

Assessment Guidance for the SVQs in Recycling Operations at level 1 (G955 21)

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General Information

Who is involved in SVQs?

There are several roles:

Candidate	The person who wants to achieve the SVQ (eg an employee)
Assessor*	The person who assesses the candidates and decides if they are competent (eg supervisor)
Internal verifier*	The individual nominated by the centre (eg a company) who ensures that assessors apply the standards uniformly and consistently (eg supervisor's line manager)
External verifier*	An individual appointed by SQA who ensures that standards are being applied uniformly and consistently across all centres offering the SVQ

*Assessors and verifiers in centres will be asked by SQA to prove they have the appropriate occupational competence to assess and verify the SVQ. Occupational competence has been defined by the standards-setting body in the assessment strategy for this SVQ(s) — see SQA's website: www.sqa.org.uk.

Assessors and verifiers are also expected to obtain an appropriate qualification in assessment and verification — this can be the Assessor/Verifier Units (the national standards for assessment and verification), or an alternative qualification which SQA also recognises. A copy of the Assessment Strategy developed by Energy and Utility Skills the Sector Skills Council (SSC), provides information on the qualification for assessors, internal verifiers and External Verifiers.

The steps involved in assessing a candidate for an SVQ

These are the main stages in the assessment process:

- ◆ planning for assessment
- ◆ generating and collecting evidence of the candidate's competence in the Units
- ◆ judging the evidence of the candidate's ability and making an assessment decision based on the evidence
- ◆ recording the assessment decision and the candidate's achievement

Preparing to assess the SVQ

This section offers practical advice on how to begin to go about assessing your candidates for the SVQ. This advice is offered as examples of good practice — you may develop your own approaches to assessing your candidates which also work well.

Your role and your candidate's role

Assessing the SVQ will involve several stages. Both you and the candidate should be clear on your roles in the assessment process before you begin.

Assessor role

- ◆ ensure candidates understand **what** is to be assessed and **how** it is to be assessed
- ◆ ensure the conditions and resources required for assessment are available
- ◆ help candidates to identify and gather evidence
- ◆ observe and record candidates carrying out the activities described in the standards — records should say what has been observed, how it was carried out, and what competence it demonstrates
- ◆ assess products of the candidate's own work
- ◆ question candidates and record results
- ◆ help candidates to present evidence
- ◆ authenticate the evidence candidates provide
- ◆ judge evidence and make assessment decisions
- ◆ identify gaps or shortfalls in candidates' competence
- ◆ provide feedback to candidates throughout the assessment process
- ◆ record achievement

Candidate's role

- ◆ prepare for assessment — become familiar with the standards, what is to be assessed and how assessment will be carried out
- ◆ help to identify sources of evidence and how these could be assessed
- ◆ carry out activities, and/or produce products of own work, and/or answer questions
- ◆ gather and present evidence
- ◆ receive and act on feedback from the assessor

Planning

In planning for assessment, you will find it helpful to meet with your candidate and plan what is to be assessed, in what way, and when and where the assessment is to take place. This discussion can be confirmed in the form of an agreed assessment plan between you and your candidate.

You should treat assessment plans as working documents — they can be updated and changed as you review progress with your candidate.

As you are planning assessment, don't forget to make the most of opportunities to *integrate* assessment. This means planning to assess an activity which draws on the contents of different Units or Elements. It can be a practical and cost-effective way of assessing your candidate's competence.

Note: if you are a new assessor working towards your A/V Units (the national standards in assessment and verification) you will need copies of completed assessment plans as part of your evidence.

SVQ in Recycling Operations

Level 1 Structure

This section lists the Units which form the SVQ in Recycling Operations at level 1. There are **four** mandatory and **five** optional Units

Level 1

Mandatory Units

SQA Ref	NTO Ref	Title
F4V8 04	1.1	Contribute to a Safe Working Environment for Self and Others
F4VY 04	1.2	Maintain Effective Working Relationships During Recycling Operations
F4V9 04	1.3	Contribute to Maintaining Standards of Service
F4VD 04	1.4	Contribute to the Sustainability, Maintenance and Preservation of the Environment

Optional Units

Five optional Units must be completed

SQA Ref	NTO Ref	Title
F4TY 04	1.5	Assist in the Collection of Recyclable Materials
F4TV 04	1.6	Assist in Operating Equipment for the Processing of Recyclable Materials
F4V0 04	1.7	Assist in the Handover of Recyclable Materials
F4V2 04	1.8	Assist in the Safe Operation of the Work Vehicle During Recycling Operations
F4V5 04	1.9	Clean and Maintain Facilities and Equipment for the Processing of Recyclable Materials
F4VC 04	1.10	Contribute to the Security of Facilities used for Processing Recyclable Materials
F4V3 04	1.11	Assist in the Sorting and Preparation of Recyclable Materials for Processing
F4V1 04	1.12	Assist in the Maintenance of Plant and Equipment for Processing
F4TX 04	1.13	Assist in Preparing Plant and Equipment for Processing Operations
F4TW 04	1.14	Assist in Operating Processing Plant

Mandatory Units

Unit 1.1

Contribute To A Safe Working Environment For Self And Others (F4V8 04)

Overview

This Unit is designed for the candidate to demonstrate competence in assisting in maintaining a safe working environment for themselves and others. The candidate must ensure they wear the correct personal protective equipment and comply with approved procedures and practices at all times. The candidate must also report any accidents to the appropriate person.

This is a single element Unit.

Performance Criteria

- a Carry out operations in accordance with **approved procedures and practices (1)**
- b Wear and use the appropriate personal protective equipment in accordance with **approved procedures and practices (1)**
- c Report unsafe operating conditions promptly
- d Keep work areas clean, and tidy
- e Identify **risks and hazards (2)** to yourself and **other persons (3)**
- f Take appropriate action where **incidents (4)** affect the health and safety of yourself and **other persons (3)**

Range

(1) Approved procedures and practices: Health, Safety and Environmental related to the individual and others, organisational, regulatory, statutory, relevant company policies, risk assessment

(2) Risks and hazards: People, equipment and materials, work area, waste

(3) Other persons: Colleagues, persons external to the organisation

(4) Incidents: Accidents which cause personal injury, changes in an individual's health which puts them at risk

Knowledge and Understanding

The candidate must provide evidence to prove that he or she knows:

- 1 The types of personal protective equipment and clothing needed and how they must be used, cleaned and stored
- 2 How to identify problems with machinery, equipment, and materials
- 3 Work procedures
- 4 Methods of reporting incidents
- 5 The importance of identifying risks and minimising them
- 6 The importance of warning others about risks
- 7 Hazard warning signs
- 8 Methods of communication

Evidence Requirements

Evidence:

The candidate's evidence must demonstrate that they meet the national occupational standards (ie the performance criteria, the knowledge and understanding requirements and the range of the element) consistently in their day-to-day work over a period of time. The workplace should be used as the primary assessment location and naturally occurring workplace evidence should be the primary source of evidence.

Simulation:

Where simulated activities are not stated within the Unit, a centre must discuss and agree their use in advance with the External Verifier. Consideration for simulation should be given to those Units, which have real Health, Safety, Environment implications.

Below are examples of activities that can be used to meet the **range** specified within the standards. Examples of evidence are shown separately at the end of the Unit. Range activities are cross referred numerically to the **range** statements within the Unit.

Range	For example you could provide performance evidence that you:
1	use methods and techniques, which comply with the following: <ul style="list-style-type: none">◆ organisation requirements (eg induction and other training)◆ safe working practice (eg Personal Protective Equipment)
2	report unsafe operating conditions in the following areas: <ul style="list-style-type: none">◆ machinery◆ equipment◆ materials can use the following types of warning: <ul style="list-style-type: none">◆ warning signs and notices◆ audible and verbal warnings◆ cones and barriers and other demarcation means can identify significant risks in the following areas: <ul style="list-style-type: none">◆ unsuitable or faulty machinery◆ equipment and materials◆ infestation◆ contamination

	<ul style="list-style-type: none"> ◆ other potentially unsafe features in the working environment (eg inappropriate, broken or over-filled containers)
3	<p>report unsafe operating conditions to the following types of person:</p> <ul style="list-style-type: none"> ◆ line manager ◆ colleagues/workmates ◆ health and safety specialists ◆ contractors
4	<p>can initiate an alarm by the following methods:</p> <ul style="list-style-type: none"> ◆ by mechanical/electronic means ◆ by notifying someone <p>can deal with the following emergency categories:</p> <ul style="list-style-type: none"> ◆ fire/explosion ◆ release/spillage of hazardous substances ◆ discovery of suspicious situations ◆ discovery of injured person ◆ major services failure ◆ other serious accident <p>can take appropriate actions for:</p> <ul style="list-style-type: none"> ◆ materials ◆ equipment ◆ techniques

Examples of Evidence

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- ◆ work operations
- ◆ use of personal protective equipment
- ◆ demonstration or simulation of activating the alarm for an emergency
- ◆ making contact with a first aider
- ◆ simulation of dealing with emergencies

Products of work:

- ◆ your notes or oral statements on problems
- ◆ reports of problems
- ◆ reports of accidents, damage and significant risks
- ◆ your reports or oral statements of identification of risks
- ◆ reports on fire/emergency practices in which you took part
- ◆ your notes or oral statements on dealing with emergencies or simulations
- ◆ accident/incident report in which you took part

You may also provide short reports of your own, or statements from others who have observed your performance.

Witness testimony:

- ◆ statements from people who have observed you achieving and maintaining the required standards as specified.

Unit 1.2

Maintain Effective Working Relationships During Recycling Operations (F4VY 04)

Overview

This Unit is designed for the candidate to demonstrate competence in contributing to maintaining effective working relationships with colleagues and those external to the organisation. The candidate must clarify work instructions and responsibilities and communicate effectively with others.

This is a single element Unit.

Performance Criteria

- a Communicate with **other persons (1)** in a way which promotes effective **working relationships (2)**
- b Ensure that the work to be done has been described clearly and is understood before the work starts
- c Identify any potential difficulties in **personal performance (3)** and tell the other team members promptly
- d Try to minimise disruption to the team's work when disagreement occurs
- e Deal with any conflicts and differences of opinion in ways which minimise offence, and maintain goodwill, trust and respect
- f Comply with instructions or pass the matter on to the relevant person in accordance with **approved procedures and practices (4)**

Range

- (1) **Other persons:** Colleagues, persons external to the organisation
- (2) **Working relationships:** Formal, informal
- (3) **Personal performance:** Working to targets, completing tasks, quality of work
- (4) **Approved procedures and practices:** Health, Safety and Environmental related to the individual and others, organisational, regulatory, statutory, relevant company policies, risk assessment

Knowledge and Understanding

The candidate must provide evidence to prove that he or she has knowledge of:

- 1 Understanding instructions or getting help to do so
- 2 The abilities of other team members
- 3 How to identify potential difficulties
- 4 Identifying where their work could affect the work of others
- 5 When, and how, to ask for help
- 6 How to deal with differences of opinion
- 7 Methods of communication
- 8 Limits of their authority
- 9 What information or help may be given to other staff
- 10 Information which they are permitted to pass on
- 11 The person to whom complaints and requests should be passed

Evidence Requirements

Evidence:

The candidate's evidence must demonstrate that they meet the national occupational standards (ie the performance criteria, the knowledge and understanding requirements and the range of the element) consistently in their day-to-day work over a period of time. The workplace should be used as the primary assessment location and naturally occurring workplace evidence should be the primary source of evidence.

Simulation:

Where simulated activities are not stated within the Unit, a centre must discuss and agree their use in advance with the External Verifier. Consideration for simulation should be given to those Units, which have real Health, Safety, Environment implications.

Below are examples of activities that can be used to meet the **range** specified within the standards. Examples of evidence are shown separately at the end of the Unit. Range activities are cross referred numerically to the **range** statements within the Unit.

Range	For example you could provide performance evidence that you can:
1	handle relations successfully with both the following types of staff: <ul style="list-style-type: none"> ◆ line managers ◆ colleagues operate with both the following types of team or group: <ul style="list-style-type: none"> ◆ a formally appointed group ◆ you working alone, your supervisor, and those people you communicate with
2	deal with differences of opinion in the following categories: <ul style="list-style-type: none"> ◆ work related ◆ personal handle the following types of contact successfully: <ul style="list-style-type: none"> ◆ formal ◆ informal
3	identify the following types of difficulty: <ul style="list-style-type: none"> ◆ problems with materials or equipment needed ◆ problems with the people contributing to the job

	<p>refer to the correct people in the following types of situation:</p> <ul style="list-style-type: none"> ◆ formal complaints ◆ requests for changes in services provided
4	<p>provide the following types of authorised information:</p> <ul style="list-style-type: none"> ◆ general information about the organisation ◆ information about the organisation's products or services

Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- ◆ agreeing on division of work with the others
- ◆ obtaining an understandable description of the work to be done
- ◆ identifying possible difficulties and taking action to avoid or reduce them
- ◆ you identifying difficulties and informing others of progress
- ◆ cooperating with others in providing help and information
- ◆ seeking help and information from others
- ◆ contact with people outside the organisation

Products of work:

- ◆ a description of the agreed division of the work
- ◆ telling others about progress of your own work
- ◆ your notes or oral statements on:
 - requests from staff, help and information provided
 - differences of opinion and how you dealt with them
 - contacts with people outside the organisation

You may also provide short reports of your own, or statements from others who have observed your performance.

Witness testimony:

- ◆ statements from people who have observed you achieving and maintaining the required standards as specified

Unit 1.3

Contribute to Maintaining Standards of Service (F4V9 04)

Overview

This Unit is designed for the candidate to demonstrate competence in contributing to the overall quality of service provided by the organisation. The candidate must organise their own work and ensure that activities are carried out in accordance with approved procedures and practices.

This is a single element Unit.

Performance Criteria

- a Carry out work in accordance with instructions and **approved procedures and practices (1)**
- b Ensure behaviour, appearance, and clothing meet **approved procedures and practices (1)**
- c Communicate with **other persons (2)** in a way which promotes effective **working relationships (3)**
- d Ensure **information (4)** given to **other persons (2)** is authorised, up to date and accurate
- e Report problems and conditions outside the responsibility of the job holder to an authorised person

Range

- (1) Approved procedures and practices:** Health, Safety and Environmental related to the individual and others, organisational, regulatory, statutory, relevant company policies, risk assessment
- (2) Other persons:** Colleagues, persons external to the organisation
- (3) Working relationships:** Formal, informal
- (4) Information:** Any special instructions, problems identified and action taken, health safety and environmental information, relevant documentation

Knowledge and Understanding

The candidate must provide evidence to prove that he or she knows:

- 1 Detail of work schedules and approved procedures
- 2 Organisation standards of behaviour and appearance, and why they are important
- 3 What information they are permitted to pass to others
- 4 Organisation's services
- 5 Working safely and its importance
- 6 Dealing with problems outside their responsibility
- 7 Communication channels
- 8 Information required by the organisation and how to provide it

Evidence Requirements

Evidence:

The candidate's evidence must demonstrate that they meet the national occupational standards (ie the performance criteria, the knowledge and understanding requirements and the range of the element) consistently in their day-to-day work over a period of time. The workplace should be used as the primary assessment location and naturally occurring workplace evidence should be the primary source of evidence.

Simulation:

Where simulated activities are not stated within the Unit, a centre must discuss and agree their use in advance with the External Verifier. Consideration for simulation should be given to those Units, which have real Health, Safety, Environment implications.

Below are examples of activities that can be used to meet the **range** specified within the standards. Examples of evidence are shown separately at the end of the Unit. Range activities are cross referred numerically to the **range** statements within the Unit.

Range	For example you could provide performance evidence that:
1	<p>You meet the following aspects of work schedules:</p> <ul style="list-style-type: none">◆ procedures◆ quality of work◆ reliability of work◆ timing of work◆ safety <p>you can provide information on the following topics:</p> <ul style="list-style-type: none">◆ services provided by the organisation◆ who to refer to in the organisation for further information <p>your appearance meets employment requirements in the following:</p> <ul style="list-style-type: none">◆ timekeeping◆ attitude <p>your appearance meets employment requirements in all the following:</p> <ul style="list-style-type: none">◆ general appearance◆ clothing◆ personal protective equipment

2	<p>you communicate effectively with and report problems to:</p> <ul style="list-style-type: none"> ◆ people outside the organisation ◆ colleagues ◆ line managers
3	<p>you can provide the following types of information required by the organisation:</p> <ul style="list-style-type: none"> ◆ personnel matters ◆ work matters ◆ health and safety ◆ passing messages
4	<p>you can carry out the following aspects of work routines safely, in an appropriate order, and as required by the organisation:</p> <ul style="list-style-type: none"> ◆ start-up ◆ daily schedules ◆ end of day ◆ other required work procedures (eg problem/incident reporting) <p>you can deal with the following problems arising as a result of operational conditions:</p> <ul style="list-style-type: none"> ◆ mechanical problems ◆ necessary changes to schedule of work ◆ availability of resources ◆ abnormal conditions ◆ potential or actual damage to the environment

Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- ◆ contact with people outside the organisation
- ◆ provision of information to them
- ◆ behaviour, appearance, and clothing
- ◆ work operations
- ◆ providing information

Products of work:

- ◆ oral statements on:
 - contacts made with people outside the organisation
 - problems and how they were solved
- ◆ internal records of information you passed to the organisation

You may also provide short reports of your own, or statements from others who have observed your performance.

Witness testimony:

- ◆ statements from people who have observed you achieving and maintaining the required standards as specified.

Unit 1.4

Contribute to the Sustainability, Maintenance and Preservation of the Environment (F4VD 04)

Overview

This Unit is designed for the candidate to demonstrate competence in contributing to the protection of the environment. The candidate must take steps to minimise harm to the environment and complete tasks and activities in a way which causes as little damage or disturbance as possible.

This is a single element Unit.

Performance Criteria

- a Operate and look after **equipment and materials (1)** so as to reduce **environmental damage (2)**
- b Carry out work in a manner which minimises **environmental damage (2)**
- c Make sure work is carried out in accordance with **approved procedures and practices (3)**
- d Recognise any likely or actual **environmental damage (2)** and take the **appropriate action (4)**
- e Identify improvements to **approved procedures and practices (3)** in terms of environmental good practice and take the appropriate action

Range

(1) Equipment and materials: Recyclable materials, static and mobile plant

(2) Environmental damage: Pollution, physical disturbance

(3) Approved procedures and practices: Health, Safety and Environmental related to the individual and others, organisational, regulatory, statutory, relevant company policies, risk assessment

(4) Appropriate action: Corrective action within the scope of responsibility, report to another person

Knowledge and Understanding

The candidate must provide evidence to prove that he or she knows:

- 1 Ways in which tools and materials should be used in order to minimise environmental damage
- 2 The consequences of pollution
- 3 How to recognise wastage of energy, equipment, and materials
- 4 Working methods that will minimise pollution and waste of resources
- 5 Types of damage which may occur, the impact these can have on the environment, and the corrective actions to be taken
- 6 Methods of waste disposal which will minimise the risk to the environment

Evidence Requirements

Evidence:

The candidate's evidence must demonstrate that they meet the national occupational standards (ie the performance criteria, the knowledge and understanding requirements and the range of the element) consistently in their day-to-day work over a period of time. The workplace should be used as the primary assessment location and naturally occurring workplace evidence should be the primary source of evidence.

Simulation:

Where simulated activities are not stated within the Unit, a centre must discuss and agree their use in advance with the External Verifier. Consideration for simulation should be given to those Units, which have real Health, Safety, Environment implications.

Below are examples of activities that can be used to meet the **range** specified within the standards. Examples of evidence are shown separately at the end of the Unit. Range activities are cross referred numerically to the **range** statements within the Unit.

Range	For example you could provide performance evidence that:
2	you can avoid the following types of damage or pollution: <ul style="list-style-type: none">◆ air◆ water◆ land (eg litter, physical damage)◆ noise
3	you have taken action to minimise harm arising from the following sources: <ul style="list-style-type: none">◆ activities of the general public◆ activities of the workforce◆ approval procedures and practices◆ organisational requirements◆ safe working practices◆ licences, consents, etc
3,4	you have reported the following types of information: <ul style="list-style-type: none">◆ relating to available services◆ recycling, if appropriate◆ causes of environmental harm

4	you have taken the following forms of remedial action for threats: <ul style="list-style-type: none">◆ informed colleagues/line management◆ taken action personally
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Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- ◆ observation of working activities
- ◆ your actions to save resources and avoid pollution
- ◆ how you identified potential harm to the environment

Products of work:

- ◆ records of waste collection and recycling if carried out
- ◆ your notes or oral statements on situations encountered
- ◆ related paperwork

You may also provide short reports of your own, or statements from others who have observed your performance.

Witness testimony:

- ◆ statements from people who have observed you achieving and maintaining the required standards as specified

Optional Units

Unit 1.5

Assist in the Collection of Recyclable Materials (F4TY 04)

Overview

This Unit is designed for the candidate to demonstrate competence in assisting in the collection of recyclable materials using equipment and procedures suited to the nature of the material. The candidate must be able to identify materials which are suitable for recycling and collect them using the correct equipment.

This is a single element Unit.

Performance Criteria

- a Carry out collection in accordance with **approved procedures and practices (1)**
- b Identify materials suitable for recycling and those that cannot be recycled in accordance with **approved procedures and practices (1)**
- c Wear and use appropriate personal protective equipment in accordance with **approved procedures and practices (1)**
- d Report problems and conditions outside the responsibility of the job holder to an authorised person
- e Ensure **information (2)** and instructions are understood or ask for an explanation
- f Leave the collection site clean and safe and take the **appropriate action (3)** to report any damage

Range

- (1) Approved procedures and practices:** Health, Safety and Environmental related to the individual and others, organisational, regulatory, statutory, relevant company policies, risk assessment
- (2) Information:** Any special instructions, problems identified and action taken, health safety and environmental information, relevant documentation
- (3) Appropriate action:** Corrective action within the scope of responsibility, report to another person

Knowledge and Understanding

The candidate must provide evidence to prove that he or she knows:

- 1 How to identify types of recyclable materials
- 2 Special collection schemes
- 3 The different types of containers and the handling techniques required
- 4 The reasons why they can or cannot collect certain materials
- 5 Their own responsibilities under health and safety and other relevant legislation
- 6 Approved procedures and practices and why it is important to work to them
- 7 Route plans, work schedules and the importance of carrying them out correctly
- 8 Why it is important to look after the customer and how to do it

Evidence Requirements

Evidence:

The candidate's evidence must demonstrate that they meet the national occupational standards (ie the performance criteria, the knowledge and understanding requirements and the range of the element) consistently in their day-to-day work over a period of time. The workplace should be used as the primary assessment location and naturally occurring workplace evidence should be the primary source of evidence.

Simulation:

Where simulated activities are not stated within the Unit, a centre must discuss and agree their use in advance with the External Verifier. Consideration for simulation should be given to those Units, which have real Health, Safety, Environment implications.

Below are examples of activities that can be used to meet the **range** specified within the standards. Examples of evidence are shown separately at the end of the Unit. Range activities are cross referred numerically to the **range** statements within the Unit.

Range	For example you could provide performance evidence that:
1	<p>you can collect recyclables safely from the following types of site:</p> <ul style="list-style-type: none"> ◆ private property ◆ commercial and other premises ◆ public footpath/roadway <p>You meet the following aspects of work schedules:</p> <ul style="list-style-type: none"> ◆ procedures ◆ quality of work ◆ reliability of work ◆ timing of work ◆ safety <p>you can provide information on the following topics:</p> <ul style="list-style-type: none"> ◆ services provided by the organisation ◆ who to refer to in the organisation for further information <p>your appearance meets employment requirements in the following:</p> <ul style="list-style-type: none"> ◆ timekeeping ◆ attitude

	<p>your appearance meets employment requirements in all the following:</p> <ul style="list-style-type: none"> ◆ general appearance ◆ clothing ◆ personal protective equipment
2	<p>you can carry out the following aspects of work routines safely, in an appropriate order, and as required by the organisation:</p> <ul style="list-style-type: none"> ◆ start-up ◆ daily schedules ◆ end of day ◆ other required work procedures (eg problem/incident reporting) <p>you can deal with the following problems arising as a result of operational conditions:</p> <ul style="list-style-type: none"> ◆ mechanical problems ◆ necessary changes to schedule of work ◆ availability of resources ◆ abnormal conditions ◆ potential or actual damage to the environment
3	<p>you can deal successfully with the following circumstances affecting collection of recyclables:</p> <ul style="list-style-type: none"> ◆ dangerous site/access ◆ toxic materials ◆ risk of injury/infection ◆ traffic or routing problems ◆ unsuitable/damaged containers/receptacles ◆ other difficulties

Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- ◆ observation of working activities
- ◆ how you:
 - dealt with the circumstance affecting collection of recyclables
 - how you gained an understanding of written communications or instructions

Products of work:

- ◆ paperwork associated with collection of recyclables
- ◆ identified hazards, difficulties, reasons for non-collection
- ◆ client requirements

You may also provide short reports of your own, or statements from others who have observed your performance.

Witness testimony:

- ◆ statements from people who have observed you achieving and maintaining the required standards as specified

Unit 1.6

Assist in Operating Equipment for the Processing of Recyclable Materials (F4TV 04)

Overview

This Unit is designed for the candidate to demonstrate competence in safely operating processing equipment whilst working under supervision. The candidate must follow instructions to operate equipment and report any problems during operation to the relevant person.

This is a single element Unit.

Performance Criteria

- a Carry out operations safely in accordance with **approved procedures and practices (1)** to meet the specified work requirement
- b Wear and use appropriate personal protective equipment in accordance with **approved procedures and practices (1)**
- c Report problems and conditions outside the responsibility of the job holder to an authorised person
- d Take **appropriate action (2)** to remedy faults and defects to the equipment
- e Ensure **information (3)** and instructions are understood or ask for an explanation
- f Leave the working area appropriately clean and tidy at the end of the operation

Range

- (1) Approved procedures and practices:** Health, Safety and Environmental related to the individual and others, organisational, regulatory, statutory, relevant company policies, risk assessment
- (2) Appropriate action:** Corrective action within the scope of responsibility, report to another person
- (3) Information:** Any special instructions, problems identified and action taken, health safety and environmental information, relevant documentation

Knowledge and Understanding

The candidate must provide evidence to prove that he or she knows:

- 1 Equipment operating procedures and the importance of carrying them out correctly
- 2 How to identify faults to equipment and the appropriate action to take
- 3 Hazards and risks of the equipment and how to reduce the risk when using it
- 4 Correct lifting and handling techniques
- 5 Accident procedures

Evidence Requirements

Evidence:

The candidate's evidence must demonstrate that they meet the national occupational standards (ie the performance criteria, the knowledge and understanding requirements and the range of the element) consistently in their day-to-day work over a period of time. The workplace should be used as the primary assessment location and naturally occurring workplace evidence should be the primary source of evidence.

Simulation:

Where simulated activities are not stated within the Unit, a centre must discuss and agree their use in advance with the External Verifier. Consideration for simulation should be given to those Units, which have real Health, Safety, Environment implications.

Below are examples of activities that can be used to meet the **range** specified within the standards. Examples of evidence are shown separately at the end of the Unit. Range activities are cross referred numerically to the **range** statements within the Unit.

Range	For example you could provide performance evidence that:
1	<p>you can collect recyclables safely from the following types of site:</p> <ul style="list-style-type: none">◆ private property◆ commercial and other premises◆ public footpath/roadway <p>you meet the following aspects of work schedules:</p> <ul style="list-style-type: none">◆ procedures◆ quality of work◆ reliability of work◆ timing of work◆ safety <p>you can provide information on the following topics:</p> <ul style="list-style-type: none">◆ services provided by the organisation◆ who to refer to in the organisation for further information <p>your appearance meets employment requirements in the following:</p> <ul style="list-style-type: none">◆ timekeeping◆ attitude <p>your appearance meets employment requirements in all the following:</p> <ul style="list-style-type: none">◆ general appearance

1	<ul style="list-style-type: none"> ◆ clothing ◆ personal protective equipment <p>you leave the loading area in the condition required by the following:</p> <ul style="list-style-type: none"> ◆ the organisation ◆ the law ◆ the client <p>you can effectively handle the following types of materials:</p> <ul style="list-style-type: none"> ◆ recyclables for storage or processing ◆ materials required by the activities of the facility <p>you can use the following types of equipment correctly:</p> <ul style="list-style-type: none"> ◆ powered ◆ manual <p>you can identify the following types of defect in equipment:</p> <ul style="list-style-type: none"> ◆ actual failure due to defect ◆ defect with potential for failure
2	<p>you can carry out the following aspects of work routines safely, in an appropriate order, and as required by the organisation:</p> <ul style="list-style-type: none"> ◆ start-up ◆ daily schedules ◆ end of day ◆ other required work procedures (eg problem/incident reporting) <p>you can deal with the following problems arising as a result of operational conditions:</p> <ul style="list-style-type: none"> ◆ mechanical problems ◆ necessary changes to schedule of work ◆ availability of resources ◆ abnormal conditions ◆ potential or actual damage to the environment
3	<p>you can deal successfully with the following circumstances affecting collection of recyclables:</p> <ul style="list-style-type: none"> ◆ dangerous site/access ◆ toxic materials ◆ risk of injury/infection ◆ traffic or routing problems ◆ unsuitable/damaged containers/receptacles

	◆ other difficulties
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Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- ◆ observation of working activities
- ◆ comparison of loading areas with client requirements
- ◆ assisting in the receipt of wastes and other materials
- ◆ choice and use of personal protective equipment

Products of work:

- ◆ identified faults and defects and action taken
- ◆ fault paperwork
- ◆ client requirements
- ◆ defect reports
- ◆ any documentation related to receipts of recyclables and materials

You may also provide short reports of your own, or statements from others who have observed your performance.

Witness testimony:

- ◆ statements from people who have observed you achieving and maintaining the required standards as specified

Unit 1.7

Assist in the Handover of Recyclable Materials (F4V0 04)

Overview

This Unit is designed for the candidate to demonstrate competence in despatching recyclable materials whilst working under supervision. The candidate must be able to identify recyclable materials to ensure they comply with any documentation and despatch them following approved procedures and practices.

This is a single element Unit.

Performance Criteria

- a Wear and use appropriate personal protective equipment in accordance with **approved procedures and practices (1)**
- b Identify and prepare the recyclable materials to be handed over
- c Make sure that **information (2)** needed by the recipient is available
- d Follow **approved procedures and practices (1)** to carry out the handover of recyclable materials
- e Report problems and conditions outside the responsibility of the job holder to an authorised person

Range

- (1) Approved procedures and practices:** Health, Safety and Environmental related to the individual and others, organisational, regulatory, statutory, relevant company policies, risk assessment
- (2) Information:** Any special instructions, problems identified and action taken, health safety and environmental information, relevant documentation

Knowledge and Understanding

The candidate must provide evidence to prove that he or she knows:

- 1 Instructions for preparing recyclable materials to be handed over
- 2 How to identify non-compliance
- 3 The nature and hazards of recyclable materials
- 4 Personal protective equipment appropriate to the recyclable materials handled
- 5 Approved procedures and practices
- 6 Documentation and recording procedures
- 7 Methods of communication

Evidence Requirements

Evidence:

The candidate's evidence must demonstrate that they meet the national occupational standards (ie the performance criteria, the knowledge and understanding requirements and the range of the element) consistently in their day-to-day work over a period of time. The workplace should be used as the primary assessment location and naturally occurring workplace evidence should be the primary source of evidence.

Simulation:

Where simulated activities are not stated within the Unit, a centre must discuss and agree their use in advance with the External Verifier. Consideration for simulation should be given to those Units, which have real Health, Safety, Environment implications.

Below are examples of activities that can be used to meet the **range** specified within the standards. Examples of evidence are shown separately at the end of the Unit. Range activities are cross referred numerically to the **range** statements within the Unit.

Range	For example you could provide performance evidence that:
1	<p>you direct and assist movements of the work vehicles</p> <p>you can monitor and recognise faults in:</p> <ul style="list-style-type: none"> ◆ weighing and stability systems ◆ driving lights ◆ stop lights ◆ reversing lights ◆ reversing audible warning ◆ vehicle loading mechanism warning lights ◆ windscreen and rearview screen ◆ number plates ◆ warning notices ◆ automatic cut-out systems ◆ other systems <p>you identify all the following faults in safety systems:</p> <ul style="list-style-type: none"> ◆ non-functioning ◆ functioning but obscured ◆ illegibility

2	<p>in the driver's temporary absence you ensure security by using the following methods:</p> <ul style="list-style-type: none"> ◆ parking, locking, and removal of keys of vehicle ◆ immobilisation of vehicle loading mechanisms ◆ preventing unauthorised people interfering with the vehicle
3	<p>you can ensure that you and vehicle drivers/crews wear the following items of personal protective equipment appropriate to the conditions:</p> <ul style="list-style-type: none"> ◆ safety helmet ◆ fluorescent tabard or jacket ◆ safety boots ◆ other appropriate equipment
4	<p>you can deal successfully with the following types of incident affecting operations:</p> <ul style="list-style-type: none"> ◆ weather ◆ congestion ◆ blocked access ◆ traffic ◆ mechanical breakdown ◆ non-complying wastes ◆ accident <p>you can advise drivers of the following potential breaches of road transport law:</p> <ul style="list-style-type: none"> ◆ insecure load or bodywork ◆ residues likely to contaminate public highways ◆ unsecured auxiliary equipment

Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- ◆ choice and use of personal protective equipment
- ◆ directing and assisting vehicle drivers/crews
- ◆ communicating with drivers/crews on matters to do with meeting the law and other requirements

- ◆ operation of vehicles on locations
- ◆ behaviour of vehicle crews on locations
- ◆ assisting manoeuvring of the vehicle
- ◆ ensuring the safety of passers by
- ◆ minimising interference with other road users

Products of work:

- ◆ incident reports
- ◆ reports of non-compliance
- ◆ your notes on advising drivers of potential breaches of road transport legislation
- ◆ vehicle defect reports

You may also provide short reports of your own, or statements from others who have observed your performance.

Witness testimony:

- ◆ statements from people who have observed you achieving and maintaining the required standards as specified

Unit 1.8

Assist in the Safe Operation of the Work Vehicle during Recycling Operations (F4V2 04)

Overview

This Unit is designed for the candidate to demonstrate competence in assisting the driver of the vehicle to carry out manoeuvring by using signals. The candidate must also ensure the safety of themselves and others during operations. The candidate must carry out external checks on the vehicle and identify any defects or damage.

This is a single element Unit.

Performance Criteria

- a **Monitor (1)** the movement of the vehicle during operations
- b Assist in the manoeuvring of the vehicle by giving clear signals to assist the driver
- c Ensure that others suffer minimum inconvenience when the work vehicle is manoeuvring on a public highway
- d Ensure the safety of passers by when the vehicle or its mechanisms are operating
- e In the driver's temporary absence ensure the **security (2)** of the vehicle appropriately
- f Methods of communication are used in accordance with **approved procedures and practices (3)**
- g Any **incidents (4)** during operations are dealt with promptly and appropriately in accordance with **approved procedures and practices (3)**

Range

- (1) **Monitor:** Visually, observation of vehicle performance
- (2) **Security:** Immobilisation of vehicle, locking of vehicle, removal of keys, prevention of unauthorised people interfering with the vehicle
- (3) **Approved procedures and practices:** Health, Safety and Environmental related to the individual and others, organisational, regulatory, statutory, relevant company policies, risk assessment
- (4) **Incidents:** Accidents which cause personal injury, changes in an individual's health which puts them at risk

Knowledge and Understanding

The candidate must provide evidence to prove that he or she knows:

- 1 How to recognise faults with the vehicle and what action to put faults right is permissible on the road
- 2 Signals for communicating with the driver
- 3 Manoeuvring capabilities of the vehicle in forward and reverse
- 4 The driver's field of vision from the driving seat, direct and using mirrors
- 5 Methods of signalling to other road users and how to minimise inconvenience to them
- 6 Danger from vehicle operating mechanisms and vehicle manoeuvring
- 7 How to immobilise the vehicle and why it is important

Evidence Requirements

Evidence:

The candidate's evidence must demonstrate that they meet the national occupational standards (ie the performance criteria, the knowledge and understanding requirements and the range of the element) consistently in their day-to-day work over a period of time. The workplace should be used as the primary assessment location and naturally occurring workplace evidence should be the primary source of evidence.

Simulation:

Where simulated activities are not stated within the Unit, a centre must discuss and agree their use in advance with the External Verifier. Consideration for simulation should be given to those Units, which have real Health, Safety, Environment implications.

Below are examples of activities that can be used to meet the **range** specified within the standards. Examples of evidence are shown separately at the end of the Unit. Range activities are cross referred numerically to the **range** statements within the Unit.

Range	For example you could provide performance evidence that:
1	<p>you can deal effectively with plant/equipment using the following types of instructions:</p> <ul style="list-style-type: none"> ◆ written ◆ oral ◆ manufacturer's ◆ organisation's <p>you can carry out activities from the following types of work:</p> <ul style="list-style-type: none"> ◆ construction and repair of facilities and boundaries ◆ assisting simple engineering work ◆ general upkeep (excluding activities requiring specialist skills and knowledge) <p>in carrying out your operating instructions you use, and meet, the following:</p> <ul style="list-style-type: none"> ◆ safe methods of work ◆ written permits to work where required ◆ methods avoiding harm to the environment <p>you understand all the following before commencement of activities:</p> <ul style="list-style-type: none"> ◆ cleaning, dismantling and re-assembly, and maintenance instructions

	<ul style="list-style-type: none"> ◆ relevant permit systems ◆ cleaning materials and equipment and related hazards ◆ use of appropriate personal protective equipment ◆ methods of disposal of cleaning fluids, residues and other materials
2	<p>you can deal effectively with the following nuisances:</p> <ul style="list-style-type: none"> ◆ pests ◆ weeds ◆ odours ◆ dust ◆ litter ◆ birds <p>you can identify the following types of unsafe working conditions:</p> <ul style="list-style-type: none"> ◆ damage and faults in equipment ◆ hazards and significant risks in the working area
3	<p>report unsafe operating conditions to the following types of person:</p> <ul style="list-style-type: none"> ◆ line manager ◆ colleagues/workmates ◆ health and safety specialists ◆ contractors
4	<p>you can dispose of the following types of waste safely:</p> <ul style="list-style-type: none"> ◆ used cleaning fluids ◆ solid waste removed manually
5	<p>the unsafe working conditions that you report cover the following:</p> <ul style="list-style-type: none"> ◆ damage and faults in components and tools ◆ hazards and risks in the working area

Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- ◆ carrying out routine facility upkeep
- ◆ choice and use of personal protective equipment
- ◆ condition of parts/materials and tools
- ◆ compliance with instructions
- ◆ control of nuisances
- ◆ treatment of equipment after use
- ◆ cleaning and adjusting small plant and equipment
- ◆ disposal of waste products of cleaning process
- ◆ checking authorisation, assembling cleaning materials, tools, and instructions, prior to commencing
- ◆ dismantling components for cleaning and maintenance and re-assembly as instructed

Products of work:

- ◆ completed routine upkeep work
- ◆ areas freed from nuisances
- ◆ cleaned and adjusted plant and equipment
- ◆ cleaning and maintenance records
- ◆ fault reports on components or equipment

You may also provide short reports of your own, or statements from others who have observed your performance.

Witness testimony:

- ◆ statements from people who have observed you achieving and maintaining the required standards as specified

Unit 1.9

Clean and Maintain Facilities and Equipment for the Processing of Recyclable Materials (F4V5 04)

Overview

This Unit is designed for the candidate to demonstrate competence in helping to support operations by carrying out general cleaning and maintenance work. The candidate must carry out work in accordance with instructions and approved procedures and practices. The candidate must also ensure the correct personal protective equipment is worn and the correct tools are used for the job.

This is a single element Unit.

Performance Criteria

- a Ensure that the work to be done has been described clearly and is understood before the work starts
- b Wear and use the appropriate personal protective equipment in accordance with **approved procedures and practices (1)**
- c Select tools appropriate to the task
- d Carry out work in accordance with instructions and **approved procedures and practices (1)**
- e Identify **risks and hazards (2)** to yourself and **other persons (3)**
- f Dispose of **waste (4)** in accordance with **approved procedures and practices (1)**
- g Clean tools and equipment correctly and store them correctly at an approved location when not in use
- h Any **incidents (5)** during operations are dealt with promptly and appropriately in accordance with **approved procedures and practices (1)**

Range

- (1) Approved procedures and practices:** Health, Safety and Environmental related to the individual and others, organisational, regulatory, statutory, relevant company policies, risk assessment
- (2) Risks and hazards:** People, equipment and materials, work area, waste
- (3) Other persons:** Colleagues, persons external to the organisation
- (4) Waste:** Hazardous, non-hazardous
- (5) Incidents:** Accidents which cause personal injury, changes in an individual's health which puts them at risk

Knowledge and Understanding

The candidate must provide evidence to prove that he or she knows:

- 1 Approved procedures and practices
- 2 Correct personal protective equipment for the task
- 3 The procedures for the safe disposal of waste materials
- 4 How to identify damage and faults in tools and facilities cleaned
- 5 How to identify hazards in the workplace
- 6 The tools and materials appropriate to the task
- 7 The required timing of the task

Evidence Requirements

Evidence:

The candidate's evidence must demonstrate that they meet the national occupational standards (ie the performance criteria, the knowledge and understanding requirements and the range of the element) consistently in their day-to-day work over a period of time. The workplace should be used as the primary assessment location and naturally occurring workplace evidence should be the primary source of evidence.

Simulation:

Where simulated activities are not stated within the Unit, a centre must discuss and agree their use in advance with the External Verifier. Consideration for simulation should be given to those Units, which have real Health, Safety, Environment implications.

Below are examples of activities that can be used to meet the **range** specified within the standards. Examples of evidence are shown separately at the end of the Unit. Range activities are cross referred numerically to the **range** statements within the Unit.

Range	For example you could provide performance evidence that:
1, 2	<p>you can use the correct entering and leaving procedures for the following types of location:</p> <ul style="list-style-type: none">◆ facility premises◆ client premises◆ materials, stationary and mobile plants <p>you include the following activities in entering and leaving procedures:</p> <ul style="list-style-type: none">◆ general visual check of premises for anything unusual◆ turning off lights/power◆ securing premises
3	<p>you report to the following people:</p> <ul style="list-style-type: none">◆ line manager◆ colleagues◆ client/owner of property <p>you can identify the following suspicious occurrences:</p> <ul style="list-style-type: none">◆ unknown people◆ damage to premises/contents◆ abnormal situations <p>you can identify and act on the following breaches of security:</p>

	<ul style="list-style-type: none">◆ locks/catches not operating◆ lights not working◆ damage to facility/client perimeter/buildings
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Examples of evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- ◆ entering and leaving facility/client's premises
- ◆ action on encountering information about clients
- ◆ how you have reported back to clients or owners of properties suspicious occurrences or breaches of security and the end result
- ◆ why you should treat client and visitor information as confidential

Products of work:

- ◆ your notes/reports or oral statements on:
 - breaches of security
 - suspicious occurrences and action taken

You may also provide short reports of your own, or statements from others who have observed your performance.

Witness testimony:

- ◆ statements from people who have observed you achieving and maintaining the required standards as specified.

Unit 1.10

Contribute to the Security of Facilities used for the Processing of Recyclable Materials (F4VC 04)

Overview

This Unit is designed for the candidate to demonstrate competence in contributing to the maintenance and security of the workplace and the equipment, tools and resources used there. The candidate must demonstrate that equipment, tools and resources are stored securely when not in use and identify breaches of security and report them to the relevant person.

This is a single element Unit.

Performance Criteria

- a Ensure that correct **entering and leaving procedures (1)** are followed in accordance with **approved procedures and practices (2)**
- b Ensure that suspicious occurrences are reported promptly
- c Identify **breaches of security (3)** and report them immediately
- d Ensure that confidentiality of information is maintained
- e Ensure that **equipment and materials (4)** used for work are safely and securely stored
- f Ensure that equipment not stored in a secure place is immobilised

Range

- (1) Entering and leaving procedures:** General visual check of premises for anything unusual, turning off lights/power, securing premises
- (2) Approved procedures and practices:** Health, Safety and Environmental related to the individual and others, organisational, regulatory, statutory, relevant company policies, risk assessment
- (3) Breaches of security:** Locks/catches not operating, lights not working, damage to facility
- (4) Equipment and materials:** Recyclable materials, static and mobile plant

Knowledge and Understanding

The candidate must provide evidence to prove that he or she knows:

- 1 How to recognise suspicious occurrences and who to inform
- 2 How to recognise breaches of security and who to inform
- 3 Entering and leaving procedures for facility
- 4 What information about the organisation is confidential
- 5 How to immobilise vehicles, machinery and equipment
- 6 Procedures for obtaining equipment and materials
- 7 Formal recording of use of equipment and materials
- 8 Location and security of keys of vehicles and plant

Evidence Requirements

Evidence:

The candidate's evidence must demonstrate that they meet the national occupational standards (ie the performance criteria, the knowledge and understanding requirements and the range of the element) consistently in their day-to-day work over a period of time. The workplace should be used as the primary assessment location and naturally occurring workplace evidence should be the primary source of evidence.

Simulation:

Where simulated activities are not stated within the Unit, a centre must discuss and agree their use in advance with the External Verifier. Consideration for simulation should be given to those Units, which have real Health, Safety, Environment implications.

Below are examples of activities that can be used to meet the **range** specified within the standards. Examples of evidence are shown separately at the end of the Unit. Range activities are cross referred numerically to the **range** statements within the Unit.

Range	For example you could provide performance evidence that:
1, 2	<p>you can use the correct entering and leaving procedures for the following types of location:</p> <ul style="list-style-type: none">◆ facility premises◆ client premises◆ materials, stationary and mobile plants <p>you include the following activities in entering and leaving procedures:</p> <ul style="list-style-type: none">◆ general visual check of premises for anything unusual◆ turning off lights/power◆ securing premises
3	<p>you report to the following people:</p> <ul style="list-style-type: none">◆ line manager◆ colleagues◆ client/owner of property <p>you can identify the following suspicious occurrences:</p> <ul style="list-style-type: none">◆ unknown people◆ damage to premises/contents◆ abnormal situations

	<p>you can identify and act on the following breaches of security:</p>
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- ◆ locks/catches not operating
- ◆ lights not working
- ◆ damage to facility/client perimeter/buildings

Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- ◆ entering and leaving facility/client's premises
- ◆ action on encountering information about clients
- ◆ how you have reported back to clients or owners of properties suspicious occurrences or breaches of security and the end result
- ◆ why you should treat client and visitor information as confidential

Products of work:

- ◆ your notes/reports or oral statements on:
 - breaches of security
 - suspicious occurrences and action taken

You may also provide short reports of your own, or statements from others who have observed your performance.

Witness testimony:

- ◆ statements from people who have observed you achieving and maintaining the required standards as specified

Unit 1.11

Assist in the Sorting and Preparation of Recyclable Materials for Processing (F4V3 04)

Overview

This Unit is designed for the candidate to demonstrate competence in contributing to sorting and preparing recyclable materials in preparation for processing. The candidate must ensure that recyclable materials are the correct quality and must also be able to identify materials which are not suitable for recycling.

This is a single element Unit.

Performance Criteria

- a Ensure that the work to be done has been described clearly and is understood before the work starts
- b Identify materials that are suitable for processing and confirm that they conform to the required quality standards
- c Carry out the required **sorting methods (1)** and processing methods in accordance with **approved procedures and practices (2)**
- d Identify materials suitable for recycling and those that cannot be recycled in accordance with **approved procedures and practices (2)**
- e Deal with **waste (3)** in accordance with **approved procedures and practices (2)**
- f Wear and use appropriate personal protective equipment in accordance with **approved procedures and practices (2)**
- g Ask for help promptly when necessary

Range

(1) Sorting methods: Hand sorting, machine sorting

(2) Approved procedures and practices: Health, Safety and Environmental related to the individual and others, organisational, regulatory, statutory, relevant company policies, risk assessment

(3) Waste: Hazardous, non-hazardous

Knowledge and Understanding

The candidate must provide evidence to prove that he or she knows:

- 1 The different methods of sorting recyclable materials
- 2 The processes required to recycle certain materials
- 3 Their role and responsibilities during processing and sorting work
- 4 The reasons certain materials are suitable and not suitable to be recycled and how to deal with superfluous material
- 5 Their own responsibilities under health and safety
- 6 The implications for their work of relevant health and safety, environmental legislation
- 7 Why it is important to ask for assistance if there is a problem
- 8 The range of personal protective equipment required during processing and sorting work

Evidence Requirements

Evidence:

The candidate's evidence must demonstrate that they meet the national occupational standards (ie the performance criteria, the knowledge and understanding requirements and the range of the element) consistently in their day-to-day work over a period of time. The workplace should be used as the primary assessment location and naturally occurring workplace evidence should be the primary source of evidence.

Simulation:

Where simulated activities are not stated within the Unit, a centre must discuss and agree their use in advance with the External Verifier. Consideration for simulation should be given to those Units, which have real Health, Safety, Environment implications.

Below are examples of activities that can be used to meet the **range** specified within the standards. Examples of evidence are shown separately at the end of the Unit. Range activities are cross referred numerically to the **range** statements within the Unit.

Range	For example you could provide performance evidence that in using batch recycling or continuous recycling processes you:
1, 2	<ul style="list-style-type: none">◆ prepare equipment and materials◆ help monitor and control the process◆ carry out instructions to ensure specifications are met◆ you can deal with the following types of situation:<ul style="list-style-type: none">— disagreement between waste and materials and any required documentation— faults in processing equipment
3	you can deal with the following: <ul style="list-style-type: none">◆ recyclable materials◆ hazardous/non-hazardous materials◆ quarantined materials◆ other materials

Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- ◆ choice and use of personal protective equipment
- ◆ checking:
 - recyclable materials and wastes against any required documentation
 - recycling equipment
- ◆ following:
 - start up procedures and recycling instructions
 - following instructions to correct recycling process if out of specification
- ◆ monitoring the recycling process

Products of work:

- ◆ process records
- ◆ equipment defect reports
- ◆ reports of problems affecting start up of recycling process
- ◆ reports of out of specification production and action taken

You may also provide short reports of your own, or statements from others who have observed your performance.

Witness testimony:

- ◆ statements from people who have observed you achieving and maintaining the required standards as specified.

Unit 1.12

Assist in the Maintenance of Plant and Equipment for Processing (F4V1 04)

Overview

This Unit is designed for the candidate to demonstrate competence in contributing to the maintenance and preparation of plant and equipment for processing. The candidate must ensure that cleaning and maintenance are carried out safely and in accordance with approved procedures and practices. The candidate must also report any faults to the relevant person.

This is a single element Unit.

Performance Criteria

- a Wear and use appropriate personal protective equipment in accordance with **approved procedures and practices (1)**
- b Ensure that the work to be done has been described clearly and is understood before the work starts
- c Report damaged or faulty equipment, and replace worn or defective parts within the limits of authority
- d Ensure the work area and equipment are cleaned as required
- e Report **risks and hazards (2)** to the appropriate person
- f Use cleaning materials in accordance with instructions and **approved procedures and practices (1)**
- g Deal with **waste (3)** in accordance with **approved procedures and practices (1)**

Range

(1) Approved procedures and practices: Health, Safety and Environmental related to the individual and others, organisational, regulatory, statutory, relevant company policies, risk assessment

(2) Risks and hazards: People, equipment and materials, work area, waste

(3) Waste: Hazardous, non-hazardous

Knowledge and Understanding

The candidate must provide evidence to prove that he or she knows:

- 1 Procedures for maintaining and preparing process equipment
- 2 Selection and use of appropriate personal protective equipment
- 3 Detail of the process and function of the equipment being maintained
- 4 Components needing special treatment and the nature of that treatment
- 5 Items needing dismantling prior to cleaning and maintenance, and reassembly
- 6 Cleaning and maintenance tools and equipment
- 7 How to identify plant and equipment potentially unsuitable for use
- 8 The process for dealing with unserviceable equipment
- 9 Selection of appropriate cleaning materials and their use
- 10 Standards of cleanliness for plant and equipment
- 11 Procedures for the safe disposal of waste
- 12 Procedures for requesting further assistance

Evidence Requirements

Evidence:

The candidate's evidence must demonstrate that they meet the national occupational standards (ie the performance criteria, the knowledge and understanding requirements and the range of the element) consistently in their day-to-day work over a period of time. The workplace should be used as the primary assessment location and naturally occurring workplace evidence should be the primary source of evidence.

Simulation:

Where simulated activities are not stated within the Unit, a centre must discuss and agree their use in advance with the External Verifier. Consideration for simulation should be given to those Units, which have real Health, Safety, Environment implications.

Below are examples of activities that can be used to meet the **range** specified within the standards. Examples of evidence are shown separately at the end of the Unit. Range activities are cross referred numerically to the **range** statements within the Unit.

Range	For example you could provide performance evidence that:
1	you can follow instructions to correctly clean and maintain the following classes of equipment: <ul style="list-style-type: none">◆ batch recycling process equipment◆ continuous recycling process equipment
2	you have followed instructions correctly in cleaning and maintaining equipment and components under the following conditions: <ul style="list-style-type: none">◆ operational conditions◆ non-operational conditions
1,3	you understand all the following before commencement of activities: <ul style="list-style-type: none">◆ cleaning, dismantling and re-assembly, and maintenance instructions◆ relevant permit systems◆ cleaning materials and equipment and related hazards◆ use of appropriate personal protective equipment◆ methods of disposal of cleaning fluids, residues and other materials

Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- ◆ checking authorisation, assembling cleaning materials, tools, and instructions, prior to commencing
- ◆ choice and use of personal protective equipment
- ◆ carrying out cleaning instructions
- ◆ carrying out maintenance and adjustment instructions
- ◆ dismantling components for cleaning and maintenance and re-assembly as instructed
- ◆ helping check performance of recycling equipment
- ◆ helping identify possible causes of poor performance

Products of work:

- ◆ cleaning and maintenance records
- ◆ fault reports on components or equipment
- ◆ any required records of checking performance in which you helped
- ◆ fault reports and action taken to which you contributed

You may also provide short reports of your own, or statements from others who have observed your performance.

Witness testimony:

- ◆ statements from people who have observed you achieving and maintaining the required standards as specified

Unit 1.13

Assist in Preparing Plant and Equipment for Processing Operations (F4TX 04)

Overview

This Unit is designed for the candidate to demonstrate competence in preparing plant and equipment for processing operations whilst working under supervision. The candidate must ensure the plant and equipment is clean and prepared for processing and report any problems to the relevant person. The candidate must also make sure correct personal protective equipment is worn.

This is a single element Unit.

Performance Criteria

- a Ensure that the work to be done has been described clearly and is understood before the work starts
- b Wear and use appropriate personal protective equipment in accordance with **approved procedures and practices (1)**
- c Carry out pre operational checks in accordance with **approved procedures and practices (1)**
- d Confirm that the work area and **equipment and materials (2)** are clean and prepared for processing to commence
- e Report problems and conditions outside the responsibility of the job holder to an authorised person
- f Inform others when processing is ready to start

Range

(1) Approved procedures and practices: Health, Safety and Environmental related to the individual and others, organisational, regulatory, statutory, relevant company policies, risk assessment

(2) Equipment and materials: Recyclable materials, static and mobile plant

Knowledge and Understanding

The candidate must provide evidence to prove that he or she knows:

- 1 Procedures and precautions to be used in handling recyclable materials
- 2 Procedures for checking and preparing process equipment
- 3 Detail of the process and function of the equipment used
- 4 The requirements for personal protective equipment
- 5 Nature and identification of situations which might delay processing
- 6 Start up procedures
- 7 Interpretation of instructions or information from others

Evidence Requirements

Evidence:

The candidate's evidence must demonstrate that they meet the national occupational standards (ie the performance criteria, the knowledge and understanding requirements and the range of the element) consistently in their day-to-day work over a period of time. The workplace should be used as the primary assessment location and naturally occurring workplace evidence should be the primary source of evidence.

Simulation:

Where simulated activities are not stated within the Unit, a centre must discuss and agree their use in advance with the External Verifier. Consideration for simulation should be given to those Units, which have real Health, Safety, Environment implications.

Below are examples of activities that can be used to meet the **range** specified within the standards. Examples of evidence are shown separately at the end of the Unit. Range activities are cross referred numerically to the **range** statements within the Unit.

Range	For example you could provide performance evidence that:
1	<p>you can prepare equipment and materials for the following types of process:</p> <ul style="list-style-type: none"> ◆ batch recycling processes ◆ continuous recycling processes <p>you direct and assist movements of the work vehicles</p> <p>you can monitor and recognise faults in:</p> <ul style="list-style-type: none"> ◆ weighing and stability systems ◆ driving lights ◆ stop lights ◆ reversing lights ◆ reversing audible warning ◆ vehicle loading mechanism warning lights ◆ windscreen and rearview screen ◆ number plates ◆ warning notices ◆ automatic cut-out systems ◆ other systems ◆ fixed plant: <ul style="list-style-type: none"> — warning lights — audible warning mechanisms

	<ul style="list-style-type: none"> — guarding mechanisms — warning notices — cut-out systems — automatic <p>you identify all the following faults in safety systems:</p> <ul style="list-style-type: none"> ◆ non-functioning ◆ functioning but obscured ◆ illegibility
2	<p>you can deal with the following types of situation:</p> <ul style="list-style-type: none"> ◆ disagreement between waste and materials and any required documentation ◆ faults in processing equipment

Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- ◆ choice and use of personal protective equipment
- ◆ checking wastes and treatment materials against any required documentation
- ◆ checking treatment equipment
- ◆ following start up procedures

Products of work:

- ◆ process records
- ◆ equipment defect reports
- ◆ reports of problems affecting start up of treatment process

You may also provide short reports of your own, or statements from others who have observed your performance.

Witness testimony:

- ◆ statements from people who have observed you achieving and maintaining the required standards as specified

Unit 1.14

Assist in Operating Processing Plant (F4TW 04)

Overview

This Unit is designed for the candidate to demonstrate competence in operating and shutting down processing plant whilst working under supervision. The candidate must monitor the equipment during operation and shut it down in accordance with operating procedures. The candidate must also make sure correct personal protective equipment is worn.

This is a single element Unit.

Performance Criteria

- a Wear and use appropriate personal protective equipment in accordance with **approved procedures and practices (1)**
- b Ensure that the work to be done has been described clearly and is understood before the work starts
- c Follow processing procedures in accordance with **approved procedures and practices (1)**
- d Refer problems and conditions outside the responsibility of the job holder to an authorised person
- e Shut down plant in accordance with **approved procedures and practices (1)**
- f Manage **waste (2)** in accordance with **approved procedures and practices (3)**
- g Deal with the outcomes of the process according to instructions

Range

(1) Approved procedures and practices: Health, Safety and Environmental related to the individual and others, organisational, regulatory, statutory, relevant company policies, risk assessment

(2) Waste: Hazardous, non-hazardous

Knowledge and Understanding

The candidate must provide evidence to prove that he or she knows:

- 1 Equipment operating instructions
- 2 Methods of monitoring the process
- 3 Procedures and precautions to be used in handling recyclable materials
- 4 The requirements for personal protective equipment
- 5 Procedures for normal shut down
- 6 Approved procedures and practices
- 7 People to inform of circumstances outside their authority to correct
- 8 Interpretation of instructions or information from others

Evidence Requirements

Evidence:

The candidate's evidence must demonstrate that they meet the national occupational standards (ie the performance criteria, the knowledge and understanding requirements and the range of the element) consistently in their day-to-day work over a period of time. The workplace should be used as the primary assessment location and naturally occurring workplace evidence should be the primary source of evidence.

Simulation:

Where simulated activities are not stated within the Unit, a centre must discuss and agree their use in advance with the External Verifier. Consideration for simulation should be given to those Units, which have real Health, Safety, Environment implications.

Below are examples of activities that can be used to meet the **range** specified within the standards. Examples of evidence are shown separately at the end of the Unit. Range activities are cross referred numerically to the **range** statements within the Unit.

Range	For example you could provide performance evidence that:
1	<p>in assisting with batch recycling or continuous recycling processes you:</p> <ul style="list-style-type: none"> ◆ can carry out instructions to specification ◆ can shut down the process to specification <p>you can help monitor and control the following types of process:</p> <ul style="list-style-type: none"> ◆ batch recycling processes ◆ continuous recycling processes
2	<p>you can deal with:</p> <ul style="list-style-type: none"> ◆ untreated recyclable materials ◆ recycled materials ◆ materials used to treat recyclables ◆ spillages <p>you can deal with the following outcomes from the recycling process:</p> <ul style="list-style-type: none"> ◆ recycled waste ◆ out of specification recycled waste ◆ any other products of the recycling process ◆ residual recycling materials from the work area

Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- ◆ choice and use of personal protective equipment
- ◆ following recycling instructions
- ◆ monitoring the recycling process
- ◆ following instructions to correct the recycling process if out of specification
- ◆ following shutting down procedures
- ◆ identifying recycled waste that is out of specification
- ◆ carrying out instructions to deal with recycled waste, out of specification recycled waste, any other products of the process, and residual recycling materials

Products of work:

- ◆ process records
- ◆ reports of out of specification product and action taken

You may also provide short reports of your own, or statements from others who have observed your performance.

Witness testimony:

- ◆ statements from people who have observed you achieving and maintaining the required standards as specified

Appendix 1: Blank recording forms

Unit:

Element:

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate:

Date:

Assessor:

Date:

Internal Verifier:

Date:

Personal statement

Date	Evidence index number	Details of statement	Links to other evidence (enter numbers)	Unit, Elements, PCs covered

Signed by candidate:

Date:

Observation record

Unit/Element(s):

Candidate:

Date of
observation:

Evidence index number:

Skills/activities observed:	PCs covered:

Knowledge and understanding apparent from this observation:

Other Units/Elements to which this evidence may contribute:

Assessor's comments and feedback to candidate:

I can confirm the candidate's performance was satisfactory.

Assessor's signature:

Date:

Candidate's signature:

Date:

Witness testimony

SVQ title and level:	
Candidate's name:	
Evidence index no:	
Index no of other evidence which this testimony relates to (if any):	
Element(s):	
Date of evidence:	
Name of witness:	
Designation/relationship to candidate:	
Details of testimony:	
I can confirm the candidate's evidence is authentic and accurate.	
Signed by witness:	Date:

Witness (please tick the appropriate box):

Holds A1/A2 Units or D32/D33 Award

Is familiar with the SVQ standards to which the candidate is working

Record of questions and candidate's answers

Unit:	Element(s):
Evidence index number:	
Circumstances of assessment:	
List of questions and candidate's responses:	
Assessor's signature:	Date:
Candidate's signature:	Date: