

Assessment Guidance for the SVQ in Recycling Operations at level 2 (G954 22)

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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*	An 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 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 it is to be assessed
- ◆ 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 2 Structure

This section lists the Units which form the SVQ in Recycling Operations at level 2. There are **five** mandatory, **three** optional Units from Group 1 and **four** optional Units from Group 2.

Level 2

Mandatory Units

SQA Ref	NTO Ref	Title
F4TS 04	2.1	Monitor and Maintain Health, Safety and Security in the Workplace
F4TT 04	2.2	Maintain Good Standards of Health and Safety for Self and Others
F4VA 04	2.3	Contribute to Maintaining Sustainable Development and Environmental Good Practice at Work
F4VW 04	2.4	Maintain and Develop Personal Performance
F4VP 04	2.5	Establish and Maintain Working Relationships

Optional Units Group 1

SQA Ref	NTO Ref	Title
F4VV 04	2.6	Implement Safety and Emergency Procedures
F4W7 04	2.7	Mechanically Handle Recyclable Materials
F4V7 04	2.8	Communicate Effectively with the Public and Others
F4WF 04	2.9	Promote Recycling Services
F4VG 04	2.10	Control the Handover of Recyclable Materials
F4VJ 04	2.11	Control the Reception of Recyclable Materials

Optional Units Group 2

SQA Ref	NTO Ref	Title
F4WJ 04	2.12	Sort and Prepare Recyclable Materials for Processing
F4V6 04	2.13	Collect Recyclable Materials
F4WG 04	2.14	Select and Use Containers for Recyclable Materials
F4WA 04	2.15	Operate a Vehicle Safely and Efficiently
F4VH 04	2.16	Control the Movement of Recyclable Materials
F4V4 04	2.17	Carry Out Routine Checks on Vehicle and Plant Used for the Processing of Recyclable Materials
F4WC 04	2.18	Operate Specialised Plant and Equipment for the Processing of Recyclable Materials
F4VK 04	2.19	Control Vehicle Movements on Site
F4W8 04	2.20	Monitor and Maintain the Security of Facilities Used for Processing or Storage of Recyclable Materials
F4VR04	2.21	Facilitate the Maintenance of Plant and Equipment for the Processing or Storage of Recyclable Materials
F4WD 04	2.22	Prepare and Check Plant and Equipment for the Processing of Recyclable Materials
F4WB 04	2.23	Operate Plant for the Processing of Recyclable Materials

Mandatory Units

Unit 2.1

Monitor and Maintain Health, Safety and Security in the Workplace (F4TS 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in monitoring and maintaining a healthy and safe working environment. The candidate is required to take care of the health and safety of themselves and others who may be affected by their work. The candidate is also required to co-operate with their employer to help them comply with their duties under health and safety legislation and not interfere with or misuse anything provided for their health, safety and welfare.

This is a single element Unit.

Performance Criteria

- a Identify health and safety **risks and hazards (1)** in relation to the workplace
- b Carry out specified measures to control **risks and hazards (1)** and keep **other persons (2)** fully informed if such measures are inadequate
- c Identify procedures to deal with unfamiliar **risks and hazards (1)** arising from non-routine work situations
- d Give health and safety information to others in accordance with **approved procedures and practices (3)**
- e Use **equipment and materials (4)** in accordance with **approved procedures and practices (3)**
- f Manage **waste (5)** in accordance with **approved procedures and practices (3)**
- g Move any **equipment and materials (4)** in accordance with **approved procedures and practices (3)** and store them correctly at an approved location when not in use
- h Maintain the security of the workplace in accordance with **approved procedures and practices (3)**
- i Keep any necessary records accurate, legible and complete

Range

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

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

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

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

(5) Waste: Hazardous, non-hazardous

Knowledge and Understanding

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

- 1 The hazards that are likely to occur in the workplace and the risks those hazards pose
- 2 Approved procedures and practices with regard to ensuring the security of the workplace
- 3 Their roles and responsibilities for health and safety in the workplace under organisational policy and legislation and who to report accidents to
- 4 Why inadequate measures to control risks should be reported and that corrective action needs to be taken
- 5 The importance of following manufacturers and organisational instructions and the potential consequences and risks of not doing so
- 6 Procedures for different types of emergencies relevant to the industry in which they are working
- 7 How the procedures to take for specific emergencies may be affected by their location
- 8 The different forms of waste and correct methods of disposal
- 9 How to transport and store equipment and materials safely
- 10 The relationship between security and safety within the workplace
- 11 How and why accidents should be reported

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 or Environmental 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 use the following types of warning:</p> <ul style="list-style-type: none">◆ warning signs◆ verbal warnings◆ cones◆ barriers <p>you can identify and deal with significant risks in the following areas:</p> <ul style="list-style-type: none">◆ unsuitable or faulty machinery◆ equipment and materials◆ infestation◆ contamination◆ other potentially unsafe features in the working environment◆ fire/explosion◆ release/spillage of hazardous substances◆ other serious incident <p>you can identify risks to the following types of people:</p> <ul style="list-style-type: none">◆ yourself◆ colleagues◆ other people

2	<p>you report unsafe operating conditions to the following types of person:</p> <ul style="list-style-type: none"> ◆ line manager ◆ colleagues ◆ health and safety specialists
3	<p>you can initiate an alarm by:</p> <ul style="list-style-type: none"> ◆ mechanical/electronic means ◆ notifying someone <p>you can apply entering and leaving procedures to the following types of location:</p> <ul style="list-style-type: none"> ◆ facility premises ◆ client premises <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 <p>you can identify and act on the following:</p> <ul style="list-style-type: none"> ◆ suspicious occurrences: <ul style="list-style-type: none"> — unknown people — damage to premises/contents ◆ breaches of security: <ul style="list-style-type: none"> — locks/catches not operating — lights not working — damage to facility/client perimeter buildings <p>you can immobilise resources by the following procedures:</p> <ul style="list-style-type: none"> ◆ locking, and removal of keys of vehicles ◆ secure enclosure of equipment/materials ◆ chaining of equipment
3,4,5	<p>you report unsafe operating conditions in the following areas:</p> <ul style="list-style-type: none"> ◆ machinery ◆ equipment ◆ materials

Examples of Evidence:

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

Observed performance:

- ◆ work operations
- ◆ use of personal protective equipment
- ◆ entering and leaving facility/client's premises
- ◆ action on encountering information about clients
- ◆ withdrawal from, and return of machinery, equipment and materials to secure storage
- ◆ immobilising machinery, equipment, and materials
- ◆ dealing with vehicle/plant keys
- ◆ simulation of dealing with emergencies

Products of work:

- ◆ your notes/reports or oral statements on:
 - problems
 - breaches of security
 - suspicious occurrences and action taken
 - dealing with excesses or shortages
 - dealing with real, or simulated, emergencies
- ◆ reports on fire/emergency practices in which you took part
- ◆ accident/incident report in which you are dealing with real, or simulated, emergencies
- ◆ records of use

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 2.2

Maintain Good Standards of Health and Safety for Self and Others (F4TT 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in maintaining good standards of health and safety. The candidate is required to take care of the health and safety of themselves and others who may be affected by their work including dealing with unplanned incidents. The candidate is also required to co-operate with their employer to help them comply with their duties under health and safety legislation, and not interfere with or misuse anything provided for their health, safety and welfare.

This is a single element Unit.

Performance Criteria

- a Supply the necessary personal medical information in accordance with **approved procedures and practices (1)**
- b Use and care for the correct personal protective equipment necessary for work
- c Use approved methods and handling **equipment and materials (2)** when moving and lifting items
- d Give health and safety information to **other persons (3)** in accordance with **approved procedures and practices (1)**
- e Behave in a way which minimises **risks and hazards (4)** to yourself and **other persons (3)**
- f Perform work in a manner which minimises **environmental damage (5)**
- g Take appropriate action where **incidents (6)** affect the health and safety of yourself and **other persons (3)**
- h Report **incidents (6)** without delay and fill out records accurately, legibly and completely

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
- (3) Other persons:** Colleagues, persons external to the organisation
- (4) Risks and hazards:** People, equipment and materials, work area, waste
- (5) Environmental damage:** Pollution, physical disturbance
- (6) 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 Their roles and responsibilities for health and safety in the workplace under organisational policy and legislation and who to report accidents to
- 2 The types of personal protective equipment and clothing needed and how they must be used, cleaned, stored, inspected and replaced
- 3 Safe methods for moving and lifting items
- 4 The reasons for leaving information about their whereabouts when working in isolation or in remote locations
- 5 Their ability to deal with health and safety emergencies and the reasons for this
- 6 Basic emergency first aid procedures
- 7 Methods for minimising environmental damage during work
- 8 Why accidents should be reported without delay and recorded in the appropriate document

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 or Environmental 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:
1,4,5	you use methods and techniques which comply with the following: <ul style="list-style-type: none"> ◆ organisation requirements ◆ safe working practice
2,4,5,6	you report unsafe operating conditions in the following areas: <ul style="list-style-type: none"> ◆ machinery ◆ equipment ◆ materials
3	you report unsafe operating conditions to the following types of person: <ul style="list-style-type: none"> ◆ line manager ◆ colleagues ◆ health and safety specialists

Examples of Evidence:

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

Observed performance:

- ◆ work operations
- ◆ use of personal protective equipment

Products of work:

- ◆ your notes or oral statements on problems
- ◆ reports of problems

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 2.3

Contribute to Maintaining Sustainable Development and Environmental Good Practice at Work (F4VA 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in maintaining sustainable development and environmental good practice during work activities. The candidate must take steps to minimise damage to the environment and disturbance to habitats and complete tasks and activities in a way which causes as little damage or disturbance as possible. The candidate must also use resources in accordance with approved procedures and practices, explaining things to others and suggesting improvements where they can. The Unit also covers dealing appropriately with pollution incidents.

This is a single element Unit.

Performance Criteria

- a Carry out work in a manner which minimises **environmental damage (1)**
- b Select and use equipment **and materials (2)** that will minimise **environmental damage (1)**
- c Make sure work is carried out in accordance with **approved procedures and practices (3)**
- d Recognise any **environmental damage (1)** and take the appropriate action
- e Identify improvements to **approved procedures and practices (3)** in terms of environmental good practice and take the appropriate action
- f Dispose of **waste (4)** materials safely and according to relevant **approved procedures and practices (3)**
- g Deal with small scale pollution incidents in accordance with **approved procedures and practices (3)**
- h Report more serious pollution **incidents (5)** to the relevant people
- i Report environmental **incidents (5)** promptly and accurately in accordance with approved **procedures and practices (3)**
- j Contribute to **sustainable development (6)** during work activities

Range

- (1) Environmental damage:** Pollution, physical disturbance
- (2) Equipment and materials:** Recyclable materials, static and mobile plant
- (3) Approved procedures and practices:** Health, Safety and Environmental related to the individual and others, organisational, regulatory, statutory, relevant company policies, risk assessment
- (4) Waste:** Hazardous, non-hazardous
- (5) Incidents:** Accidents which cause personal injury, changes in an individual's health which puts them at risk
- (6) Sustainable development:** Conservation of energy, use of resources and equipment to minimise environmental damage

Knowledge and Understanding

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

- 1 Methods for minimising environmental damage during work
- 2 The most suitable choice of materials and equipment given the nature of the work activity, and its potential impact on the environment
- 3 Ways in which tools and materials should be used in order to minimise environmental damage
- 4 Organisational and legislative requirements in terms of minimising environmental damage
- 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
- 7 How to recognise and deal with small scale pollution incidents
- 8 Procedures in place for dealing with pollution incidents
- 9 The limits of their own capabilities with regard to pollution incidents
- 10 Those to whom pollution and other environmental incidents should be reported

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 or Environmental 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 avoid the following types of damage and pollution:</p> <ul style="list-style-type: none">◆ air◆ water◆ land eg litter◆ from noise <p>you can carry out effectively the following types of check:</p> <ul style="list-style-type: none">◆ physical characteristics◆ chemical constitution◆ condition of containers <p>you can take action to minimise harm arising from the following sources:</p> <ul style="list-style-type: none">◆ activities of the general public◆ activities of the workforce
2	<p>you can identify and obtain the following types of resource needed to provide the information:</p> <ul style="list-style-type: none">◆ sampling equipment◆ monitoring equipment

	<p>you can take action to minimise waste of the following types of resource:</p> <ul style="list-style-type: none"> ◆ energy ◆ equipment ◆ materials
3	<p>you can provide required information on the following topics:</p> <ul style="list-style-type: none"> ◆ recycling ◆ facility by-products ◆ emissions <p>you can obtain monitoring results by the use of the following types of technique:</p> <ul style="list-style-type: none"> ◆ use of monitoring and measuring equipment ◆ sampling and testing <p>you can work within the following types of requirement:</p> <ul style="list-style-type: none"> ◆ organisation ◆ legislative
5	<p>you can provide the following types of information to others:</p> <ul style="list-style-type: none"> ◆ relating to available services ◆ recycling, if appropriate ◆ causes of environmental harm <p>you can take the following forms of remedial activity for threats:</p> <ul style="list-style-type: none"> ◆ informed colleagues/line management ◆ taken action personally <p>you make reports to the following types of individual:</p> <ul style="list-style-type: none"> ◆ supervisor ◆ line manager
6	<p>you can provide information in the following areas:</p> <ul style="list-style-type: none"> ◆ facility consumption and emission standards ◆ facility by-product standards ◆ monitoring and sampling results

Examples of Evidence:

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

Observed performance:

- ◆ your actions to save resources and avoid pollution
- ◆ how you identified potential harm to the environment from the types of source above and the remedial action that you took
- ◆ how you provided information on the topics mentioned above and to whom
- ◆ how you obtained samples, passed them for testing, and interpreted results
- ◆ operation of specified monitoring programme
- ◆ recording results
- ◆ inspection, sampling and testing of delivered waste
- ◆ use of resources to obtain the information
- ◆ provision of information to others
- ◆ how you used feedback to improve the service you provide

Products of work:

- ◆ records of collection of recyclables and recycling if carried out
- ◆ your notes or oral statements on situations encountered
- ◆ related paperwork
- ◆ monitoring records
- ◆ circulation of results
- ◆ test results
- ◆ information recorded

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 2.4

Maintain and Develop Personal Performance (F4VW 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in maintaining and developing personal performance. The candidate must agree and review personal performance targets with the appropriate person and seek guidance if clarification is required.

This is a single element Unit.

Performance Criteria

- a Carry out work in accordance with **approved procedures and practices (1)**
- b Seek advice if clarification is required concerning specific tasks
- c Agree **personal performance (2)** plan
- d Agree development needs and methods of meeting these needs
- e Develop **personal performance (2)** according to your agreed plan, development needs in accordance with **approved procedures and practices (1)**
- f Review **personal performance** with the appropriate person

Range

- (1) Approved procedures and practices:** Health, Safety or Environmental and sustainable development related to the individual and others, organisational, regulatory, statutory, relevant company policies, risk assessment
- (2) Personal performance:** Working to targets, completing tasks, quality of work

Knowledge and Understanding

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

- 1 The tasks and activities for which they are responsible
- 2 The limits of their responsibility in relations to specific tasks and activities
- 3 From whom they should obtain advice in relation to specific tasks and activities
- 4 The correct procedures for obtaining advice
- 5 The risks involved in not obtaining advice where they are unclear about specific tasks and activities
- 6 How to determine and agree development needs and personal targets
- 7 The reasons why personal performance should be reviewed

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 or Environmental implications.

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

Range	The following examples can provide the required performance evidence that:
1	<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 <p>you can deal with the following problems arising as a result of operational conditions:</p> <ul style="list-style-type: none"> ◆ mechanical problems ◆ staffing shortages ◆ necessary changes to schedule of work ◆ availability of resources ◆ abnormal conditions ◆ potential or actual damage to the environment <p>you report problems to the following types of people:</p> <ul style="list-style-type: none"> ◆ people outside the organisation ◆ colleagues ◆ line managers

1	<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 <p>you carry out work in accordance with appropriate procedures and practices:</p> <ul style="list-style-type: none"> ◆ organisational policies and procedures ◆ training ◆ job descriptions ◆ compliance reports
2	<p>your personal performance meets the standard required as evidenced by:</p> <ul style="list-style-type: none"> ◆ personal appraisals (Key Performance Indicators or similar) ◆ training needs assessment ◆ witness testimony

Examples of Evidence:

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

Observed performance:

- ◆ work operations (to requirement)
- ◆ providing information
- ◆ how you dealt with problems arising from operational conditions
- ◆ how you provided information required by the organisation
- ◆ your job role
- ◆ performance against training
- ◆ personal training/development needs

Products of work:

- ◆ your notes or oral statements on problems and their solution
- ◆ internal records of information you passed to the organisation
- ◆ completion of records

- ◆ passing on records

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 2.5

Establish and Maintain Working Relationships (F4VP 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in establishing and maintaining working relationships. The candidate must work effectively with other people including communicating clearly, co-operating with others, and helping to improve working practices. The candidate may work closely within a team, or spend a significant amount of time working alone.

This is a single element Unit.

Performance Criteria

- a** Establish and maintain effective **working relationships (1)** with **other persons (2)**
- b** Discuss opportunities to improve working practices
- c** Carry out activities requiring co-operation with **other persons (2)** in accordance with **approved procedures and practices (3)**
- d** Deal with any conflicts and differences of opinion in ways which minimise offence, and maintain goodwill, trust and respect
- e** Communicate with **other persons (2)** in a way which promotes effective working relationships

Range

(1) Working relationships: Formal, informal

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

(3) 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 knows:

- 1 The reasons why good working relationships are important
- 2 The ways in which good working relationships can be maintained
- 3 Changes in working practices and why these should be supported
- 4 Methods of working effectively with others
- 5 Methods for dealing with conflicts within the workplace
- 6 Their levels of responsibility in relation to dealing with disagreements
- 7 Methods of communicating effectively
- 8 The reasons why effective communication 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 or Environmental implications.

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

Range	The following examples can provide the required performance evidence that:
1	you can deal with differences of opinion in the following categories: <ul style="list-style-type: none">◆ work related◆ personal

	<p>you can handle the following types of contact successfully:</p> <ul style="list-style-type: none"> ◆ formal ◆ informal <p>you can refer the following types of situation to the correct people:</p> <ul style="list-style-type: none"> ◆ formal complaints ◆ requests for changes in services provided
2	<p>you can handle relations successfully with the following types of staff:</p> <ul style="list-style-type: none"> ◆ line managers ◆ colleagues
3	<p>you can 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 <p>you explain the following parts of basic work procedures:</p> <ul style="list-style-type: none"> ◆ what, when, how and why work has to be done <p>you explain the following types of procedure:</p> <ul style="list-style-type: none"> ◆ emergency procedures ◆ first aid procedures ◆ reporting procedures <p>you can identify the following types of difficulty:</p> <ul style="list-style-type: none"> ◆ problems with materials or equipment needed ◆ problems with the people contributing to the job, to minimise disruption and disagreements.

Examples of Evidence:

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

Observed performance:

- ◆ cooperating with others in providing help and information
- ◆ seeking help and information from others
- ◆ contact with people outside the organisation
- ◆ contacts with new staff during introduction to the workplace
- ◆ 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

Products of work:

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

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 Group 1

Unit 2.6

Implement Safety and Emergency Procedures (F4VV 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in performing safely in the areas in which they have to work. The candidate must be aware of potential hazards and how to minimise their risks, know the location of emergency exits, and follow emergency and security procedures correctly.

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 Locate any emergency exits and emergency equipment and know how to use both
- c Check the working environment for potential **risks and hazards (3)** and take appropriate action
- d Record and report incidents according to **approved procedures and practices (1)**
- e Follow emergency procedures without deviation when an alarm is raised
- f Shut down and immobilise plant 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

Knowledge and Understanding

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

- 1 The requirements for personal protective equipment
- 2 The hazards of all operations carried out and how to minimise their risks
- 3 Personal protective equipment relevant to the activities carried out and how to use it
- 4 Location of emergency exits and emergency equipment
- 5 Safe operating procedures for all activities
- 6 Incident reporting procedures
- 7 How to immobilise vehicles, machinery and equipment

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 or Environmental 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 use the following types of warning:</p> <ul style="list-style-type: none">◆ warning signs◆ verbal warnings◆ cones◆ barriers <p>you can identify and deal with significant risks in the following areas:</p> <ul style="list-style-type: none">◆ unsuitable or faulty machinery◆ equipment and materials◆ infestation◆ contamination◆ other potentially unsafe features in the working environment◆ fire/explosion◆ release/spillage of hazardous substances◆ discovery of suspicious situations◆ discovery of injured person◆ major services failure◆ other serious incident

1	<p>you take appropriate actions using:</p> <ul style="list-style-type: none"> ◆ materials ◆ equipment ◆ techniques <p>you report unsafe operating conditions to the following types of person:</p> <ul style="list-style-type: none"> ◆ line manager ◆ colleagues ◆ health and safety specialists <p>you can immobilise resources by the following procedures:</p> <ul style="list-style-type: none"> ◆ locking, and removal of keys of vehicles ◆ secure enclosure of equipment/materials ◆ chaining of equipment <p>you keep records in the following forms:</p> <ul style="list-style-type: none"> ◆ written ◆ mental <p>you report excesses or shortages to the following types of person:</p> <ul style="list-style-type: none"> ◆ colleagues ◆ supervisor/line manager
1,2	<p>you can initiate an alarm by the following methods:</p> <ul style="list-style-type: none"> ◆ by mechanical/electronic means ◆ by notifying someone
2	<p>you can identify risks to the following types of people:</p> <ul style="list-style-type: none"> ◆ yourself ◆ colleagues ◆ other people <p>you use methods and procedures, which comply with the following:</p> <ul style="list-style-type: none"> ◆ organisation requirements ◆ safe working practice

2	<p>you can apply entering and leaving procedures to the following types of location:</p> <ul style="list-style-type: none">◆ facility premises◆ client premises <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 <p>you can identify and act on 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 <p>you can report to all of the following people:</p> <ul style="list-style-type: none">◆ line manager◆ colleagues◆ client/owner of property <p>you report unsafe operating conditions in the following areas:</p> <ul style="list-style-type: none">◆ machinery◆ equipment◆ materials
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Examples of Evidence:

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

Observed performance:

- ◆ work operations
- ◆ use of personal protective equipment
- ◆ entering and leaving facility/client's premises
- ◆ action on encountering information about clients
- ◆ withdrawal from, and return of machinery, equipment and materials to secure storage
- ◆ immobilising machinery, equipment, and materials
- ◆ dealing with vehicle/plant keys
- ◆ simulation of dealing with emergencies
- ◆ demonstration or simulation of activating the alarm for an emergency
- ◆ making contact with a first aider
- ◆ reporting

Products of work:

- ◆ your notes or oral statements on problems
- ◆ reports of problems
- ◆ your notes/reports or oral statements on breaches of security
- ◆ your notes/reports or oral statements on suspicious occurrences and action taken
- ◆ records of use
- ◆ your notes or oral statements on dealing with excesses or shortages
- ◆ reports on fire/emergency practices in which you took part
- ◆ accident/incident report in which you took part
- ◆ your notes or oral statements on dealing with real, or simulated, emergencies
- ◆ reports of accidents, damage and significant risks
- ◆ your reports or oral statements of identification of risks

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 2.7

Mechanically Handle Recyclable Materials (F4W7 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in using mechanical handling equipment to load, transfer and unload recyclable materials. The candidate must wear the appropriate personal protective equipment throughout the whole operation and check the working environment and equipment continuously during operations to ensure that they avoid any damage to buildings, other structures, vehicles, and accidents to people.

The candidate must ensure that the stability and containment of the load and the condition of the working surface is monitored during loading and unloading. If unloading into containers, the candidate must also ensure that they do not damage the container. The candidate must also record any information required by the organisation in relation to the materials, plant and equipment used

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 **waste (2)** and **recyclable materials (3)** to be transferred as instructed
- c Check the working environment for potential **risks and hazards (3)** and take appropriate action
- d Ensure that the mechanical handling equipment and its attachments or accessories are appropriate to the task and used in accordance with **approved procedures and practices (1)**
- e Ensure the load is stable and within the capacity of the equipment
- f Monitor the stability and containment of the load and working surface in the loading area and ensure no **risks and hazards (3)** develop due to movement of the load
- g Leave the working area appropriately clean, tidy and safe at the end of the operation
- h Keep all necessary records accurate, legible and complete

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
- (3) Risks and hazards:** People, equipment and materials, work area

Knowledge and Understanding

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

- 1 The physical and handling characteristics of recyclable materials
- 2 The importance of monitoring the stability of the load
- 3 The techniques of handling loads appropriate to the nature of the recyclable materials
- 4 Why it is important to assess ground conditions in the loading area
- 5 The possibility of vehicle or pedestrian traffic in the loading area and necessary precautions to take
- 6 The potential for damage to buildings or other structures during handling loads
- 7 The potential for distortion or movement of the load whilst handling
- 8 The hazards of the materials to be handled
- 9 The requirements for personal protective equipment
- 10 The different techniques of manoeuvring safely both loaded and unloaded
- 11 The importance of any documentation associated with the handling of a load

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 or Environmental 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 use methods and techniques, which comply with the following:</p> <ul style="list-style-type: none"> ◆ organisation requirements (eg induction and other training) ◆ safe working practice (eg Personal Protective Equipment)
2	<p>you can deal with the following types of waste or material:</p> <ul style="list-style-type: none"> ◆ drummed or packaged materials ◆ loose garden waste ◆ hazardous wastes ◆ recyclable materials ◆ loose materials ◆ bulky wastes ◆ packaged materials
3	<p>you check and deal with the following items during transfer and unloading:</p> <ul style="list-style-type: none"> ◆ potential for damage to buildings and other structures ◆ stability of the destination stockpile and effect of addition of further wastes or materials ◆ possible obstructions ◆ potential for damage to pedestrians and vehicles

3	<ul style="list-style-type: none"> ◆ nature of surfaces and their effect upon manoeuvrability <p>you check and deal with the following items during picking up and extracting the load from the stockpile:</p> <ul style="list-style-type: none"> ◆ potential for damage to buildings and other structures whilst picking up and extracting load ◆ stability of the stockpile and effect of any movement of wastes or materials whilst picking up load ◆ possible obstructions whilst picking up and extracting load ◆ potential for damage to pedestrians and vehicles whilst picking up and extracting load ◆ nature of the surface and its effect upon manoeuvrability
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Examples of Evidence:

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

Observed performance:

- ◆ choice and use of personal protective equipment
- ◆ precautions taken during picking up and extracting load to ensure stability
- ◆ use of mechanical handling equipment
- ◆ precautions taken during transferring and unloading, with regard to adverse working surfaces
- ◆ completion of any necessary documentation

Products of work:

- ◆ working area after picking up and extracting load
- ◆ any related documentation
- ◆ working area after unloading

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 2.8

Communicate Effectively with the Public and Others (F4V7 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in dealing effectively with others. The candidate must communicate clearly, accurately and politely with other people, to refer them to other sources of information when appropriate. The candidate must also provide a level of care to others that maintains their welfare and safety, keeps them informed and minimises damage to the environment.

This is a single element Unit.

Performance Criteria

- a Communicate with **other persons (1)** in a way which promotes the organisation
- b Communicate information which is suitable to the needs of members of the public and **other persons (1)**
- c Respond to requests for information clearly and accurately according to your area of responsibility
- d Encourage members of the public and **other persons (1)** to ask questions or seek explanation, and provide appropriate accurate information in response
- e Refer members of the public and **other persons (1)** to suitable sources of information where appropriate
- f Maintain the health and safety of the public and **other persons (1)** throughout all activities in accordance with **approved procedures and practices (2)**

Range

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

(2) 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 knows:

- 1 Policies and practices for customer care, promotion of environmental good practice or equality of opportunity
- 2 Effective methods of communication
- 3 Methods of eliciting queries and comments from members of the public and others
- 4 Sources of information - internal and external to the organisation; written, verbal
- 5 Correct procedures for handling and communicating confidential information
- 6 Responsibilities under health and safety legislation and codes of practice

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 or Environmental 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	your attitude and behaviour meet employment requirements
2	<p>you would be able to identify and report the following types of service improvement:</p> <ul style="list-style-type: none">◆ quality of service◆ the way services are provided <p>you 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>the following aspects of your work schedules are correct:</p> <ul style="list-style-type: none">◆ procedures◆ quality of work◆ reliability of work◆ timing of the work <p>your appearance meets employment requirements in the following:</p> <ul style="list-style-type: none">◆ general appearance◆ clothing◆ personal protective equipment

	<p>you can provide required information on the following topics:</p> <ul style="list-style-type: none"> ◆ wastes ◆ facility by-products ◆ emissions
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Examples of Evidence:

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

Observed performance:

- ◆ how you ensured that opportunities to improve services, and comments on services, were dealt with and reported to the appropriate person
- ◆ how you ensured that work schedules were fulfilled correctly
- ◆ how you ensured that behaviour, appearance and clothing met the organisation requirements
- ◆ how you encouraged confidence and co-operation in people with whom you had contact
- ◆ what information you have provided to people
- ◆ how you identified the information required and how you obtained it
- ◆ how you identified the resources needed and obtained them
- ◆ how you determined the needs for information and advice
- ◆ how you used feedback to improve the service you provide

Products of work:

- ◆ reports about potential improvements
- ◆ your notes or oral statements on contact with people outside the organisation
- ◆ information recorded
- ◆ test results
- ◆ information provided

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 2.9

Promote Recycling Services (F4WF 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in promoting recycling services within the community and the role which their organisation plays. The candidate must provide information and guidance when it is requested and where appropriate refer requests to others with greater expertise.

This is a single element Unit.

Performance Criteria

- a Promote the reduction, reuse and recycling of **waste (1)** to **other persons (2)**
- b Promote the organisation's **recycling objectives (3)** and the ways in which **other persons (2)** can become involved
- c Encourage **other persons (2)** to use appropriate **recycling services (4)**
- d Advise **other persons (2)** in identifying outlets for recyclable materials
- e Provide **information and guidance (5)** to **other persons (2)**

Range

(1) Waste: Hazardous, non-hazardous

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

(3) Recycling objectives: Reduction of waste, reuse of materials, recycling

(4) Recycling services: Kerbside collection schemes, bring schemes, civic amenity sites/recycling centres, private recycling centre

(5) Information and guidance: Information on recycling, information on the organisation, referral to others with greater experience in recycling

Knowledge and Understanding

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

- 1 The range of recycling services that exist and their respective objectives
- 2 The 'reduce, reuse, recycle' waste management hierarchy
- 3 The roles and responsibilities of local and national authorities in meeting national and local recycling targets
- 4 The range of different methods that may be used in recycling
- 5 The implications for their work on health and Safety or Environmental legislation and regulations
- 6 The organisation's procedures for promoting recycling
- 7 The sources of information and guidance on recycling

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 or Environmental 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 identify and suggest ways in which wastes can be: <ul style="list-style-type: none">◆ reduced◆ reused◆ recycled
2	you provide information to: <ul style="list-style-type: none">◆ colleagues◆ the public◆ waste producers
3	you can explain the waste hierarchy and targets
4/5	you provide information on other opportunities for recycling

Examples of Evidence:

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

Observed performance:

- ◆ contact with people outside the organisation
- ◆ providing information to them
- ◆ behaviour, appearance, and clothing
- ◆ how you ensured that opportunities to improve services, and comments on services, were dealt with and reported to the appropriate person
- ◆ how you ensured that work schedules were fulfilled correctly
- ◆ how you ensured that behaviour appearance and clothing met the organisation requirements
- ◆ how you encouraged confidence and cooperation in people with whom you had contact
- ◆ what information you have provided to people

Products of work:

- ◆ reports about potential improvements
- ◆ your notes or oral statements on contact 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 2.10

Control the Handover of Recyclable Materials (F4VG 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in controlling the handover of recyclable materials with others. The candidate must ensure all the necessary information is exchanged and that the exchange is understood. The candidate must also ensure that any necessary documentation is completed and handed over where appropriate.

This is a single element Unit.

Performance Criteria

- a Adjust equipment according to operating requirements and in accordance with **approved procedures and practices (1)**
- b Make sure that **information (2)** needed by the recipient is accurate and complete
- c Report and chase up any missing **information (2)**
- d Follow **approved procedures and practices (1)** to carry out the handover of recyclable materials
- e Confirm completion of handover and that the recipient accepts responsibility

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 The importance of passing on information and the different types of information
- 2 The different types of handover documentation and procedures
- 3 Their responsibilities for providing information
- 4 The responsibilities of the recipient for understanding and clarifying information
- 5 Where records are kept and their content
- 6 Who to report to if any documentation is missing
- 7 How to pass on the information clearly and concisely
- 8 How to confirm that the recipient understands the information
- 9 The implications of relevant legislation

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 or Environmental 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	in conducting the handover of recyclable materials you comply with: <ul style="list-style-type: none">◆ organisational policies◆ consents and licences◆ recyclable material receiver's requirements (quality, purity)
2	you take appropriate responsibility to provide information on: <ul style="list-style-type: none">◆ material for recycling◆ rejects/wastes for disposal◆ material for bulking or storage◆ special requirements (eg quarantine)

Examples of Evidence:

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

Observed performance:

- ◆ assisting in the despatch of wastes or recycled materials
- ◆ choice and use of personal protective equipment
- ◆ dealing with wastes or recyclable materials not matching their documentation

Products of work:

- ◆ any documentation related to despatch
- ◆ reports of non-compliance with documentation or information

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 2.11

Control the Reception of Recyclable Materials (F4VJ 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in controlling the reception of recyclable materials. The candidate must ensure all the necessary information is correct and accept responsibility. The candidate must also ensure that any necessary documentation is completed and exchanged where appropriate.

This is a single element Unit.

Performance Criteria

- a Ensure that all **information (1)** for the handover is received
- b Confirm understanding of the **information (1)** and clarify any concerns
- c Make sure that **information (1)** handed over is accessible, accurate and complete
- d Report and chase up any missing **information (1)**
- e Confirm the acceptance of responsibility of recyclable materials
- f Follow **approved procedures and practices (2)** to carry out the handover
- g Deal with unacceptable materials or incorrect documentation in accordance with **approved procedures and practices (2)**

Range

(1) Information: Any special instructions, problems identified and action taken, health safety and environmental information, relevant documentation

(2) 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 knows:

- 1 The importance of receiving information about and the different types of information
- 2 The different types of handover documentation and procedures
- 3 Their responsibilities for receiving information
- 4 Their responsibilities for understanding and clarifying information
- 5 Who to report to if any documentation is missing
- 6 The implications of relevant legislation

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 or Environmental 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	deal with documentation related to the following: <ul style="list-style-type: none">◆ proof of carrier registration◆ transport documentation related to loads delivered deal with waste considered unacceptable for the following reasons: <ul style="list-style-type: none">◆ incorrect or no documentation◆ documentation does not comply with waste management licence◆ operational considerations◆ breach of duty of care carry out all of the following reception procedures: <ul style="list-style-type: none">◆ examination of waste◆ recording results◆ other organisation procedures related to accepting waste
2	maintain records of incoming waste by the following techniques: <ul style="list-style-type: none">◆ manual◆ computerised

2	<p>pass on the following facility instructions:</p> <ul style="list-style-type: none"> ◆ routing to unloading area ◆ possession and use of personal protective equipment ◆ requirement for 'tare off' on leaving <p>seek assistance from the following types of person:</p> <ul style="list-style-type: none"> ◆ colleagues ◆ supervisor ◆ facility manager
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Examples of Evidence:

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

Observed performance:

- ◆ inspection and validation of different types of wastes, rejecting where necessary
- ◆ passing instructions to visiting crews
- ◆ inspection and validation of wastes
- ◆ carrying out work procedures correctly
- ◆ how you have confirmed that carriers are registered
- ◆ what wastes are permitted by the waste management licence
- ◆ how you decide what examination procedures to use
- ◆ how you deal with different types of waste
- ◆ how you deal with wastes not permitted by the waste management licence

Products of work:

- ◆ reception records
- ◆ documentation on rejected wastes
- ◆ appropriate quality assurance documentation
- ◆ reception documentation
- ◆ appropriate quality assurance documentation

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 Group 2

Unit 2.12

Sort and Prepare Recyclable Materials for Processing (F4WJ 04)

Overview

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

This is a single element Unit.

Performance Criteria

Identify materials that are suitable for processing and confirm that they conform to the required quality standards

- a Carry out the required **sorting methods (1)** and processing methods in accordance with **approved procedures and practices (2)**
- b Identify materials suitable for recycling and those that cannot be recycled in accordance with **approved procedures and practices (2)**
- c Deal with superfluous material
- d Prepare, check, maintain and use equipment for sorting and processing materials for recycling
- e Wear and use appropriate personal protective equipment in accordance with **approved procedures and practices (2)**
- f Any **incidents (3)** during operations are dealt with promptly and appropriately in accordance with **approved procedures and practices (2)**

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) 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 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 or not suitable to be recycled and how to deal with superfluous material
- 5 The equipment needed to sort and process materials for recycling and how to prepare, check, maintain and use it

- 6 Their own responsibilities under health and safety
- 7 The implications for their work of relevant Health and Safety or Environmental legislation
- 8 Why it is important to ask for assistance if there is a problem
- 9 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 or Environmental 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 use, identify defects in, and take permitted corrective action with the following items of equipment: <ul style="list-style-type: none"> ◆ powered/manual handling equipment ◆ containers ◆ safety signs
2	you can deal effectively with the following types of material: <ul style="list-style-type: none"> ◆ wastes to be stored for recycling or awaiting transport elsewhere ◆ recyclable materials ◆ materials required for the operation of the facility

3	<p>you identify and take permitted corrective action regarding incidents in accordance with:</p> <ul style="list-style-type: none">◆ accident reports◆ defects◆ wrong waste/materials
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Examples of Evidence:

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

Observed performance:

- ◆ choice and use of personal protective equipment
- ◆ use of handling equipment
- ◆ sorting and storage of wastes or materials
- ◆ completion of any necessary documentation
- ◆ dealing with equipment defects
- ◆ storing different types of wastes and materials

Products of work:

- ◆ storage facility areas under your control
- ◆ wastes and materials you have sorted and stored
- ◆ storage documentation

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 2.13

Collect Recyclable Materials (F4V6 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in collecting 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. The candidate must also communicate information on recycling to others.

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 Use appropriate methods to explain the difference between recyclable and non-recyclable materials to members of the public
- d Prepare, check, maintain and use equipment for collecting recyclable materials
- e Protect own health and safety and that of **other persons (2)**
- f Wear and use appropriate personal protective equipment in accordance with **approved procedures and practices (1)**
- g 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) Other persons:** Colleagues, persons external to the organisation
- (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 The different methods of collecting recyclable materials
- 2 Their own role and responsibilities during collection work
- 3 The differences between recyclable and non-recyclable materials
- 4 The different roles of those involved in the recycling industry
- 5 The reasons why they can or cannot collect certain materials
- 6 The equipment needed to collect materials for recycling and how to prepare, check, maintain and use it

- 7 Their own responsibilities under health and safety and other relevant legislation
- 8 The implications for their work of relevant health and Safety or Environmental legislation

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 or Environmental 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 make use of the following types of specialist loading/unloading equipment:</p> <ul style="list-style-type: none"> ◆ integral with vehicle ◆ non-integral with vehicle <p>you take account of all the following types of regulation:</p> <ul style="list-style-type: none"> ◆ the laws relevant to loading/unloading ◆ organisation procedures ◆ customer/recipient procedures and regulations <p>that you comply with the following types of relevant regulations:</p> <ul style="list-style-type: none"> ◆ statutory legislation ◆ organisation and customer procedures

2	<p>you ensure the safety of others involved in loading/unloading in the following categories:</p> <ul style="list-style-type: none"> ◆ colleagues ◆ members of the public
3	<p>you can identify load discrepancies of the following types:</p> <ul style="list-style-type: none"> ◆ nature, quality and quantity of materials ◆ problems identified with service provision or site

Examples of Evidence:

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

Observed performance:

- ◆ checking compliance of paperwork with wastes or materials
- ◆ checking suitability and accessibility of site, and method of loading/unloading
- ◆ releasing and securing load
- ◆ loading/unloading
- ◆ checking specialist equipment
- ◆ working with others
- ◆ how you preserved the safety of others working with you in loading/unloading

Products of work:

- ◆ load paperwork
- ◆ written or oral reports on defects or discrepancies
- ◆ load documentation
- ◆ written or oral reports on defects and discrepancies

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 2.14

Select and Use Containers for Recyclable Materials (F4WG 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in selecting, installing or removing containers used for the collection of recyclable materials. The candidate must identify and use the correct containers and be able to identify and record any defects. The candidate must also install and remove containers in accordance with approved procedures and practices and make sure all documentation is complete.

This is a single element Unit.

Performance Criteria

- a Identify and select appropriate containers
- b Record and deal with **defects (1)** in accordance with **approved procedures and practices (2)**
- c Keep all necessary records accurate, legible and complete
- d Ensure that vehicle loading and unloading complies with **approved procedures and practices (2)**
- e Wear and use appropriate personal protective equipment correctly in accordance with **approved procedures and practices (2)**
- f Ensure that containers are delivered and positioned in accordance with **approved procedures and practices (2)**

Range

(1) Defects: Inadequate cleanliness, poor labelling and identification

(2) 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 knows:

- 1 How to select containers suitable for requirements
- 2 The nature and characteristics of containers
- 3 The importance of identifying, dealing with and recording defects in containers
- 4 The nature of defects and methods for dealing with them if permitted
- 5 The procedures for dealing with containers beyond local repair
- 6 Documentation procedures
- 7 The importance of loading and unloading containers to and from vehicles safely
- 8 The importance of selecting and using appropriate personal protective equipment correctly
- 9 Loading and unloading procedures
- 10 Operation of handling equipment

11 Load restraint techniques

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 or Environmental 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 with off-specification, misused or damaged containers by the following types of action:</p> <ul style="list-style-type: none">◆ unsafe/unsuitable◆ repair them when appropriate◆ take other appropriate action according to instructions <p>you can identify and deal with the following types of defect:</p> <ul style="list-style-type: none">◆ inadequate cleanliness◆ poor labelling or identification
2	<p>you can ensure installation/removal of containers in accordance with the following types of requirement:</p> <ul style="list-style-type: none">◆ legislative◆ organisational◆ customer/owner <p>you can carry out the selection process meeting the following types of requirement:</p> <ul style="list-style-type: none">◆ legislation

	♦ organisation
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Examples of Evidence:

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

Observed performance:

- ♦ selection of containers for specified need
- ♦ dealing with defects
- ♦ carrying out or assisting onloading, offloading, and positioning of containers
- ♦ choice and use of personal protective equipment
- ♦ dealing with containers not repairable locally
- ♦ methods of rectifying defects
- ♦ the regulatory or other requirements in relation to on and offloading, and positioning of containers

Products of work:

- ♦ container documentation

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 2.15

Operate a Vehicle Safely and Efficiently (F4WA 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in operating and controlling a vehicle. The candidate must be able to monitor and review the vehicle's performance and observe and adhere to any relevant regulations.

This is a single element Unit.

Please note: The candidate must hold a valid licence appropriate to the vehicle(s) upon which assessment of this Unit takes place and must produce this at the time of assessment.

Performance Criteria

- a Ensure the operational suitability of the vehicle prior to movement
- b Carry out daily routine checks on the vehicle in accordance with **approved procedures and practices (1)**
- c Ensure that any load is stable before moving off
- d Ensure that driving and manoeuvring is safe and in accordance with **approved procedures and practices (1)**
- e Ensure driving manner minimises wear and tear and minimises risk of accidental damage
- f Show an awareness of, and consideration for **other persons (2)**
- g Identify actual and potential **risks and hazards (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) Other persons:** Colleagues, persons external to the organisation
- (3) Risks and hazards:** People, equipment and materials, work area, waste

Knowledge and Understanding

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

- 1 How to establish load stability
- 2 The importance of manoeuvring safely and effectively
- 3 The importance of minimising wear and tear
- 4 Why it is important to show consideration for others
- 5 The importance of identifying and reducing risks
- 6 The vehicle controls and equipment and their function
- 7 The vehicle handling and other characteristics
- 8 The environmental impact of vehicle and its load

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 or Environmental 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 monitor, recognise and act regarding faults in the following safety and stability systems:</p> <ul style="list-style-type: none">◆ 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 <p>you take account of the following in assisting manoeuvring:</p> <ul style="list-style-type: none">◆ vehicle clearance from physical obstructions◆ activities of passers-by◆ activities of other road users
3	<p>you identify and act regarding the following faults in safety systems:</p> <ul style="list-style-type: none">◆ non functioning◆ functioning but obscured

3	<ul style="list-style-type: none"> ◆ illegibility <p>you can rectify safety system faults by carrying out the following:</p> <ul style="list-style-type: none"> ◆ cleaning windscreen/rearview screen ◆ cleaning driving/stop light lenses ◆ cleaning warning lights/warning notices
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Examples of Evidence:

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

Observed performance:

- ◆ assisting manoeuvring of the vehicle
- ◆ ensuring the safety of passers-by
- ◆ minimising interference with other road users
- ◆ how you recognised and where appropriate put faults right in safety systems

Products of work:

- ◆ 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 2.16

Control the Movement of Recyclable Materials (F4VH 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in controlling the collection and movement of recyclable materials. The candidate must monitor the vehicle and its load and follow programmes of work and report any changes to schedules to the appropriate person.

This is a single element Unit.

Performance Criteria

- a **Monitor (1)** vehicle performance and load condition
- b Investigate variation, remedy it within limits of your authority, record it and report it
- c Follow **approved procedures and practices (2)** in the event of accident, breakdown, or other **problems (3)** arising
- d Identify actual and potential significant deviations from **operating schedules (4)**
- e Take decisions to amend the agreed route within the scope of responsibility and report to the relevant person promptly
- f Restore **operating schedules (4)** within the limits of authority and report to the relevant person promptly

Range

- (1) Monitor:** Visually, observation of vehicle performance, observation of load condition
- (2) Approved procedures and practices:** Health, Safety and Environmental related to the individual and others, organisational, regulatory, statutory, relevant company policies, risk assessment
- (3) Problems:** Poor performance of the vehicle, instability of the load, deterioration of the load
- (4) Operating schedules:** Route planning, time scheduling, special instructions

Knowledge and Understanding

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

- 1 Methods of checking vehicle performance
- 2 How to identify variances, remedy them and record them
- 3 Vehicle performance characteristics
- 4 Load characteristics and effects on vehicle performance
- 5 How to deal with accident, breakdown or other problems arising
- 6 Routes and operating schedules
- 7 Lines and methods of effective communication

8 Nature and characteristics of loads

9 Who to report problems to

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 or Environmental 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:
1,2	can use the following types of instructions, information or paperwork: <ul style="list-style-type: none">◆ formal◆ informal◆ oral◆ written
2	can collect recyclables from the following types of location: <ul style="list-style-type: none">◆ private property◆ commercial and other premises◆ public footpath/roadway◆ other public area can use and identify faults in the following examples of equipment: <ul style="list-style-type: none">◆ lifting◆ compaction

	<ul style="list-style-type: none"> ◆ suction
3	<p>can deal successfully with the following examples of situations which might affect collection:</p> <ul style="list-style-type: none"> ◆ dangerous site/access ◆ toxic materials ◆ risk of injury/infection ◆ traffic/routing problems ◆ split bags ◆ unsuitable/damaged containers ◆ nature of waste ◆ need for special collection
4	<p>can ensure that the following examples of loading areas are left clean and safe:</p> <ul style="list-style-type: none"> ◆ roadways ◆ public areas ◆ other working areas ◆ need for special collection

Examples of Evidence:

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

Observed performance:

- ◆ observation of your working activities
- ◆ comparison of area where the vehicle is being loaded with the client's and the organisation's requirements
- ◆ how you dealt with situations affecting collection
- ◆ how you ensured collection to the required standards

Products of work:

- ◆ faults you have identified and action taken
- ◆ fault documentation
- ◆ client requirements
- ◆ instructions or information written by you

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

Written or spoken reports, describing:

- ◆ how you ensure correct use of equipment
- ◆ how you identified faults in the two types of equipment and the action you took
- ◆ how you provided oral and written instructions or information to others

Witness testimony:

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

Unit 2.17

Carry Out Routine Checks On Vehicles And Plant Used For The Processing Of Recyclable Materials (F4V4 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in carrying out and recording routine inspections on vehicles and plant. The candidate must carry out external checks and replenish any consumables and identify any defects or damage. The candidate must also record the results of checks in accordance with company procedures.

This is a single element Unit.

Performance Criteria

- a Carry out **physical inspection (1)** in accordance with **approved procedures and practices (2)**
- b Check and top up **consumables (3)** using the required materials and equipment
- c Ensure that the **consumables (3)** and equipment are free from contamination
- d Check the suitability and safety of equipment and tools
- e Identify any damage and take **appropriate action (4)**
- f Keep all necessary records accurate, legible and complete

Range

(1) Physical inspection: Schedule set by manufacturer, schedule set by organisation

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

(3) Consumables: Lubricants, other fluids

(4) Appropriate action: Corrective action within the scope of responsibility, report to another person, make others aware of damaged equipment and ensure it is not used

Knowledge and Understanding

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

- 1 The items that need to be checked for a specific vehicle or plant
- 2 The items that are essential for safety
- 3 How to identify damage that would interfere with the effective operation of the vehicle or plant
- 4 How to identify any items missing in the vehicle's or plant's equipment
- 5 Remedial action that they are permitted to carry out
- 6 Procedures for dealing with vehicles or plant not capable of operating effectively
- 7 How to identify damage that could affect safety

- 8 Procedures for reporting damage
- 9 Responsibility with regard to statutory requirements
- 10 What damage or missing items they are permitted to correct

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 or Environmental 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 monitor, recognise and take action regarding faults in the following safety and stability systems:</p> <ul style="list-style-type: none"> ◆ 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 ◆ lubricants and fluids

2	<p>you rectify safety system faults by carrying out the following:</p> <ul style="list-style-type: none"> ◆ cleaning windscreen/rearview screen ◆ cleaning driving/stop light lenses ◆ cleaning warning lights/warning notices <p>you take account of the following in assisting manoeuvring:</p> <ul style="list-style-type: none"> ◆ vehicle clearance from physical obstructions ◆ activities of passers-by ◆ activities of other road users
4	<p>you identify and take action regarding the following faults in safety systems:</p> <ul style="list-style-type: none"> ◆ non functioning ◆ functioning but obscured ◆ illegibility <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

Examples of Evidence:

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

Observed performance:

- ◆ assisting manoeuvring of the vehicle
- ◆ ensuring the safety of passers-by
- ◆ minimising interference with other road users
- ◆ how you recognised and, where appropriate, put faults right in safety systems

Products of work:

- ◆ 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 2.18

Operate Specialised Plant and Equipment for the Processing of Recyclable Materials (F4WC 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in operating specialised plant and equipment. The candidate must monitor the performance of the plant or equipment during operation and maintain any documentation in accordance with company procedures.

This is a single element Unit.

Performance Criteria

Identify work area in accordance with instructions and to the specified work requirements

- a Communicate any changes in **risks and hazards (1)** that impinge on the work and safety of the appropriate person
- b Carry out operations safely in accordance with **approved procedures and practices (2)** to meet the specified work requirement
- c **Monitor (3)** equipment to maintain safety of performance throughout the work activity
- d Wear and use appropriate personal protective equipment in accordance with **approved procedures and practices (2)**
- e Methods of communication are used in accordance with **approved procedures and practices (2)**
- f Any accidents and incidents during operations are dealt with promptly and appropriately in accordance with **approved procedures and practices (2)**
- g Keep all necessary records accurate, legible and complete
- h Refer problems and conditions outside the responsibility of the job holder to an authorised person
- i At the end of operations shut down plant and equipment in accordance with **approved procedures and practices (2)**

Range

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

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

(3) Monitor: Visually, observation of vehicle performance

Knowledge and Understanding

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

- 1 Characteristics and capabilities of the equipment being used
- 2 Hazards and conditions that affect the work activity
- 3 Methods of communication used

- 4 Requirements for recording and communicating information
- 5 Accident and incident procedures
- 6 Approved procedures and practices in the context of the operations, the work activity and the workplace environment
- 7 Responsibilities under the health and safety statutory requirements

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 or Environmental 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:
1,3	<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
2	<p>when dealing with batch or continuous recycling processes you can</p> <ul style="list-style-type: none"> ◆ ensure the correct preparation of equipment and materials ◆ monitor and control the process ◆ identify symptoms of the process going out of specification and make process corrections

2	<p>where required, you can carry out sampling of the following:</p> <ul style="list-style-type: none"> ◆ recycling process operation ◆ recycling process products <p>you can deal with spillage of the following:</p> <ul style="list-style-type: none"> ◆ untreated recyclables ◆ treated recyclables ◆ recycling materials <p>you can shut down the following types of process:</p> <ul style="list-style-type: none"> ◆ batch recycling processes ◆ continuous recycling processes <p>you can shut down the process in the following circumstances:</p> <ul style="list-style-type: none"> ◆ normal shut down ◆ shut down for maintenance
3	<p>you can deal with the following types of situation:</p> <ul style="list-style-type: none"> ◆ discrepancies between waste and materials and any required documentation ◆ faults in processing equipment ◆ variations from specification range of untreated recyclables and treatment materials

Examples of Evidence:

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

Observed performance:

- ◆ checking recycling equipment
- ◆ initiating start up procedures
- ◆ following recycling procedures
- ◆ following normal shutting down procedures
- ◆ dealing with discrepancies between waste, recycling materials and any necessary documentation
- ◆ identifying and correcting problems that might delay start up
- ◆ how you identify that the process is going out of specification

- ◆ how you correct the process operation to achieve specification range
- ◆ how you take samples and interpret the results if necessary
- ◆ how you would deal with spillage of different substances
- ◆ how you identify out-of-specification recycled waste
- ◆ how you deal with recycled waste, out-of-specification recycled waste, any other products of the recycling process, and residual waste materials
- ◆ the reasons for any difference between normal shut down procedures and shut down for maintenance purposes

Products of work:

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

Unit 2.19

Control Vehicle Movements on Site (F4VK 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in controlling vehicle movements and deal with any situations that may disrupt operations. The candidate must assist in the positioning of vehicles and ensure that any relevant documentation is completed in accordance with company procedures.

This is a single element Unit.

Performance Criteria

- a Check that vehicles are suitable for the loading or unloading conditions
- b Direct and assist the vehicle driver to the appropriate loading or unloading area
- c Problems and conditions outside the responsibility of the job holder are referred to an authorised person
- d Ensure that drivers/crews comply with **approved procedures and practices (1)**
- e Ensure that vehicles and crews comply with relevant regulations
- f Keep all necessary records accurate, legible and complete
- g Methods of communication are used 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

Knowledge and Understanding

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

- 1 How to recognise vehicle problems
- 2 How to recognise access problems
- 3 How to communicate effectively with drivers, crews and others
- 4 Signals to driver for assisting positioning
- 5 How to recognise and respond to incidents interfering with operations
- 6 What the law requires in vehicle loading and unloading operations
- 7 Organisation procedures for operation of vehicles
- 8 Methods for assisting vehicles in reversing and getting into position
- 9 Operating procedures for the location
- 10 Person to whom non-compliance should be reported

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 or Environmental 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 direct and assist the following types of vehicle:</p> <ul style="list-style-type: none"> ◆ recycling collection vehicles ◆ bulk recycling delivery/collection vehicles ◆ other vehicles <p>you can monitor and deal with faults in the following safety and stability systems:</p> <ul style="list-style-type: none"> ◆ 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 <p>you identify all the following faults in safety systems:</p> <ul style="list-style-type: none"> ◆ non functioning ◆ functioning but obscured ◆ illegibility

1	<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 <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 <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
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Examples of Evidence:

Here are a few examples to give you some ideas about the types 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
- ◆ action taken with vehicles/loads unsuitable for loading or unloading conditions
- ◆ dealing with incidents interfering with operations
- ◆ how you identified and dealt with non-compliance
- ◆ how you recognised and where appropriate put faults right in safety systems

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 2.20

Monitor and Maintain the Security of Facilities Used for the Processing or Storage of Recyclable Materials (F4W8 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in monitoring the security of facilities 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 that any consumables are accounted for. The candidate must also be able to 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 immediately
- c Identify actual and potential **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
- g Ensure records of consumable resource use are up to date and report excesses or shortages promptly

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
- 9 Procedure for reporting excesses and shortages of consumables

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 or Environmental 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:
1,4	you can use the correct entering and leaving procedures for the following types of location: <ul style="list-style-type: none"> ◆ facility premises ◆ client premises ◆ materials, stationary and mobile plants
2	you include the following activities in entering and leaving procedures: <ul style="list-style-type: none"> ◆ general visual check of premises for anything unusual ◆ turning off lights/power ◆ securing premises you report to the following people: <ul style="list-style-type: none"> ◆ line manager ◆ colleagues ◆ client/owner of property

3	<p>you can identify and act on 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
4	<p>You can identify and act on the following problems in storage:</p> <ul style="list-style-type: none"> ◆ unsuitability of storage area for the recyclables or materials stored ◆ poor physical condition and security of the storage area itself ◆ hazards to people ◆ undesirable changes in the wastes or materials stored ◆ breakdown, damage, deterioration of equipment ◆ fire ◆ infestation ◆ nuisance

Examples of Evidence:

Here are a few examples to give you some ideas about the types 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 suspicious occurrences or breaches of security and the end results back to clients or owners of properties
- ◆ why you should treat client and visitor information as confidential

Products of work:

- ◆ your notes/reports or oral statements on breaches of security
- ◆ your notes/reports or oral statements on 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 2.21

Facilitate the Maintenance of Plant and Equipment for the Processing or Storage of Recyclable Materials (F4VR 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in maintaining the condition and performance of processing equipment. 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 and make sure any documentation is completed.

This is a single element Unit.

Performance Criteria

- a Ensure the work area is safe for the cleaning and maintenance activity
- b Wear and use appropriate personal protective equipment in accordance with **approved procedures and practices (1)**
- c Ensure the work area and equipment are cleaned as required
- d Record damaged or faulty equipment, and replace worn or defective parts within the limits of authority, and report them to the appropriate person
- e Check operation of the equipment in accordance with **approved procedures and practices (1)**
- f Refer problems and conditions outside the responsibility of the job holder to an authorised person
- g Keep all necessary records accurate, legible and complete

Range

- (1) 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 knows:

- 1 How to isolate and make equipment safe prior to undertaking maintenance
- 2 Components needing special treatment and the nature of that treatment
- 3 Items needing dismantling prior to cleaning and maintenance, and reassembly
- 4 Cleaning and maintenance tools and equipment
- 5 Selection and use of appropriate personal protective equipment
- 6 Implications of any regulations for cleaning and maintenance processes
- 7 Hazards of the cleaning and maintenance processes and ways to minimise them
- 8 Emergency procedures related to cleaning and maintenance operations

- 9 Cleaning, checking and operator maintenance procedures
- 10 Component dismantling and reassembly procedures
- 11 Records of cleaning and maintenance
- 12 Expected performance of the equipment
- 13 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 or Environmental 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 work from the following types of instruction:</p> <ul style="list-style-type: none"> ◆ written ◆ oral ◆ manufacturer’s ◆ organisation’s <p>you can deal effectively with items of plant/equipment:</p> <p>you can clean and maintain various classes of equipment correctly, eg:</p> <ul style="list-style-type: none"> ◆ batch recycling process equipment ◆ continuous recycling process equipment <p>you can clean and maintain equipment and components under</p>

1	<p>the following typical conditions:</p> <ul style="list-style-type: none">◆ operational conditions◆ non-operational conditions <p>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 can dispose of the following types of waste safely:</p> <ul style="list-style-type: none">◆ used cleaning fluids◆ solid waste removed manually <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◆ simple engineering work◆ general upkeep (excluding activities requiring specialist skills and knowledge) <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 <p>you understand all the following before commencement of activities:</p> <ul style="list-style-type: none">◆ cleaning, dismantling and reassembly, 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
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Examples of Evidence:

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

Observed performance:

- ◆ carrying out routine facility upkeep
- ◆ condition of parts/materials and tools
- ◆ treatment of equipment after use
- ◆ cleaning and adjusting small plant and equipment
- ◆ checking authorisation, assembling cleaning materials, tools, and instructions, prior to commencing
- ◆ carrying out cleaning instructions
- ◆ dismantling components for cleaning and maintenance and reassembly as instructed
- ◆ unsafe working conditions and action taken
- ◆ dealing with faulty plant and equipment
- ◆ how you selected the personal protective equipment for the operation
- ◆ how you checked that the permit authorisation procedure had been carried out correctly
- ◆ how you used the appropriate equipment for a specific cleaning and maintenance operation
- ◆ how you carried out instructions for the necessary adjustments
- ◆ how you disposed of the cleaning fluids, residues and other materials safely

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 2.22

Prepare and Check Plant and Equipment for the Processing of Recyclable Materials (F4WD 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in preparing plant and equipment for processing operations. 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 any documentation is completed.

This is a single element Unit.

Performance Criteria

- a Confirm that **equipment and materials (1)** are ready for use
- b Ensure appropriate personal protective equipment is available for use
- c Confirm that the work area and equipment are clean and prepared for processing
- d Refer problems and conditions outside the responsibility of the job holder to an authorised person
- e Carry out pre operational checks in accordance with **approved procedures and practices (2)**
- f Inform others when processing is ready to start
- g Keep all necessary records accurate, legible and complete

Range

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

(2) 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 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 Nature and hazards of recyclable materials
- 5 The requirements for personal protective equipment
- 6 Nature and identification of situations which might delay processing and corrective action
- 7 Documentation and record keeping
- 8 Communication of instructions or information to 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 or Environmental implications.

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

Range	The following activities can provide the required performance evidence that:
1	you can prepare equipment and materials for the following types of process: <ul style="list-style-type: none">◆ batch recycling processes◆ continuous recycling processes
2	you can deal with the following types of situation: <ul style="list-style-type: none">◆ discrepancies 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 types of evidence you might be able to find in your daily work.

Observed performance:

- ◆ checking wastes and treatment materials against any required documentation
- ◆ checking treatment equipment
- ◆ following start up procedures
- ◆ how you select the appropriate personal protective equipment for different circumstances

- ◆ identifying defects in equipment
- ◆ problems that might delay start up

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 2.23

Operate Plant for the Processing of Recyclable Materials (F4WB 04)

Overview

This Unit is designed to enable the candidate to demonstrate competence in operating and shutting down processing plant. The candidate must monitor the equipment during operation and shut it down in accordance with operating procedures.

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 Follow processing procedures in accordance with **approved procedures and practices (1)**
- c Confirm that processed materials meet specification
- d Shut down plant in accordance with **approved procedures and practices (1)**
- e Refer problems and conditions outside the responsibility of the job holder to an authorised person
- f Deal with Outcomes of the process in accordance with **approved procedures and practices (1)**
- g Keep all necessary records accurate, legible and complete
- h Manage **waste (2)** in accordance with **approved procedures and practices (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) Waste: Hazardous, non-hazardous

Knowledge and Understanding

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

- 1 Methods of monitoring the process
- 2 People to inform of circumstances outside their authority to correct
- 3 The physical and handling characteristics of recyclable materials and potential hazards
- 4 The requirements for personal protective equipment
- 5 Emergency shut down procedures
- 6 Process operating procedures
- 7 Record keeping
- 8 Communication of instructions and information to others

9 Procedures for normal or maintenance shut down

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 or Environmental 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 work from the following types of instruction:</p> <ul style="list-style-type: none">◆ written◆ oral◆ manufacturer's◆ organisation's <p>you can deal effectively with items of plant/equipment:</p> <p>you can clean and maintain various classes of equipment correctly, eg:</p> <ul style="list-style-type: none">◆ batch recycling process equipment◆ continuous recycling process equipment <p>you can clean and maintain equipment and components under the following typical conditions:</p> <ul style="list-style-type: none">◆ operational conditions◆ non-operational conditions <p>you use, and meet, the following:</p>

<p>1</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 can dispose of the following types of waste safely:</p> <ul style="list-style-type: none"> ◆ used cleaning fluids ◆ solid waste removed manually <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 ◆ simple engineering work ◆ general upkeep (excluding activities requiring specialist skills and knowledge) <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 <p>you understand all the following before commencement of activities:</p> <ul style="list-style-type: none"> ◆ cleaning, dismantling and reassembly 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
<p>2</p>	<p>you can deal with spillage of the following:</p> <ul style="list-style-type: none"> ◆ untreated recyclable materials ◆ recycled materials ◆ materials used to treat recyclables <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
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Examples of Evidence:

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

Observed performance:

- ◆ choice and use of personal protective equipment
- ◆ monitoring the recycling process
- ◆ following instructions to correct the recycling process if out of specification
- ◆ following shutting down procedures
- ◆ carrying out instructions to deal with recycled waste, out-of-specification recycled waste, any other products of the process and residual recycling materials
- ◆ how you identify that the process is going out of specification
- ◆ how you would deal with spillage of different substances
- ◆ how you carried out instructions to help deal with recycled waste, out-of-specification recycled waste, any other products of the recycling 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: