental threats. | x | x | |
| | 7.6 Describe the personal protective equipment and measures for ensuring adherence to health and safety legislation. | x | x | |
| | 7.7 Explain the incident investigation, and reporting procedures. | x | x | |
| | 7.8 Describe risk management. | | x | |
| | 7.9 Describe the organisation policy relating to protection of the environment and quality of collection and transport operations. | x | x | |
| | 7.10 Explain the emergency systems and procedures. | x | x | |
| | 7.11 Explain the methods for dealing with pollution, spillages and transportation. | x | x | x |
| | 7.12 Explain how to interpret and evaluate the results of operations' monitoring and analysing trends. | x | x | |

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| | 7.13 Describe the Interpersonal skills needed to deal with colleagues and others at all levels. | | x | |
| | 7.14 Explain how to develop and maintain a positive environmental culture. | | x | |

Standards and Assessment Guidance - Collection Pathway (Optional)

Candidates who are taking the Collection Pathway must complete one of the following units:

Plan and maintain transport operations for recycling activities

| Level: 3 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 7 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Be able to plan and maintain transport operations | 1.1 Assess and quantify the loads to be moved and ensure that the resources are available. | x | x | |
| | 1.2 Organise loads and routes to make optimum use of resources. | x | x | |
| | 1.3 Confirm routes and operating schedules with recipients and colleagues. | x | x | |
| | 1.4 Use previous experience and data to help the planning process. | x | x | |
| | 1.5 Take account of external constraints. | x | x | |
| | 1.6 Take into account organisational constraints. | x | x | |
| | 1.7 Check plans to make sure they comply with organisational requirements. | x | x | |
| | 1.8 Resolve any problems which may arise during the transport operations and prepare contingency plans. | x | x | |
| | 1.9 Prepare all documents which are specified as necessary by the organisation. | x | x | |

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| | 1.10 Resolve problems which arise in transit. | x | x | |
| | 1.11 Make sure work activities meet legal, organisational, and recipients' requirements. | x | x | |
| 2. Use and communicate data and information | 2.1 Maintain effective communication, collect data to monitor and evaluate transport movements to improve operational efficiency. | x | x | |
| | 2.2 Report environmental incidents promptly and accurately in accordance with approved procedures and practices. | x | x | x |
| | 2.3 Report promptly, to the appropriate people, unsound environmental practices. | x | x | |
| | 2.4 Maintain records and data accordingly to meet organisational and legal requirements. | x | x | |
| 3. Resolve problems that could affect transport operations | 3.1 Resolve routine problems within the responsibility of the job role. | x | x | |
| | 3.2 Refer problems and conditions outside the responsibility of the job role to the appropriate personnel using organisational procedures. | x | x | |
| | 3.3 Report to the correct personnel any situations that require additional intervention. | x | x | |
| | 3.4 Report pollution incidents to correct people. | x | x | |
| 4. Work in a manner which underpins effective performance | 4.1 Demonstrate vigilance to potential risks and hazards. | x | x | |
| | 4.2 Demonstrate encouragement and support to others. | x | x | |

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| 5. Understand the regulation procedures and requirements for recycling | 5.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |
| | 5.2 Explain the safe procedures for handling hazardous materials. | x | x | |
| | 5.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |
| | 5.4 Describe organisational accident and incident recording and reporting procedures. | x | x | |
| 6. Understand transport operations for recycling activities | 6.1 Describe the legislative requirements in relation to the movement of recyclable materials. | | x | |
| | 6.2 Describe the legislative and organisational requirement regarding agreements and contracts. | x | x | |
| | 6.3 Describe the importance of effective planning in the movement of recyclables and other materials. | | x | |
| | 6.4 Explain how to plan to meet the organisation's objectives. | x | x | |
| | 6.5 Explain how to identify and resolve problems. | x | x | |
| | 6.6 Explain how to communicate effectively. | x | x | |
| | 6.7 Describe the types of information needed to evaluate transport efficiency. | x | x | |
| | 6.8 Explain different means of gathering information. | x | x | |

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| | 6.9 Explain how to monitor the transport plan effectively. | | x | |
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Control maintenance and other engineering operations for recycling activities

| Level: 4 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 9 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Be able to control maintenance and other engineering operations for recycling activities | 1.1 Confirm the maintenance activities that are required to achieve requirements and use the data to draw up the most suitable programme. | x | x | |
| | 1.2 Schedule the time and resources available for undertaking the maintenance activities identified. | x | x | |
| | 1.3 Produce maintenance schedules capable of meeting all relevant requirements and comply with legislation. | x | x | |
| | 1.4 Plan own schedules to meet the requirements of external bodies and equipment manufacturers. | x | x | |
| | 1.5 Produce contingency plans which take account of potential difficulties. | x | x | |
| | 1.6 Specify and record the maintenance schedule in accordance with organisational procedures. | x | x | |
| | 1.7 Implement procedures for test certificates and operator certificates to keep up-to-date. | x | x | |
| | 1.8 Ensure those responsible for maintenance and other engineering activities will have the necessary resources available to carry out work to the required standard. | x | x | |
| 2. Use and communicate data and information | 2.1 Communicate the maintenance schedules to the people involved in implementing them and to others who would be affected by them. | x | x | |

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| | 2.2 Provide clear and accurate instructions to those responsible for maintenance and other engineering activities and check understanding of requirements. | x | x | |
| | 2.3 Review the frequency, nature and causes of breakdowns regularly and use the information to resolve the problems and prevent failures. | x | x | |
| | 2.4 Follow organisational procedures for communicating information to other people. | x | x | |
| | 2.5 Maintain records in accordance with organisational requirements. | x | x | |
| | 2.6 Check with correct personnel any circumstance where information appears to be incorrect. | x | x | |
| 3. Resolve problems that could affect maintenance and other operation | 3.1 Resolve routine problems within the responsibility of the job role. | x | x | |
| | 3.2 Refer problems and conditions outside the responsibility of the job role to the correct personnel using organisational procedures. | x | x | |
| | 3.3 Report to the correct personnel any situations that require additional intervention. | x | x | |
| 4. Work in a manner which underpins effective performance | 4.1 Demonstrate vigilance to potential risks and hazards. | x | x | |
| | 4.2 Demonstrate encouragement and support for others. | x | x | |
| 5. Understand the regulation procedures and requirements for recycling | 5.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |
| | 5.2 Explain the safe procedures for handling hazardous materials. | x | x | |
| | 5.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |

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| | 5.4 Describe organisational accident and incident recording and reporting procedures. | x | x | |
| 6. Know how to control maintenance and other engineering operations | 6.1 Describe the legislation applicable to maintenance and other engineering activities. | | x | |
| | 6.2 Describe the maintenance activities required for the plant, systems, equipment, vehicles, buildings and structures for own area of responsibility. | x | x | |
| | 6.3 Describe the requirements for statutory testing of equipment and operator certificates. | | x | |
| | 6.4 Describe the time and resources needed for the required maintenance activities. | x | x | |
| | 6.5 Describe the factors to be taken into account when scheduling maintenance activities, including any insurance company requirements. | | x | |
| | 6.6 Explain what difficulties might occur when implementing maintenance activities and what should be included in contingency plans. | | x | |
| | 6.7 Describe the importance of checking people's understanding of instructions. | | x | |
| | 6.8 Describe the technical skills needed for the maintenance and engineering activities carried out on own site, how to check that the people involved have the required skills and what to do in response to a perceived skills deficit. | x | x | |
| | 6.9 Explain the system for allocating contracts and permits to work and own role and responsibility in relation to these. | x | x | |

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| | 6.10 Describe the terms and conditions of contracts for own area of responsibility, including any insurance policy conditions regarding contract work. | x | x | |
| | 6.11 Explain the quality assurance systems that are being used for the maintenance and other engineering activities. | x | x | |
| | 6.12 Describe the organisational procedures and legal requirements for environmental protection and safe working practices. | x | x | |
| | 6.13 Describe the importance of enforcing procedures for quality, safety and environmental protection and the actions to take in response to deviations from these. | | x | |
| | 6.14 Describe the organisational or site procedures and requirements for reporting faults and initiating repairs. | x | x | |
| | 6.15 Describe the factors that increase the likelihood of breakdowns and action to take to prevent or reduce these, including the relationship between breakdowns and planned maintenance. | | x | |
| | 6.16 Describe the organisational procedures for implementation, control and completion of contracts. | x | x | |
| | 6.17 Describe the recording systems used for maintenance schedules and records, permits to work and other contract information. | x | x | |
| | 6.18 Describe the safe handling procedures. | x | x | |

Standards and Assessment Guidance - Contractor Pathway (Optional)

Candidates who choose the Contractor Pathway must complete three of the following units:

Prepare proposals and obtain contracts for recycling services

| Level: 4 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 13 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Determine opportunities for tendering contracts | 1.1 Assess tender opportunities in accordance with organisational procedures. | X | X | |
| | 1.2 Define and confirm client needs. | X | X | |
| | 1.3 Offer alternatives to the client if the tender specification is considered unachievable. | X | X | |
| 2. Prepare and submit proposals for providing existing and new recycling services | 2.1 Prepare proposals using relevant information. | X | X | |
| | 2.2 Assess the resources required to fulfil the contracts. | X | X | |
| | 2.3 Agree with the client any variations from the tender requirements. | X | X | |
| | 2.4 Identify client benefits in the proposal and in the presentation to the client. | X | X | |
| | 2.5 Complete documentation and submit in accordance with the tender and within the specified timescale. | X | X | |
| 3. Finalise contracts for services with existing and new clients | 3.1 Agree with the client on post tender negotiations. | X | X | |
| | 3.2 Obtain the best possible conditions for own organisation in the contract. | X | X | |
| | 3.3 Make sure the contract assigns liability clearly for foreseeable contingencies between the client and your organisation. | X | X | |

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| | 3.4 Confirm with the client the contract criteria for agreed performance measurement. | x | x | |
| 4. Use and communicate data and information | 4.1 Follow operational and organisational procedures for communicating information to other people. | x | x | |
| | 4.2 Maintain records in accordance with organisational requirements. | x | x | |
| | 4.3 Check with correct personnel any circumstance where information appears to be incorrect. | x | x | |
| 5. Resolve problems that could affect contracts for recycling services | 5.1 Resolve routine problems within the responsibility of the job role. | x | x | |
| | 5.2 Refer problems and conditions outside the responsibility of the job role to the correct personnel using organisational procedures. | x | x | |
| 6. Work in a manner which underpins effective performance | 6.1 Demonstrate vigilance to potential risks and hazards. | x | x | |
| | 6.2 Demonstrate the use of different leadership styles in response to individual circumstances. | x | x | |
| 7. Understand the regulation procedures and requirements for recycling | 7.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |
| | 7.2 Explain the safe procedures for handling hazardous materials. | x | x | |
| | 7.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |
| | 7.4 Describe organisational accident and incident recording and reporting procedures. | x | x | |
| 8. Understand the tender and contracting process for recycling services | 8.1 Describe the organisational policy related to pursuing tenders. | x | x | |
| | 8.2 Explain the criteria for assessment of tender opportunities and decision making. | x | x | |

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| | 8.3 Describe the tender requirements and procedures. | x | x | |
| | 8.4 Explain how to identify client needs. | | x | |
| | 8.5 Explain how to evaluate own previous contract performance. | | x | |
| | 8.6 Explain how to evaluate potential competitive activity. | | x | |
| | 8.8 Explain how to identify variations to be negotiated. | | x | |
| | 8.9 Describe the operating costs. | x | x | |
| | 8.10 Explain how to negotiate variations. | | x | |
| | 8.11 Describe the contract law associated with preparing and obtaining contracts. | | x | |
| | 8.12 Describe the organisational policies for contracting for recycling services. | x | x | |
| | 8.13 Describe the organisational documentation and presentation styles. | x | x | |
| | 8.14 Describe the services currently provided to clients. | | x | |
| | 8.15 Explain how to use ways of communication. | | x | |
| | 8.16 Explain how to determine contract contingencies and liability assignment. | | x | |
| | 8.17 Explain how to determine criteria for performance measures, rewards and liquidated damages. | | x | |

Manage contracts for recycling services

| Level: 4 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 5 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Prepare to implement contracts for recycling activities | 1.1 Confirm with clients and own team the expected standards of operation required for the contract. | X | X | |
| | 1.2 Confirm the methods agreed for monitoring performance of the contract. | X | X | |
| | 1.3 Quantify the resources required for the contract, decide who will provide them, and make arrangements to obtain them. | X | X | |
| | 1.4 Agree the measures to be taken to make sure the contract meets all requirements. | X | X | |
| | 1.5 Confirm resource expenditure is in accordance with contract requirements. | X | X | |
| 2. Implement and control the operation of contracts | 2.1 Evaluate operating procedures to make sure they meet the requirements of the contract. | X | X | |
| | 2.2 Assess compliance with the agreed standards of performance at appropriate intervals. | X | X | |
| | 2.3 Manage, record and report contract variations to the client and own team. | X | X | |
| 3. Negotiate variations to contracts | 3.1 Involve the client in discussions about situations which require variations and re-negotiate the contract terms. | X | X | |
| | 3.2 Make sure the client is aware of the financial and service implications of requested variations. | X | X | |

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| | 3.3 Summarise and prepare costs for suggested changes and circulate it to the relevant people. | x | x | |
| 4. Review contract performance and use data to enhance future contracts | 4.1 Collate and assess data from contract performance. | x | x | |
| | 4.2 Help to prepare future recycling services proposals. | x | x | |
| | 4.3 Summarise and cost changes and circulate to own team for comment. | x | x | |
| | 4.4 Pass information on changes to those people who are responsible for future tender responses. | x | x | |
| 5. Use and communicate data and information | 5.1 Follow operational and organisational procedures for communicating information to other people. | x | x | |
| | 5.2 Maintain records in accordance with organisational requirements. | x | x | |
| | 5.3 Check with correct personnel any circumstance where information appears to be incorrect. | x | x | |
| 6. Resolve problems that could affect the management of contracts | 6.1 Resolve routine problems within the responsibility of the job role. | x | x | |
| | 6.2 Refer problems and conditions outside the responsibility of the job role to the correct personnel using organisational procedures. | x | x | |
| 7. Work in a manner which underpins effective performance | 7.1 Demonstrate vigilance to potential risks and hazards. | x | x | |
| | 7.2 Demonstrate the use of different leadership styles in response to individual circumstances. | x | x | |
| 8. Understand the regulation procedures and requirements for recycling | 8.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |
| | 8.2 Explain the safe procedures for handling hazardous materials. | x | x | |

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| | 8.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |
| | 8.4 Describe organisational accident and incident recording and reporting procedures. | x | x | |
| 9. Understand contract management for recycling services | 9.1 Describe the channels of communication between contract parties. | x | x | |
| | 9.2 Explain how to quantify and make available necessary resources. | | x | |
| | 9.3 Explain how to determine resources required. | | x | |
| | 9.4 Give two examples of contract conditions. | x | x | |
| | 9.5 State the quality requirements of the contract. | x | x | |
| | 9.6 Explain how to monitor and communicate results. | x | x | |
| | 9.7 Explain the techniques of negotiating and implementing changes. | | x | |
| | 9.8 Explain how to identify causes of variations, and implement changes. | x | x | |
| | 9.9 Explain how to assess standards of performance. | x | x | |
| | 9.10 Describe the operating procedures and their relationship to contract requirements. | x | x | |
| | 9.11 Explain how to review contracts. | x | x | |
| | 9.12 Explain how to manage contract performance. | x | x | |
| | 9.13 Explain how to respond to changes in legislation and organisational policy. | x | x | |

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| | 9.14 Explain how changes in circumstances, new technology or techniques can affect the operation of contracts. | | x | |
| | 9.15 Explain how to incorporate feedback on the contract. | x | x | |
| | 9.16 Explain how to recommend changes for future contracts. | x | x | |

Manage systems for responding to emergencies during recycling activities

| Level: 3 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 4 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Manage emergency plans and procedures | 1.1 Review emergency systems and procedures to make sure they provide a response to emergencies. | x | x | |
| | 1.2 Implement improvements as required. | x | x | |
| | 1.3 Maintain continuous availability and serviceability of emergency equipment. | x | x | |
| | 1.4 Communicate emergency plans and procedures to correct people. | x | x | |
| 2. Maintain response to emergencies | 2.1 Make provision for practices and drills to be carried out routinely. | x | x | |
| | 2.2 Involve all personnel in improving emergency procedures and practices. | x | x | |
| | 2.3 Evaluate recommendations from accidents, incidents and near misses and make improvements to the emergency plan and its procedures. | x | x | |
| 3. Use and communicate data and information | 3.1 Report environmental incidents promptly and accurately in accordance with approved procedures and practices. | x | x | x |
| | 3.2 Report promptly, to the correct people, unsound environmental practices. | x | x | |
| | 3.3 Follow operational and organisational procedures for communicating information to other people. | x | x | |
| | 3.4 Maintain records in accordance with operational and organisational requirements. | x | x | |

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| | 3.5 Check with correct personnel any circumstance where information appears to be incorrect. | x | x | |
| 4. Resolve problems that could affect the response to emergencies | 4.1 Resolve routine problems within the responsibility of the job role. | x | x | |
| | 4.2 Refer problems and conditions outside the responsibility of the job role to the appropriate personnel using organisational procedures. | x | x | |
| 5. Work in a manner which underpins effective performance | 5.1 Demonstrate vigilance to potential risks and hazards. | x | x | |
| | 5.2 Demonstrate encouragement and support for others. | x | x | |
| 6. Understand the regulation procedures and requirements for recycling | 6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |
| | 6.2 Explain the safe procedures for handling hazardous materials. | x | x | |
| | 6.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |
| | 6.4 Describe organisational accident and incident recording and reporting procedures. | x | x | |
| 7. Know how to carry out emergency procedures | 7.1 Explain the application of relevant legislation. | x | x | |
| | 7.2 State the types and uses of emergency equipment. | x | x | |
| | 7.3 State health and safety requirements. | | x | |
| | 7.4 Explain how to review emergency procedures. | | x | |
| | 7.5 Explain how to design and produce emergency systems and procedures. | | x | |
| | 7.6 Explain the handling implications of recyclables. | | x | |

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| | 7.7 Explain how to introduce and establish emergency practices and drills. | | x | |
| | 7.8 Describe the procedures for setting targets for practices and drills. | x | x | |
| | 7.9 Explain how to evaluate performance against targets. | | x | |
| | 7.10 Explain how to use the evaluation of drills and practices in reviewing emergency procedures. | x | x | |
| | 7.11 Explain how to develop emergency plans and procedures. | | x | |
| | 7.12 Explain how to develop a culture of safe working. | | x | |
| | 7.13 Describe ways of communicating for different purposes and situations. | x | x | |

Plan and manage a project

| Level: 4 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 8 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Understand the principles, processes, tools and techniques of project management. | 1.1 Describe the roles and responsibilities of a project manager. | | X | |
| | 1.2 Explain how to apply principles, processes, tools and techniques of project management. | X | X | |
| 2. Be able to agree the scope and objectives of a project. | 2.1 Agree SMART (Specific, Measurable, Achievable, Realistic, and Time-bound) objectives and scope of the project with project sponsor(s) and stakeholders. | X | X | |
| 3. Be able to identify the budget in order to develop a project plan. | 3.1 Identify budget and time-scales in order to develop the project plan with stakeholders. | X | X | |
| | 3.2 Consult with stakeholders to negotiate the project plan. | X | X | |
| | 3.3 Identify potential risks and contingencies. | X | X | |
| | 3.4 Establish criteria and processes for evaluating the project on completion. | X | X | |
| 4. Be able to implement a project plan. | 4.1 Allocate roles and responsibilities to project team members. | X | X | |
| | 4.2 Provide resources identified in the project plan. | X | X | |
| | 4.3 Brief project team members on the project plan and their roles and responsibilities. | X | X | |
| | 4.4 Implement a project plan using project management tools and techniques. | X | X | |

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| 5. Be able to manage a project to its conclusion. | 5.1 Apply a range of project management tools and techniques to monitor, control and review progress. | x | x | |
| | 5.2 Provide support to project team members. | x | x | |

Standards and Assessment Guidance - Processing Pathway (Mandatory)

Candidates who choose the Contractor Pathway must complete all of the following units:

Manage systems for responding to emergencies during recycling activities

| Level: 3 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 4 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Manage emergency plans and procedures | 1.1 Review emergency systems and procedures to make sure they provide a response to emergencies. | x | x | |
| | 1.2 Implement improvements as required. | x | x | |
| | 1.3 Maintain continuous availability and serviceability of emergency equipment. | x | x | |
| | 1.4 Communicate emergency plans and procedures to correct people. | x | x | |
| 2. Maintain response to emergencies | 2.1 Make provision for practices and drills to be carried out routinely. | x | x | |
| | 2.2 Involve all personnel in improving emergency procedures and practices. | x | x | |
| | 2.3 Evaluate recommendations from accidents, incidents and near misses and make improvements to the emergency plan and its procedures. | x | x | |
| 3. Use and communicate data and information | 3.1 Report environmental incidents promptly and accurately in accordance with approved procedures and practices. | x | x | x |
| | 3.2 Report promptly, to the correct people, unsound environmental practices. | x | x | |
| | 3.3 Follow operational and organisational procedures for communicating information to other people. | x | x | |

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| | 3.4 Maintain records in accordance with operational and organisational requirements. | x | x | |
| | 3.5 Check with correct personnel any circumstance where information appears to be incorrect. | x | x | |
| 4. Resolve problems that could affect the response to emergencies | 4.1 Resolve routine problems within the responsibility of the job role. | x | x | |
| | 4.2 Refer problems and conditions outside the responsibility of the job role to the appropriate personnel using organisational procedures. | x | x | |
| 5. Work in a manner which underpins effective performance | 5.1 Demonstrate vigilance to potential risks and hazards. | x | x | |
| | 5.2 Demonstrate encouragement and support for others. | x | x | |
| 6. Understand the regulation procedures and requirements for recycling | 6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |
| | 6.2 Explain the safe procedures for handling hazardous materials. | x | x | |
| | 6.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |
| | 6.4 Describe organisational accident and incident recording and reporting procedures. | x | x | |
| 7. Know how to carry out emergency procedures | 7.1 Explain the application of relevant legislation. | x | x | |
| | 7.2 State the types and uses of emergency equipment. | x | x | |
| | 7.3 State health and safety requirements. | | x | |
| | 7.4 Explain how to review emergency procedures. | | x | |
| | 7.5 Explain how to design and produce emergency systems and procedures. | | x | |

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| | 7.6 Explain the handling implications of recyclables. | | x | |
| | 7.7 Explain how to introduce and establish emergency practices and drills. | | x | |
| | 7.8 Describe the procedures for setting targets for practices and drills. | x | x | |
| | 7.9 Explain how to evaluate performance against targets. | | x | |
| | 7.10 Explain how to use the evaluation of drills and practices in reviewing emergency procedures. | x | x | |
| | 7.11 Explain how to develop emergency plans and procedures. | | x | |
| | 7.12 Explain how to develop a culture of safe working. | | x | |
| | 7.13 Describe ways of communicating for different purposes and situations. | x | x | |

Maintain protection of the environment in facilities used for the processing or storage of recyclables and other materials

| Level: 4 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 5 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Implement systems and control measures for processing or storage of recyclables and other materials | 1.1 Implement systems to monitor and control working practices, and the use of materials, products or equipment which could cause harm to the environment in accordance with organisational procedures. | X | X | |
| | 1.2 Report any hazards which present risks outside own area of responsibility and capability. | X | X | |
| | 1.3 Make sure preventative or corrective measures are taken when monitoring data shows deviations from expected norms. | X | X | |
| 2. Minimise risks to the environment through protection measures | 2.1 Make sure environmental protection measures are established for all site operations consistent with applicable legislation and the organisation's environmental policy and procedures. | X | X | |
| | 2.2 Provide advice and guidance to staff through a range of communication and training methods with the purpose of limiting and controlling potential or actual harm to the environment. | X | X | |
| | 2.3 Maintain accurate and up-to-date records of potential and actual harm to the environment and the steps taken to limit and control risks. | X | X | |
| | 2.4 Use you're own and others' experience of dealing with environmental hazards to improve environmental protection control systems and procedures. | X | X | |

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| 3. Develop a work environment that promoted responsibility for environmental well-being | 3.1 Communicate the environmental procedures to all staff in line with organisational procedures. | x | x | |
| | 3.2 Promote the organisation's commitment to environmental protection and encourage staff to demonstrate their commitment through contributions to reviews of practices and procedures. | x | x | |
| | 3.3 Make sure staff receive training on implementing environmental procedures and address any shortfalls which are identified. | x | x | |
| | 3.4 Investigate and correct any situations where there is non-compliance with protection procedures. | x | x | |
| 4. Use and communicate data and information | 4.1 Report environmental incidents in accordance with organisational procedures and practices. | x | x | x |
| | 4.2 Report promptly, to the correct people, unsound environmental practices. | x | x | |
| | 4.3 Follow operational and organisational procedures for communicating information to other people. | x | x | |
| | 4.4 Maintain records in accordance with organisational requirements. | x | x | |
| | 4.5 Inform correct personnel of any circumstance where information appears to be incorrect. | x | x | |
| 5. Resolve problems that could affect the implementation of contracted services | 5.1 Resolve routine problems within the responsibility of the job role. | x | x | |
| | 5.2 Refer problems and conditions outside the responsibility of the job role using organisational procedures. | x | x | |
| | 5.3 Report to the correct personnel any situations that require additional intervention. | x | x | |
| | 5.4 Report pollution incidents to the correct people. | x | x | |

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| 6. Work in a manner which underpins effective performance | 6.1 Demonstrate vigilance to potential risks and hazards. | x | x | |
| | 6.2 Demonstrate the use of different leadership styles in response to individual circumstances. | x | x | |
| 7. Understand the regulation procedures and requirements for recycling | 7.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |
| | 7.2 Explain the safe procedures for handling hazardous materials. | x | x | |
| | 7.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |
| | 7.4 Describe organisational accident and incident recording and reporting procedures. | x | x | |
| 8. Know how to protect the environment | 8.1 Describe the environmental legislation as it relates to the organisation. | | x | |
| | 8.2 Describe the organisational environmental policy and procedures. | x | x | |
| | 8.3 Explain how to identify, monitor and evaluate activities which may cause harm to the environment. | x | x | |
| | 8.4 Explain the hazards to the environment arising from the activities carried out on site and the procedures required to minimise and manage risk. | x | x | |
| | 8.5 Describe the importance of being aware of environmental hazards. | | x | |
| | 8.6 State the personal responsibilities for controlling hazards to the environment. | | x | |
| | 8.7 State the risk identification methods, techniques and monitoring systems suitable for a facility that handles recyclable materials. | x | x | |

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| | 8.8 Describe the environmental control systems required for operations carried out on their facility. | x | x | |
| | 8.9 Describe the actions and personal authorisation for responding to hazards which present risks to the environment and which situations should be referred to someone else. | x | x | |
| | 8.10 Explain legal and organisational requirements for reporting potential and actual harm to the environment. | x | x | |
| | 8.11 Explain how to communicate organisational environmental procedures. | | x | |
| | 8.12 Describe the importance of making sure people understand and follow organisational procedures, and how to do this. | | x | |
| | 8.13 Describe the legal and organisational requirements for staff training in relation to environmental protection and organisational procedures for ensuring staff receive the required training. | x | x | |
| | 8.14 Describe the records required by legislation and your organisation relating to environmental procedures and incident reports. | x | x | |

Manage the reception of recyclables and other materials

| Level: 4 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 5 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Manage the reception of recyclables and other materials | 1.1 Manage procedures to make sure received and inspected recyclables and other materials comply with organisational procedures, practices, and current legislation. | X | X | |
| | 1.2 Handle all materials correctly. | X | X | |
| | 1.3 Monitor and maintain safe systems for vehicle movements and unloading. | X | X | |
| | 1.4 Revise systems and procedures where evidence indicates changes are required. | X | X | |
| | 1.5 Identify and act on unauthorised recyclables and other materials in accordance with organisational policy and procedures. | X | X | |
| 2. Control hazards and risks | 2.1 Use risk assessments to determine risks to health and safety. | X | X | |
| | 2.2 Implement control measures to minimise risks to health and safety. | X | X | |
| | 2.3 Investigate and resolve complaints. | X | X | |
| | 2.4 Monitor and maintain organisational procedures for site visitors. | X | X | |
| 3. Use and communicate data and information | 3.1 Use the data and information from workplace risk assessments to inform the way systems and activities are designed, monitored and changed. | X | X | |

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| | 3.2 Make sure workers know the safe work systems and methods that are in place and that they understand them. | x | x | |
| | 3.3 Report accidents in compliance with organisational procedures. | x | x | x |
| | 3.4 Advise colleagues and workers of all new or changed work procedures and practices. | x | x | |
| 4. Resolve problems that could affect the reception of recyclables and other materials | 4.1 Resolve routine problems within the responsibility of the job role. | x | x | |
| | 4.2 Refer problems and conditions outside the responsibility of the job role using organisational procedures. | x | x | |
| | 4.3 Report any situations that require additional intervention. | x | x | |
| 5. Work in a manner which underpins effective performance | 5.1 Show vigilance to potential risks and hazards. | x | x | |
| | 5.2 Demonstrate the use of different leadership styles in response to individual circumstances. | x | x | |
| 6. Understand the regulation procedures and requirements for recycling | 6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |
| | 6.2 Explain the safe procedures for handling hazardous materials. | x | x | |
| | 6.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |
| | 6.4 Describe organisational accident and incident recording and reporting procedures. | x | x | |
| 7. Know how to manage the reception of recyclables and other materials | 7.1 State the legislation relating to the acceptance of recyclables and other materials. | | x | |
| | 7.2 Describe the storage and handling implications of the recyclables and other material types received. | x | x | |

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| | 7.3 Describe the different handling equipment available on site, and the function, use and limitations of each of these. | x | x | |
| | 7.4 Describe the safe movement and unloading methods of vehicles around the site. | x | x | |
| | 7.5 Describe the risks to the environment and human health arising from the reception and inspection of recyclables and other materials and the procedures required to minimise risk. | x | x | |
| | 7.6 Describe the procedures for the proper management and control of the reception, inspection and validation of recyclables and other materials. | x | x | |
| | 7.7 Explain how to produce and use risk assessments. | x | x | |
| | 7.8 Describe the Induction procedures for working on site and access by visitors. | x | x | |

Control activities for the processing and storage of recyclables and other materials

| Level: 3 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 5 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Monitor work carried out at the recycling processing or storage site | 1.1 Monitor work activities and methods and ensure they are carried out in accordance with organisational procedures and practices. | x | x | |
| | 1.2 Establish a programme of work to achieve the standards required for processing or storage operations. | x | x | |
| | 1.3 Follow organisational procedures to identify hazards and risks to safety, health and the environment are minimised. | x | x | |
| | 1.4 Make sure resources are available and operational to carry out work activities. | x | x | |
| 2. Control work practices and make sure they are understood and followed | 2.1 Communicate programmes of work and operational instructions to all staff. | x | x | |
| | 2.2 Make sure personnel comply with site operational procedures. | x | x | |
| | 2.3 Make sure that personnel comply with systems of work. | x | x | |
| 3. Use and communicate data and information | 3.1 Follow operational and organisational procedures for communicating information to other people. | x | x | |
| | 3.2 Maintain records in accordance with operational and organisational requirements. | x | x | |
| | 3.3 Inform correct personnel of any circumstance where information is incorrect. | x | x | |

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| 4. Resolve problems that could affect the sorting and storage of recyclable materials | 4.1 Resolve day-to-day problems within the responsibility of the job role. | x | x | |
| | 4.2 Refer problems and conditions outside the responsibility of the job role to the appropriate personnel using organisational procedures. | x | x | |
| | 4.3 Report to the appropriate personnel any situations that require additional intervention. | x | x | |
| 5. Work in a manner which underpins effective performance | 5.1 Show vigilance to potential risks and hazards. | x | x | |
| | 5.2 Demonstrate the use of different leadership styles in response to individual circumstances. | x | x | |
| 6. Understand the regulation procedures and requirements for recycling | 6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |
| | 6.2 Explain the safe procedures for handling hazardous materials. | x | x | |
| | 6.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |
| | 6.4 Describe organisational accident and incident recording and reporting procedures. | x | x | |
| 7. Know how to control operations for the processing or storage of recyclables and other materials | 7.1 Describe the legislation, regulations and Codes of Practice applicable to safety, health and environment. | x | x | |
| | 7.2 Describe the sorts of processing/storage processes suitable for the recyclables and other materials received on site and the use and limitations of these. | x | x | |
| | 7.3 Describe the handling implications of the recyclables and other materials processed/stored on site. | | x | |

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| | 7.4 Describe the risks to safety, health and the environment arising from the treatment of recyclables and other materials and the procedures required to minimise and manage risk. | x | x | |
| | 7.5 Explain how to communicate operational instructions orally and in writing. | x | x | |
| | 7.6 Describe the importance of checking people's understanding of operational instructions and how to do this. | | x | |
| | 7.7 Describe the technical skills needed for the processing/storage operations carried out on site. | | x | |

Standards and Assessment Guidance - Procurement Pathway (Optional)

Candidates who choose the Contractor Pathway must complete three of the following units:

Award contracts for the supply of recycling activities

| Level: 4 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 8 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Prepare the invitation to tender for the supply of recycling activities | 1.1 Agree with own team details of the services or goods required. | X | X | |
| | 1.2 Agree and record the criteria for the selection of contractors. | X | X | |
| | 1.3 Prepare the draft contract documentation to meet organisational policy and legal requirements and which includes cancellation procedures. | X | X | |
| | 1.4 Take account of comments from others and modify the contract tender documentation. | X | X | |
| | 1.5 Offer within the draft contract adequate protection and acceptable risk regarding default. | X | X | |
| | 1.6 Include in the draft contract criteria for successful performance and payment procedures. | X | X | |
| | 1.7 Prepare tenders and circulate to potential suppliers. | X | X | |
| | 1.8 Provide additional information to potential suppliers as required. | X | X | |
| 2. Evaluate tender bids | 2.1 Administer bids as required by legislation and organisational procedures. | X | X | |
| | 2.2 Evaluate bids against selection criteria. | X | X | |
| | 2.3 Consult with others and recommend which supplier should be offered the contract. | X | X | |

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| 3. Place the contract for the supply of recycling activities | 3.1 Obtain authorisation for the contract before sending it to the supplier with a requirement for its receipt to be acknowledged. | x | x | |
| | 3.2 Make the contract offer. | x | x | |
| | 3.3 Resolve contract queries from the supplier. | x | x | |
| | 3.4 Make sure all contract documentation is complete and accurate. | x | x | |
| | 3.5 Communicate and distribute contract details to the correct people. | x | x | |
| 4. Use and communicate data and information | 4.1 Report environmental incidents in accordance with organisational procedures and practices. | x | x | x |
| | 4.2 Report promptly, to the correct people, unsound environmental practices. | x | x | |
| | 4.3 Follow operational and organisational procedures for communicating information to other people. | x | x | |
| | 4.4 Maintain records in accordance with organisational requirements. | x | x | |
| | 4.5 Check with correct personnel any circumstance where information appears to be incorrect. | x | x | |
| 5. Manage problems that could affect the supply of goods or services | 5.1 Manage day-to-day problems within the responsibility of the job role. | x | x | |
| | 5.2 Refer problems and conditions outside the responsibility of the job role using organisational procedures. | x | x | |
| | 5.3 Report any situations that require additional intervention. | x | x | |
| | 5.4 Report pollution incidents to the correct people. | x | x | |
| 6. Work in a manner which underpins effective performance | 6.1 Demonstrate vigilance to potential risks and hazards. | x | x | |

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| | 6.2 Demonstrate the use of different leadership styles in response to individual circumstances. | x | x | |
| 7. Understand the regulation procedures and requirements for recycling | 7.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |
| | 7.2 Explain the safe procedures for handling hazardous materials. | x | x | |
| | 7.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |
| | 7.4 Describe organisational accident and incident recording and reporting procedures. | x | x | |
| 8. Know how to award contracts | 8.1 Explain the contract law associated with selecting contractors. | | x | |
| | 8.2 Explain the organisational procedures for contracting recycling activities. | x | x | |
| | 8.3 Explain the principles of management of contracted supply. | | x | |
| | 8.4 Explain organisational objectives and required terms and conditions for contracts. | x | x | |
| | 8.5 Explain how to prepare contracts for new and continuing business. | x | x | |
| | 8.6 Describe the procedures for administering tender bids and organisational policy on the acceptance of tender bids using selection criteria. | x | x | |
| | 8.7 Explain contract terms and conditions including required conditions of supply and suppliers production and delivery timescales. | x | x | |
| | 8.8 Explain how to complete and place a contract including obtaining authorisation. | x | x | |

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| | 8.9 Explain the process for resolving queries with a contractor. | x | x | |
| | 8.10 Describe the procedure for distributing contract details. | | x | |
| | 8.11 Explain any coding systems used by the organisation. | x | x | |

Manage recycling contracts

| Level: 4 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 13 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Implement contracts for recycling activities | 1.1 Confirm communication channels between own organisation and the contractor are understood by all concerned. | X | X | |
| | 1.2 Confirm, with own team and the contractor, the methods agreed for assessing contract performance. | X | X | |
| | 1.3 Inform team and the contractor of the results of monitoring contract performance. | X | X | |
| | 1.4 Make arrangements for payment based on the assessment of performance against the contract. | X | X | |
| | 1.5 Maintain records showing reasons for variations if payment differs from the contract terms. | X | X | |
| 2. Manage contract requirements | 2.1 Manage investigations where contract requirements have not been met. | X | X | |
| | 2.2 Initiate discussions with the contractor to find ways of resolving disputes. | X | X | |
| | 2.3 Refer details of failures for legal advice and initiate action to obtain redress if necessary. | X | X | |
| | 2.4 Seek alternative services when the contractor fails to meet the contract. | X | X | |
| | 2.5 Appraise contractor performance for supply of contracted services and circulate the results to the appropriate people. | X | X | |
| 3. Evaluate and authorise variations to contracts | 3.1 Examine and assess requests for variation to the contract to confirm they are justified. | X | X | |

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| | 3.2 Provide an evaluation of the effects of variation requests on contract finances, timescales, and services. | x | x | |
| | 3.3 Agree any alteration to terms and payments with the contractor and record them in accordance with organisational procedures. | x | x | |
| | 3.4 Inform promptly the contractor and own team about approved variations and their implications. | x | x | |
| 4. Review contract performance and use data to enhance future contracts | 4.1 Collate and assess data from the contractor's performance and use it for helping the preparation of future contracts. | x | x | |
| | 4.2 Summarise and cost suggested changes and circulate the information for comment. | x | x | |
| | 4.3 Incorporate approved changes into the contract specification process for future tenders. | x | x | |
| 5. Use and communicate data and information | 5.1 Report environmental incidents in accordance with organisational procedures and practices. | x | x | x |
| | 5.2 Report any unsound environmental practices in accordance with organisational procedures and practices. | x | x | |
| | 5.3 Follow operational and organisational procedures for communicating information to other people. | x | x | |
| | 5.4 Maintain records in accordance with organisational requirements. | x | x | |
| | 5.5 Check with correct personnel any circumstance where information appears to be incorrect. | x | x | |
| 6. Resolve problems that could affect the implementation of | 6.1 Resolve routine problems within the responsibility of the job role. | x | x | |

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| contracted services | 6.2 Refer problems and conditions outside the responsibility of the job role using organisational procedures. | x | x | |
| | 6.3 Report to the correct personnel any situations that require additional intervention. | x | x | |
| | 6.4 Report pollution incidents to correct people. | x | x | |
| 7. Work in a manner which underpins effective performance | 7.1 Demonstrate vigilance to potential risks and hazards. | x | x | |
| | 7.2 Demonstrate the use of different leadership styles in response to individual circumstances. | x | x | |
| 8. Understand the regulation procedures and requirements for recycling | 8.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |
| | 8.2 Describe the approved procedures relating to health, safety and the environment for self and others. | x | x | |
| | 8.3 Explain the safe procedures for handling hazardous materials. | x | x | |
| | 8.4 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |
| | 8.5 Describe the organisational accident and incident recording and reporting procedures. | x | x | |
| 9. Know how to implement contracts for recycling services | 9.1 Describe the contract law associated with the letting of contracts. | | x | |
| | 9.2 Explain the standards of performance in the contract. | x | x | |
| | 9.3 Describe the method of assessment of contract performance. | x | x | |
| | 9.4 Explain how to identify causes of variance in performance. | x | x | |

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| | 9.5 Explain how to identify the variation to contract. | | x | |
| | 9.6 Explain how to review and assess contract performance. | x | x | |
| | 9.7 Explain how to deal with specification changes arising from changed circumstances. | | x | |
| | 9.8 Explain how to obtain redress for unsatisfactory service/supply. | | x | |
| | 9.9 Explain how to record variations and their resolution. | x | x | |
| | 9.10 Explain what contract terms and conditions are. | x | x | |
| | 9.11 State the agreed communication channels. | | x | |
| | 9.12 Explain how to source legal advice. | x | x | |
| | 9.13 Explain how to comply with legislation. | | x | |
| | 9.14 Describe the procedures for authorisation and payment. | x | x | |
| | 9.15 Describe the validity of contract variations. | | x | |

Manage systems for responding to emergencies during recycling activities

| Level: 3 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 4 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Manage emergency plans and procedures | 1.1 Review emergency systems and procedures to make sure they provide a response to emergencies. | x | x | |
| | 1.2 Implement improvements as required. | x | x | |
| | 1.3 Maintain continuous availability and serviceability of emergency equipment. | x | x | |
| | 1.4 Communicate emergency plans and procedures to correct people. | x | x | |
| 2. Maintain response to emergencies | 2.1 Make provision for practices and drills to be carried out routinely. | x | x | |
| | 2.2 Involve all personnel in improving emergency procedures and practices. | x | x | |
| | 2.3 Evaluate recommendations from accidents, incidents and near misses and make improvements to the emergency plan and its procedures. | x | x | |
| 3. Use and communicate data and information | 3.1 Report environmental incidents promptly and accurately in accordance with approved procedures and practices. | x | x | x |
| | 3.2 Report promptly, to the correct people, unsound environmental practices. | x | x | |
| | 3.3 Follow operational and organisational procedures for communicating information to other people. | x | x | |
| | 3.4 Maintain records in accordance with operational and organisational requirements. | x | x | |

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| | 3.5 Check with correct personnel any circumstance where information appears to be incorrect. | x | x | |
| 4. Resolve problems that could affect the response to emergencies | 4.1 Resolve routine problems within the responsibility of the job role. | x | x | |
| | 4.2 Refer problems and conditions outside the responsibility of the job role to the appropriate personnel using organisational procedures. | x | x | |
| 5. Work in a manner which underpins effective performance | 5.1 Demonstrate vigilance to potential risks and hazards. | x | x | |
| | 5.2 Demonstrate encouragement and support for others. | x | x | |
| 6. Understand the regulation procedures and requirements for recycling | 6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |
| | 6.2 Explain the safe procedures for handling hazardous materials. | x | x | |
| | 6.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |
| | 6.4 Describe organisational accident and incident recording and reporting procedures. | x | x | |
| 7. Know how to carry out emergency procedures | 7.1 Explain the application of relevant legislation. | x | x | |
| | 7.2 State the types and uses of emergency equipment. | x | x | |
| | 7.3 State health and safety requirements. | | x | |
| | 7.4 Explain how to review emergency procedures. | | x | |
| | 7.5 Explain how to design and produce emergency systems and procedures. | | x | |
| | 7.6 Explain the handling implications of recyclables. | | x | |

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| | 7.7 Explain how to introduce and establish emergency practices and drills. | | x | |
| | 7.8 Describe the procedures for setting targets for practices and drills. | x | x | |
| | 7.9 Explain how to evaluate performance against targets. | | x | |
| | 7.10 Explain how to use the evaluation of drills and practices in reviewing emergency procedures. | x | x | |
| | 7.11 Explain how to develop emergency plans and procedures. | | x | |
| | 7.12 Explain how to develop a culture of safe working. | | x | |
| | 7.13 Describe ways of communicating for different purposes and situations. | x | x | |

Plan and manage a project

| Level: 4 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 8 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Understand the principles, processes, tools and techniques of project management. | 1.1 Describe the roles and responsibilities of a project manager. | | X | |
| | 1.2 Explain how to apply principles, processes, tools and techniques of project management. | X | X | |
| 2. Be able to agree the scope and objectives of a project. | 2.1 Agree SMART (Specific, Measurable, Achievable, Realistic, and Time-bound) objectives and scope of the project with project sponsor(s) and stakeholders. | X | X | |
| 3. Be able to identify the budget in order to develop a project plan. | 3.1 Identify budget and time-scales in order to develop the project plan with stakeholders. | X | X | |
| | 3.2 Consult with stakeholders to negotiate the project plan. | X | X | |
| | 3.3 Identify potential risks and contingencies. | X | X | |
| | 3.4 Establish criteria and processes for evaluating the project on completion. | X | X | |
| 4. Be able to implement a project plan. | 4.1 Allocate roles and responsibilities to project team members. | X | X | |
| | 4.2 Provide resources identified in the project plan. | X | X | |
| | 4.3 Brief project team members on the project plan and their roles and responsibilities. | X | X | |
| | 4.4 Implement a project plan using project management tools and techniques. | X | X | |

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| 5. Be able to manage a project to its conclusion. | 5.1 Apply a range of project management tools and techniques to monitor, control and review progress. | x | x | |
| | 5.2 Provide support to project team members. | x | x | |

Standards and Assessment Guidance - Storage Pathway (Mandatory)

Candidates who choose the Contractor Pathway must complete all of the following units:

Manage systems for responding to emergencies during recycling activities

| Level: 3 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 4 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Manage emergency plans and procedures | 1.1 Review emergency systems and procedures to make sure they provide a response to emergencies. | x | x | |
| | 1.2 Implement improvements as required. | x | x | |
| | 1.3 Maintain continuous availability and serviceability of emergency equipment. | x | x | |
| | 1.4 Communicate emergency plans and procedures to correct people. | x | x | |
| 2. Maintain response to emergencies | 2.1 Make provision for practices and drills to be carried out routinely. | x | x | |
| | 2.2 Involve all personnel in improving emergency procedures and practices. | x | x | |
| | 2.3 Evaluate recommendations from accidents, incidents and near misses and make improvements to the emergency plan and its procedures. | x | x | |
| 3. Use and communicate data and information | 3.1 Report environmental incidents promptly and accurately in accordance with approved procedures and practices. | x | x | x |
| | 3.2 Report promptly, to the correct people, unsound environmental practices. | x | x | |
| | 3.3 Follow operational and organisational procedures for communicating information to other people. | x | x | |

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| | 3.4 Maintain records in accordance with operational and organisational requirements. | x | x | |
| | 3.5 Check with correct personnel any circumstance where information appears to be incorrect. | x | x | |
| 4. Resolve problems that could affect the response to emergencies | 4.1 Resolve routine problems within the responsibility of the job role. | x | x | |
| | 4.2 Refer problems and conditions outside the responsibility of the job role to the appropriate personnel using organisational procedures. | x | x | |
| 5. Work in a manner which underpins effective performance | 5.1 Demonstrate vigilance to potential risks and hazards. | x | x | |
| | 5.2 Demonstrate encouragement and support for others. | x | x | |
| 6. Understand the regulation procedures and requirements for recycling | 6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |
| | 6.2 Explain the safe procedures for handling hazardous materials. | x | x | |
| | 6.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |
| | 6.4 Describe organisational accident and incident recording and reporting procedures. | x | x | |
| 7. Know how to carry out emergency procedures | 7.1 Explain the application of relevant legislation. | x | x | |
| | 7.2 State the types and uses of emergency equipment. | x | x | |
| | 7.3 State health and safety requirements. | | x | |
| | 7.4 Explain how to review emergency procedures. | | x | |
| | 7.5 Explain how to design and produce emergency systems and procedures. | | x | |

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| | 7.6 Explain the handling implications of recyclables. | | x | |
| | 7.7 Explain how to introduce and establish emergency practices and drills. | | x | |
| | 7.8 Describe the procedures for setting targets for practices and drills. | x | x | |
| | 7.9 Explain how to evaluate performance against targets. | | x | |
| | 7.10 Explain how to use the evaluation of drills and practices in reviewing emergency procedures. | x | x | |
| | 7.11 Explain how to develop emergency plans and procedures. | | x | |
| | 7.12 Explain how to develop a culture of safe working. | | x | |
| | 7.13 Describe ways of communicating for different purposes and situations. | x | x | |

Maintain protection of the environment in facilities used for the processing or storage of recyclables and other materials

| Level: 3 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 4 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Implement systems to identify and respond to risks to the environment | 1.1 Implement and maintain quality assurance practices to deal safely with threats to the environment. | X | X | |
| | 1.2 Implement monitoring and recording systems to check they are being used correctly. | X | X | |
| | 1.3 Implement a quality assurance system to protect the environment from harm which might be caused by collection operations. | X | X | |
| | 1.4 Develop and promote a culture of environmental awareness within collection activities. | X | X | |
| | 1.5 Use environmental awareness training to support collection activities. | X | X | |
| | 1.6 Make sure there is a system in place to investigate incidents that may pose a threat to the environment. | X | X | |
| 2. Develop a work environment that promotes responsibility for environmental well being | 2.1 Communicate the environmental procedures to all staff in line with organisational procedures. | X | X | |
| | 2.2 Promote the organisation's commitment to environmental protection and encourage staff to demonstrate their commitment through contributions to reviews of practices and procedures. | X | X | |
| | 2.3 Make sure staff have received relevant training on implementing environmental procedures and address any shortfalls which are identified. | X | X | |

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| | 2.4 Investigate and correct any situations where there is non-compliance with protection procedures. | x | x | |
| 3. Use and communicate data and information | 3.1 Report environmental incidents in accordance with organisational procedures and practices. | x | x | x |
| | 3.2 Report to the correct people, unsound environmental practices. | x | x | |
| | 3.3 Follow operational and organisational procedures for communicating information to other people. | x | x | |
| | 3.4 Maintain records in accordance with organisational requirements. | x | x | |
| | 3.5 Check with correct personnel any circumstance where information appears to be incorrect. | x | x | |
| 4. Resolve problems that could affect the environment | 4.1 Resolve day-to-day problems within the responsibility of the job role. | x | x | |
| | 4.2 Refer problems and conditions outside the responsibility of the job role to the correct personnel. | x | x | |
| | 4.3 Report to the correct personnel any situations that require additional intervention. | x | x | |
| | 4.4 Report pollution incidents to the correct people. | x | x | |
| 5. Work in a manner which underpins effective performance | 5.1 Demonstrate vigilance to potential risks and hazards. | x | x | |
| | 5.2 Demonstrate the use of different leadership styles in response to individual circumstances. | x | x | |
| 6. Understand the regulation procedures and requirements for recycling | 6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |
| | 6.2 Explain the safe procedures for handling hazardous materials. | x | x | |

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| | 6.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |
| | 6.4 Describe organisational accident and incident recording and reporting procedures. | x | x | |
| 7. Understand environmental protection | 7.1 Describe the environmental protection legislation. | | x | |
| | 7.2 Explain how to develop and implement systems and procedures for monitoring the environment. | x | x | |
| | 7.3 Explain what information and reporting is required by legislation and organisational policy. | x | x | |
| | 7.4 Describe the possible environmental threats posed by recycling activities. | | x | |
| | 7.5 Describe the mechanisms for dealing with environmental threats. | x | x | |
| | 7.6 Describe the personal protective equipment and measures for ensuring adherence to health and safety legislation. | x | x | |
| | 7.7 Explain the incident investigation, and reporting procedures. | x | x | |
| | 7.8 Describe risk management. | | x | |
| | 7.9 Describe the organisation policy relating to protection of the environment and quality of collection and transport operations. | x | x | |
| | 7.10 Explain the emergency systems and procedures. | x | x | |
| | 7.11 Explain the methods for dealing with pollution, spillages and transportation. | x | x | x |
| | 7.12 Explain how to interpret and evaluate the results of operations' monitoring and analysing trends. | x | x | |

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| | 7.13 Describe the Interpersonal skills needed to deal with colleagues and others at all levels. | | x | |
| | 7.14 Explain how to develop and maintain a positive environmental culture. | | x | |

Manage the reception of recyclables and other materials

| Level: 4 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 5 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Manage the reception of recyclables and other materials | 1.1 Manage procedures to make sure received and inspected recyclables and other materials comply with organisational procedures, practices, and current legislation. | X | X | |
| | 1.2 Handle all materials correctly. | X | X | |
| | 1.3 Monitor and maintain safe systems for vehicle movements and unloading. | X | X | |
| | 1.4 Revise systems and procedures where evidence indicates changes are required. | X | X | |
| | 1.5 Identify and act on unauthorised recyclables and other materials in accordance with organisational policy and procedures. | X | X | |
| 2. Control hazards and risks | 2.1 Use risk assessments to determine risks to health and safety. | X | X | |
| | 2.2 Implement control measures to minimise risks to health and safety. | X | X | |
| | 2.3 Investigate and resolve complaints. | X | X | |
| | 2.4 Monitor and maintain organisational procedures for site visitors. | X | X | |
| 3. Use and communicate data and information | 3.1 Use the data and information from workplace risk assessments to inform the way systems and activities are designed, monitored and changed. | X | X | |

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| | 3.2 Make sure workers know the safe work systems and methods that are in place and that they understand them. | x | x | |
| | 3.3 Report accidents in compliance with organisational procedures. | x | x | x |
| | 3.4 Advise colleagues and workers of all new or changed work procedures and practices. | x | x | |
| 4. Resolve problems that could affect the reception of recyclables and other materials | 4.1 Resolve routine problems within the responsibility of the job role. | x | x | |
| | 4.2 Refer problems and conditions outside the responsibility of the job role using organisational procedures. | x | x | |
| | 4.3 Report any situations that require additional intervention. | x | x | |
| 5. Work in a manner which underpins effective performance | 5.1 Show vigilance to potential risks and hazards. | x | x | |
| | 5.2 Demonstrate the use of different leadership styles in response to individual circumstances. | x | x | |
| 6. Understand the regulation procedures and requirements for recycling | 6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |
| | 6.2 Explain the safe procedures for handling hazardous materials. | x | x | |
| | 6.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |
| | 6.4 Describe organisational accident and incident recording and reporting procedures. | x | x | |
| 7. Know how to manage the reception of recyclables and other materials | 7.1 State the legislation relating to the acceptance of recyclables and other materials. | | x | |
| | 7.2 Describe the storage and handling implications of the recyclables and other material types received. | x | x | |

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| | 7.3 Describe the different handling equipment available on site, and the function, use and limitations of each of these. | x | x | |
| | 7.4 Describe the safe movement and unloading methods of vehicles around the site. | x | x | |
| | 7.5 Describe the risks to the environment and human health arising from the reception and inspection of recyclables and other materials and the procedures required to minimise risk. | x | x | |
| | 7.6 Describe the procedures for the proper management and control of the reception, inspection and validation of recyclables and other materials. | x | x | |
| | 7.7 Explain how to produce and use risk assessments. | x | x | |
| | 7.8 Describe the Induction procedures for working on site and access by visitors. | x | x | |

Manage the sorting, storage and movement of recyclables and other materials

| Level: 3 | | Observation | Question and Answer | Simulation/ Realistic working environment |
|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|----------------------------------------------|
| Credit Value: 8 | | | | |
| Learning Outcome | Assessment Criteria | | | |
| 1. Be able to manage the sorting, storage and movement of recyclables and other materials on sites | 1.1 Implement and monitor procedures for the sorting, and storage, including temporary and short-term storage, of recyclables and other materials to make sure all practices comply with organisational procedures and current legislation. | x | x | |
| | 1.2 Make sure procedures for dealing with recyclable materials requiring specific handling are in place and implemented correctly. | x | x | |
| | 1.3 Make adjustments to systems and procedures where evidence indicates changes are required to the way work is carried out. | x | x | |
| | 1.4 Act upon unauthorised recyclable materials in accordance with organisational policy and procedures. | x | x | |
| | 1.5 Monitor procedures to make sure records of all activities are complete and accurate and provide an audit trail. | x | x | |
| 2. Control vehicles, plant and crews on sites which handle recyclables and other materials | 2.1 Manage procedures for the compliance of vehicles, plant and crews on site in accordance with organisational procedures and practices. | x | x | |
| | 2.2 Make sure crews and passengers of vehicles are made aware of the site rules. | x | x | |
| | 2.3 Make sure crews due to leave the site are informed of any possible breach of transport regulations. | x | x | |

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| | 2.4 Use risk assessments to guide safety effectiveness and minimise risks which might arise from vehicles, plant and crews on site. | x | x | |
| | 2.5 Make changes and remedy any unsafe work activities. | x | x | |
| | 2.6 Investigate complaints from crews or other people connected with the site, or location, in own area of responsibility and take steps necessary to resolve them. | x | x | |
| | 2.7 Operate and monitor procedures for the site visitors. | x | x | |
| 3. Use and communicate data and information | 3.1 Use the data and information from workplace risk assessments to inform the way systems and activities are designed, monitored and changed. | x | x | |
| | 3.2 Make sure workers know the safe work systems and methods that are in place and that they understand them. | x | x | |
| | 3.3 Report accidents promptly in compliance with organisational procedures. | x | x | x |
| | 3.4 Advise colleagues and workers of all new or changed work procedures and practices. | x | x | |
| 4. Resolve problems that could affect the sorting and storage of recyclable materials | 4.1 Resolve day-to-day problems within the responsibility of the job role. | x | x | |
| | 4.2 Refer problems and conditions outside the responsibility of the job role using organisational procedures. | x | x | |
| | 4.3 Report any situations that require additional intervention. | x | x | |
| | 4.4 Report pollution incidents to the correct people. | x | x | |
| 5. Works in a manner which underpins effective performance | 5.1 Show own vigilance to potential risks and hazards. | x | x | |

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| | 5.2 Demonstrate the use of different leadership styles in response to individual circumstances. | x | x | |
| 6. Understand the regulation procedures and requirements for recycling | 6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'. | | x | |
| | 6.2 Explain the safe procedures for handling hazardous materials. | x | x | |
| | 6.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored. | x | x | |
| | 6.4 Describe the organisational accident and incident recording and reporting procedures. | x | x | |
| 7. Know how to manage the sorting and storage of recyclables and other materials and the movement of vehicles on sites | 7.1 Describe the legislation relating to the sorting and storing of recyclables and other materials and the movement of vehicles on site. | | x | |
| | 7.2 Describe the storage and handling implications of the recyclables and other material types handled on site. | x | x | |
| | 7.3 Describe the different handling equipment available on site, and the function, use and limitations of each of these. | x | x | |
| | 7.4 Describe the risks to the environment and human health arising from the movement, sorting and storage of recyclables and other materials and the procedures required to minimise risk. | x | x | |
| | 7.5 Describe the records required by legislation and by organisational procedures in relation to the sorting and storage of recyclables and other materials. | x | x | |
| | 7.6 Describe the internal traffic management procedures and safe movement of vehicles around the site. | x | x | |

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|--|-------------------------------------------------------------------------------------------------------------------------------------|---|---|--|
| | 7.7 Describe the procedures to be used to ensure the safe loading and unloading from vehicles. | x | x | |
| | 7.8 Describe the procedures for the management and control of the movement, sorting and storage of recyclables and other materials. | x | x | |
| | 7.9 Explain how to produce and use risk assessments. | x | x | |
| | 7.10 Describe the induction for site access and movement and access by visitors. | x | x | |