



**Diploma in Waste Management Operations: Managing Transfer — Non-hazardous Waste — GG1J 47**

**Diploma in Waste Management Operations: Managing Transfer — Hazardous Waste — GG1L 47**

**Diploma in Waste Management Operations: Managing Physical and Chemical Treatment — Hazardous Waste GG1K 47**

**Diploma in Waste Management Operations: Managing Physical and Chemical Treatment — Non-hazardous Waste GG1M 47**

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# History of changes

| Version number | Date        | Description   |
|----------------|-------------|---|
| 2              | August 2013 | Unit H2LS 04 Manage the Transfer of Outputs and Disposal of Residues from Hazardous Waste Treatment and Recovery Operations, replaced with H4KG 04 Manage the Transfer of Outputs and Disposal of Residues from Hazardous Waste Transfer and Recovery Operations. |
|                |             |   |
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|                |             |   |

## About this guide

This guide provides some practical examples of how to assess your learners for the Diploma in Waste Management Operations.

It explains requirements applicable to the whole qualification or a number of Units in the qualification, where appropriate.

You may be able to think of other ways of assessing your learners and recording your decisions about their competence. For example, while it is a requirement for all Assessment Criteria in each Unit to be assessed; there is still the option for holistic assessment across Units, where appropriate.

The assessment guidance contains some general examples of assessment practice that are typical to most job roles. Evidence Requirements for the Units in this qualification may be found in the appendix to this assessment guidance and/or can be accessed from *SQA Secure*.

Centres are reminded that it is their responsibility to ensure that assessments are appropriate and that quality assurance procedures are followed.

# Unit specification

A standard Unit specification template is used in this qualification. The template contains both mandatory and optional sections. The latter may only be required in certain developments.

The Unit specification template is explained below:

|   |  |                  |
|---|--|------------------|
| <b>Title</b>  | <i>This is the Ofqual accredited Unit title.</i>   | <b>MANDATORY</b> |
| <b>Learning Outcomes</b>  | <b>Assessment Criteria</b>   |                  |
| <i>Learning Outcomes set out what a learner is expected to know, understand or be able to do as the result of a process of learning.</i>  | <i>Assessment Criteria specify the standard a learner is expected to meet to demonstrate that the Learning Outcomes of that Unit have been achieved.</i> |                  |
|   | <i>All Assessment Criteria must be achieved.</i>   |                  |
| <b>Additional information about the Unit</b><br><i>Appropriate additional information may be added here.</i>  |  |                  |
| <b>Unit purpose and aim(s)</b><br><i>This provides a succinct summary of the Learning Outcomes of the Unit.</i>   |  | <b>OPTIONAL</b>  |
| <b>Details of the relationship between the Unit and other standards or curricula</b><br><i>This will only be completed where there are relevant other professional standards or curricula.</i>                              |  |                  |
| <b>Assessment requirements specified by a sector or regulatory body</b><br><i>This will only be completed where a particular approach to assessment is required to meet the requirements of one or more qualifications.</i> |  |                  |

**Assessment (evidence) Requirements:**

*This section outlines the types of evidence that learners must produce, how much evidence is required and where applicable, any restrictions on the way in which the evidence must be produced, ie the conditions of assessment, to meet the requirements of the Assessment Criteria.*

**Guidance on Instruments of Assessment:**

*Instruments of Assessment should be selected to meet the evidence required by the Assessment Criteria within the Unit. In this section, some Instruments of Assessment may be suggested. However, their use is not mandatory.*

## Who is involved in this qualification?

There are several roles:

- Learner:** the person who wants to achieve the qualification (eg an employee)
- Assessor:** the person who assesses the learner 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 qualification

### Requirements specific to this qualification

Different Units may require different assessment approaches, for example, some Units will have knowledge-based assessments, whereas others may have performance-based approaches.

In some qualifications, we must also apply any requirements specified by the relevant Sector Skills Council (SSC) or Standard Setting Body (SSB) in their Assessment Strategy which outlines the way in which Units are assessed.

The following Assessment Strategy applies to this qualification:

- ◆ Assessment Strategy for Vocational Qualifications/Waste Sector Specific Requirements developed by EU Skills.

The Assessment Strategy can be found on SQA's website [sqa.org.uk/sqa/63435.html](http://sqa.org.uk/sqa/63435.html)

## **The steps involved in assessing a learner for this qualification**

In deciding whether a learner should get a qualification, you will go through these stages:

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

# 1 Diplomas in Waste Management Operations

The Diplomas in Waste Management Operations have been developed by Energy and Utility Skills and are intended for people in the Waste Management and Recycling sector.

These people may be working as:

- ◆ Site Manager
- ◆ Operations Manager
- ◆ Regional Manager
- ◆ Transfer Station Manager
- ◆ Treatment Manager
- ◆ Depot Manager

They will require skills and knowledge in:

- ◆ Waste processing
- ◆ Waste management legislation and compliance
- ◆ Health and safety
- ◆ Environmental protection
- ◆ Emergency response
- ◆ Environmental impact
- ◆ Logistics (movement, sorting, storage)
- ◆ Managing activities
- ◆ Managing resources
- ◆ Manage reception and/or transfer of waste

The Diploma is designed to be assessed in the workplace, or in conditions of the workplace. Examples of the settings or centres in which the Diploma is likely to be delivered include:

- ◆ Waste management sites
- ◆ Household waste recycling centre sites
- ◆ Material Recycling Facilities (MRF)
- ◆ Waste treatment sites
- ◆ Waste transfer stations

Underpinning knowledge will be delivered in a college facility using appropriate materials and examples.

# Structure of the Diploma in Waste Management Operations: Managing Transfer — Non-hazardous Waste

This section lists the Units which form the Diploma in Waste Management Operations: Managing Transfer — Non-hazardous Waste (GG1J 47).

To achieve the whole qualification, learners must prove competence in 12 mandatory Units.

## Mandatory Units

| SQA ref | SCQF Level | SCQF credit points | SSC ref | Title   |
|---------|------------|--------------------|---------|---|
| H2LF 04 | 6          | 7                  | WM2     | Manage the Movement, Sorting and Storage of Waste   |
| H2LG 04 | 6          | 4                  | WM64    | Monitor Procedures to Safely Control Work Operations  |
| H2LH 04 | 6          | 9                  | WM12    | Control Work Activities on a Waste Management Facility  |
| H2LJ 04 | 7          | 5                  | WM49    | Manage the Environmental Impact of Work Activities  |
| H2LK 04 | 7          | 7                  | WM9     | Manage Improvements to Waste Management Operations  |
| H2LM 04 | 7          | 13                 | WM30    | Control Maintenance and Other Engineering Operations  |
| H2LN 04 | 7          | 6                  | WM23    | Procedural Compliance   |
| H2M0 04 | 8          | 19                 | WM24    | Manage and Maintain Effective Systems for Responding to Emergencies   |
| H2LP 04 | 6          | 3                  | WM48    | Manage Physical Resources   |
| H2LY 04 | 5          | 5                  | WM53    | Organise the Transportation of Loads  |
| H2LV 04 | 7          | 7                  | WM1b    | Manage the Reception of Non-hazardous Waste   |
| H37K 04 | 7          | 10                 | WM7b    | Manage the Transfer of Outputs and Disposal of Residues from Non-hazardous Waste Transfer and Recovery Operations |

# Structure of the Diploma in Waste Management Operations: Managing Transfer — Hazardous Waste

This section lists the Units which form the Diploma in Waste Management Operations: Managing Transfer — Hazardous Waste (GG1L 47).

To achieve the whole qualification, learners must prove competence in 12 mandatory Units.

## Mandatory Units

| SQA ref | SCQF Level | SCQF credit points | SSC ref | Title   |
|---------|------------|--------------------|---------|---|
| H2LF 04 | 6          | 7                  | WM2     | Manage the Movement, Sorting and Storage of Waste   |
| H2LG 04 | 6          | 4                  | WM64    | Monitor Procedures to Safely Control Work Operations  |
| H2LH 04 | 6          | 9                  | WM12    | Control Work Activities on a Waste Management Facility  |
| H2LJ 04 | 7          | 5                  | WM49    | Manage the Environmental Impact of Work Activities  |
| H2LK 04 | 7          | 7                  | WM9     | Manage Improvements to Waste Management Operations  |
| H2LM 04 | 7          | 13                 | WM30    | Control Maintenance and Other Engineering Operations  |
| H2LN 04 | 7          | 6                  | WM23    | Procedural Compliance   |
| H2M0 04 | 8          | 19                 | WM24    | Manage and Maintain Effective Systems for Responding to Emergencies   |
| H2LP 04 | 6          | 3                  | WM48    | Manage Physical Resources   |
| H2LY 04 | 5          | 5                  | WM53    | Organise the Transportation of Loads  |
| H2LR 04 | 7          | 15                 | WM1a    | Manage the Reception of Hazardous Waste   |
| H4KG 04 | 7          | 11                 | WM7f    | Manage the Transfer of Outputs and Disposal of Residues from Hazardous Waste Transfer and Recovery Operations |

# Structure of the Diploma in Waste Management Operations: Managing Physical and Chemical Treatment — Hazardous Waste

This section lists the Units which form the Diploma in Waste Management Operations: Managing Physical and Chemical Treatment — Hazardous Waste (GG1K 47).

To achieve the whole qualification, learners must prove competence in 12 mandatory Units.

## Mandatory Units

| SQA ref | SCQF Level | SCQF credit points | SSC ref | Title  |
|---------|------------|--------------------|---------|--|
| H2LF 04 | 6          | 7                  | WM2     | Manage the Movement, Sorting and Storage of Waste  |
| H2LG 04 | 6          | 4                  | WM64    | Monitor Procedures to Safely Control Work Operations   |
| H2LH 04 | 6          | 9                  | WM12    | Control Work Activities on a Waste Management Facility   |
| H2LJ 04 | 7          | 5                  | WM49    | Manage the Environmental Impact of Work Activities   |
| H2LK 04 | 7          | 7                  | WM9     | Manage Improvements to Waste Management Operations   |
| H2LM 04 | 7          | 13                 | WM30    | Control Maintenance and Other Engineering Operations   |
| H2LN 04 | 7          | 6                  | WM23    | Procedural Compliance  |
| H2M0 04 | 8          | 19                 | WM24    | Manage and Maintain Effective Systems for Responding to Emergencies  |
| H2LP 04 | 6          | 3                  | WM48    | Manage Physical Resources  |
| H2LR 04 | 7          | 15                 | WM1a    | Manage the Reception of Hazardous Waste  |
| H2LS 04 | 7          | 13                 | WM7a    | Manage the Transfer of Outputs and Disposal of Residues from Hazardous Waste Treatment and Recovery Operations |
| H2LT 04 | 7          | 22                 | WM4a    | Manage Site Operations for the Treatment of Hazardous Waste  |

# Structure of the Diploma in Waste Management Operations: Managing Physical and Chemical Treatment — Non-hazardous Waste

This section lists the Units which form the Diploma in Waste Management Operations: Managing Physical and Chemical Treatment — Non-hazardous Waste (GG1M 47).

To achieve the whole qualification, learners must prove competence in 12 mandatory Units.

## Mandatory Units

| SQA ref | SCQF Level | SCQF credit points | SSC ref | Title  |
|---------|------------|--------------------|---------|--|
| H2LF 04 | 6          | 7                  | WM2     | Manage the Movement, Sorting and Storage of Waste  |
| H2LG 04 | 6          | 4                  | WM64    | Monitor Procedures to Safely Control Work Operations   |
| H2LH 04 | 6          | 9                  | WM12    | Control Work Activities on a Waste Management Facility   |
| H2LJ 04 | 7          | 5                  | WM49    | Manage the Environmental Impact of Work Activities   |
| H2LK 04 | 7          | 7                  | WM9     | Manage Improvements to Waste Management Operations   |
| H2LM 04 | 7          | 13                 | WM30    | Control Maintenance and Other Engineering Operations   |
| H2LN 04 | 7          | 6                  | WM23    | Procedural Compliance  |
| H2M0 04 | 8          | 19                 | WM24    | Manage and Maintain Effective Systems for Responding to Emergencies  |
| H2LP 04 | 6          | 3                  | WM48    | Manage Physical Resources  |
| H2LV 04 | 7          | 7                  | WM1b    | Manage the Reception of Non-hazardous Waste  |
| H2LW 04 | 7          | 4                  | WM7b    | Manage the Transfer of Outputs and Disposal of Residues from Non-hazardous Waste Treatment and Recovery Operations |
| H2LX 04 | 7          | 14                 | WM4b    | Manage Site Operations for the Treatment of Non-hazardous Waste  |

## **Why would people be interested in the qualification?**

People will take this qualification for a variety of reasons: to gain promotion, to prepare for an occupational role, or for personal development. There will be other reasons too. One of the first things to do is to find out why your learners want to do the qualification, and to advise them of the appropriateness of the qualification. If anyone is acting as a coach or mentor to your learners, they might help you to do this.

## **How do learners begin?**

### **Choosing the right qualification**

You should make sure that learners get guidance before starting out on this qualification — they need advice to ensure, for example their existing job remit, skills, experience, and their plans for progression, are matched to the qualification selected. It does not have to be you as the assessor, who carried out the matching process, but whoever has responsibility for this should ensure that the assessment opportunities available to the learner are also considered.

## 2 Preparing to assess this qualification

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

### Your role and your learner's role

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

#### Your role

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

#### Learners' role

- ◆ prepare for assessment — become familiar with the Units, 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 learner 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 learner.

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

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 Learning Outcomes. It can be a practical and cost-effective way of assessing your learner's competence.

To help you plan for assessment, we have produced an assessment plan which covers a typical health and safety Unit. This Unit is not part of this qualification. It is included as guidance only. Examples relevant to this Unit are used throughout the rest of this assessment guidance.

## Structure of the Unit

| Unit   | Promote a Culture of Health and Safety in the Workplace   |  |
|--|---|--|
| Learning Outcome — the learner will:   | Assessment Criterion — the learner can:   |  |
| <b>1 Be able to develop plans to promote a health and safety culture in the workplace.</b> | 1.1 Identify where improvements and changes may be necessary.<br>1.2 Identify how information on health and safety instructions and regulations are currently communicated.<br>1.3 Identify current level of understanding and support for health and safety instructions and procedures.<br>1.4 Develop a plan based on findings to include performance measures, review dates and resources.<br>1.5 Include in the plan opportunities for promoting the advantages and legal necessity of following health and safety procedures. |  |
| <b>2 Implement the plan to promote a health and safety culture in the workplace.</b>       | 2.1 Present the plan to the responsible people for the workplace to gain their support.<br>2.2 Identify those in the workplace who will require advice about the plan to promote a health and safety culture in the workplace.<br>2.3 Ensure that relevant information and advice is provided at a timely way and provide opportunities for encouraging ideas on good practice.<br>2.4 Measure the effectiveness of the plan against past and present performance.  |  |

## Assessment plan

|   |  |  |  |                                   |   |
|---|--|--|--|-----------------------------------|---|
| <b>Unit</b>   | Promote a Culture of Health and Safety in the Workplace  |  |  |                                   |   |
| <b>Learning Outcomes</b>  | 1 Be able to develop plans to promote a health and safety culture in the workplace.<br>2 Implement the plan to promote a health and safety culture in the workplace. |  |  |                                   |   |
| <b>Activities</b>   | <b>Assessment Criteria</b>   | <b>Method of assessment/Sources of evidence</b>                    | <b>Date of assessment</b>                  | <b>Evidence already available</b> | <b>Links to other Units (Assessment Criteria)</b> |
| Conduct a review of currently available health and safety documentation and procedures to ensure understanding (ie staff handbooks, induction information etc). | 1.2  | Review documentation (product evidence)<br><br>Question and Answer | By 24/01/11<br><br>09/02/11 (first review) |                                   |   |
| Conduct a review of the working environment.  | 1.2  | Observation of review<br><br>Question and Answer                   | 21/01/11<br><br>21/01/11                   |                                   |   |
| Devise a questionnaire for all staff to identify current level of understanding and support. Staff complete questionnaire.                                      | 1.3  | Questionnaire (product evidence)                                   | By 24/01/11                                |                                   |   |
| Attend health and safety meetings.  | 1.2  | Personal statement   | By 24/01/11                                |                                   |   |
| Develop a plan based on findings.   | 1.1, 1.4, 1.5, 2.2   | Plan   | By 18/02/11                                |                                   |   |

## Assessment plan (cont)

| Activities   | Assessment Criteria | Method of assessment/Sources of evidence   | Date of assessment | Evidence already available | Links to other Units (Assessment Criteria) |
|--|---------------------|--|--------------------|----------------------------|--|
| Present plan to the responsible people.  | 2.1                 | Observation of presentation.<br>Witness testimony of those 'presented' to.           | 22/02/11           |                            |  |
| Run focus groups with staff to ensure relevant information and advice is provided.                                   | 2.3                 | Observation of focus group.  | 16/03/11           |                            |  |
| Staff complete questionnaire to compare against previous findings. Conduct a re-review of working environment.       | 2.4                 | Findings of completed questionnaire compared to previous results (product evidence). | By 20/03/11        |                            |  |
| Use performance measures as indicated in plan (such as % of dangerous occurrences) to measure effectiveness of plan. | 2.4                 | Report on performance measure comparisons (product evidence).                        | By 20/03/11        |                            |  |

**Assessor's signature** Peter Hoskins      **1st review due** 09/02/11  
**Learner's signature** Paul Lee      **2nd review due** 16/03/11  
**Date of agreement** 05/01/11      **Date of completion** 01/04/11

# Selecting methods of assessment

The methods of assessment you use should be valid, reliable and practicable.

- ◆ By *valid* we mean that the assessment method should be appropriate to the Units
- ◆ By *reliable* we mean that the assessment method should ensure consistent results when used with different learners, different assessors and on different occasions
- ◆ By *practicable* we mean that the method ensures that the assessment makes best use of available resources, equipment and time

Before you assess a learner, you must make sure that the methods of assessment you have chosen to use, along with any assessment materials (such as questions and sample answers) have been agreed within your centre through its system of internal quality assurance. This system is often called *internal verification* — its purpose is to help to ensure that assessment methods are valid, reliable and practicable.

There are both benefits and challenges when you are assessing qualifications in the workplace, or in conditions in the workplace. When you select methods of assessment, you should try to offer the learner the benefits of workplace assessment and minimise any potential difficulties.

The benefits might be:

- ◆ familiarity with working environment
- ◆ familiarity between learner and assessor
- ◆ assessment supports valid work practices

The challenges might be:

- ◆ staff co-operation to complete required documentation/provide information
- ◆ time commitments

## Example

You could agree with a learner working in an engineering firm who has to ensure that relevant information and advice on health and safety is provided in a timely way, that this will be carried out by **observation** when situations arise. If you are an assessor who is working alongside the learner you should be well placed to observe the learner's performance, perhaps using a prepared checklist, and to question the learner about the situation afterwards.

## Methods of assessment

Assessment may involve a range of assessment methods. For this qualification, some of the most commonly used methods are observation, product evidence, and questioning.

### Observation

Observation by an assessor is considered to be the most valid and reliable method of assessment. It can be organised in a variety of ways:

- ◆ working alongside the learner
- ◆ arranging to visit when naturally-occurring activities are carried out by the learner
- ◆ arranging for activities to take place

Observation by the assessor can often be supplemented by other types of assessment methods such as questioning. For example, it may be appropriate to ask oral questions of learners as they carry out naturally-occurring activities.

#### Example

Observation could be used for assessment of this Unit in a variety of ways such as:

- ◆ Assessor could observe the learner undertaking a review of the work environment. The learner is undertaking this review to identify how information on health and safety instructions and regulations are currently communicated. The assessor can note if the learner 'misses' any key factors to support this Assessment Criteria and can also use question and answer techniques alongside this observation to see what the learner did/did not notice.
- ◆ Assessor could observe the learner presenting the plan resulting from the findings of the review to the responsible people. The structure and the clarity of this presentation would be important for the assessor to observe.

### Product evidence

As learners work towards achieving the qualification, they will produce evidence in the form of products of their work. The nature of this evidence can vary widely depending on what the learner's job entails, but examples of product evidence include:

#### Example

- ◆ The plan to promote a health and safety culture.
- ◆ A questionnaire for all staff to identify how information on health and safety instructions and regulations are currently communicated.
- ◆ Report on performance measures comparison (past and present performance) to review the effectiveness of the plan.

## Questioning

Learners have to show that they can meet the knowledge specifications for the qualifications. Much of a learner's knowledge and understanding will be apparent from what they do or produce as part of their work, but this will not always be the case and questioning can be a useful way of confirming what learners know and understand.

Questions can be asked in a variety of forms, such as oral questions, short answer written questions and multiple choice.

You should be careful that the method of questioning does not go beyond the competence required for the qualification and become a barrier to fair assessment. For example, some learners will feel more comfortable with oral questions than written.

### Example

Oral questioning examples for this Unit:

- Q** Whilst observing you undertaking your review of the workplace, I noticed you referenced a trip hazard as a potential problem. Could you explain how you would provide support/information to promote a culture of health and safety so that such a hazard is removed?
- A** I would talk to the staff about both short and long-term solutions to the problem, asking them why the trip hazard is there in the first place. If it needs to stay there, then in the short-term they need to look at adequate signage, but in the long-term there needs to be a solution that removes the trip hazard, this may involve moving equipment, adding extra plug sockets, etc.
- Q** Having completed your review, how would you rate the way health and safety information is currently communicated to the workforce within your organisation?
- A** I'd say that currently the communication with regard to health and safety is adequate; there are some good practices, but there are also plenty of opportunities for improvement.

## Other methods of assessment

These methods, like questioning, are often used for authentication. See Section 3 for more about authenticating learners' evidence.

## Personal statements

You might sometimes find it helpful to ask a learner to give an account of why they did an activity in a certain way or how they produced a product of their work. This is often referred to as a *personal statement*. You should take care to ensure that by asking learners to produce such statements, you are not asking them to demonstrate competence beyond what is required by the standards. You should also be selective in the use of personal statements, and make sure they have not been produced as a substitute to a more valid, reliable and practical method of assessment.

### Example

A personal statement could be used as part of the assessment methodology for this Unit to provide an opportunity for the learner to 'write up'/evaluate his attendance at the health and safety meeting. The learner could be asked to include this in their personal statement showing how the meeting contributed to the plan. Similarly following the focus groups a personal statement could provide evidence of findings and why the learner then suggested particular activities within the plan.

## Witness testimony

For practical reasons, you may not be able to observe all the activities carried out by your learners, but might feel that other people may be able to provide a statement on what your learners have been doing or producing as part of their work. Statements of this kind are called *witness testimony*, and are often used to support other evidence produced by learners. If witness testimony is used, you should, ideally, identify witnesses and opportunities for using their testimony as part of assessment planning.

You should bear in mind that the weight of the evidence will vary, depending on the knowledge and expertise of the person providing the witness testimony. You will have to take these factors into account as you make your judgement.

|           |   |
|-----------|---|
| Strongest | Someone with considerable occupational expertise in the learner's area of work and who is familiar with the Units. This person may also be an appropriately qualified assessor and internal verifier. |
|           | Someone with considerable occupational expertise in the learner's area of work and who is familiar with the Units.  |
|           | Someone with considerable occupational expertise in the learner's area of work, but with no knowledge of the Units.   |
|           | Someone who may be a colleague of the learner, but with no knowledge of the Units.  |
| Weakest   | Someone with no or little knowledge of the learner's work or no knowledge of the Units.   |

Witness testimony is unlikely to be sufficient in itself for a decision about the learner's competence, and would normally be supplemented by questioning learners.

## **Simulation**

*Simulation* is any structured assessment exercise involving a specific task which reproduces real-life situations.

On some occasions, it may not be practical to assess a learner in real work. Examples might be where the standards require learners to carry out emergency or contingency procedures, or where client confidentiality is an issue, or where a learner's job role does not cover all aspects of the qualification.

More information on the use of simulation and the description of a realistic working environment can be found in the 'Requirements specific to this qualification' section on page 4 of this assessment guidance.

## **Other sources of evidence**

Other sources of evidence can be previous experience or learning, case studies or assignments.

SQA's *Guide to Assessment* (see Section 5) has more advice on methods of assessment and how to ensure that your assessment is valid, reliable and practicable.

### 3 Generating evidence

The methods of assessment you use should generate sufficient evidence to demonstrate the learner's competence.

We described earlier the circumstances in which you might choose to use different methods of assessment. Starting on the next page, this section gives you examples of forms which you can use to record and present evidence of:

- ◆ observation (by the assessor)
- ◆ questions and learner responses
- ◆ personal statement (produced by the learner)
- ◆ witness testimony

There are blank forms which you can copy and use in Appendix 2.

## Observation

For observation, note that the form asks you to record the skills and activities observed. This helps you to make a judgement on how the activity was carried out and what it demonstrates.

## Observation record

|                                 |   |
|---------------------------------|---|
| <b>Unit/Learning Outcome(s)</b> | Promote a Culture of Health and Safety in the Workplace |
| <b>Learner</b>                  | Paul Lee  |
| <b>Evidence index number</b>    | 4   |
| <b>Date of observation</b>      | 21/01/11  |

| Skills/activities observed   | Assessment Criteria covered   |
|--|---|
| <p>A thorough review of the workplace environment was carried out by Paul. This review included the observation of current posters, signage, etc that was displayed in the environment. Paul also spoke to several employees to ask them about how information on instructions and regulations was communicated to them.</p> <p>Paul made comprehensive notes during the review.</p> | <p>1.2 Identify how information on health and safety instructions and regulations are currently communicated.</p> <p>1.3 Identify current level of understanding and support for health and safety instructions and procedures.</p> |

### Knowledge and understanding apparent from this observation

#### Current communication strategies in respect of health and safety

Paul completed a thorough review which will support the development of a plan to promote a health and safety culture within the organisation.

#### Current level of understanding and support for health and safety instructions and procedures

Through his insightful discussions with employees as he conducted his review Paul was able to identify the current level of understanding and support for health and safety within the organisation which will all make a valuable contribution to the development of his plan.

### Other Units/Learning Outcomes to which this evidence may contribute

### Assessor's comments and feedback to learner

The review and supporting notes you have completed Paul clearly demonstrate that you can: identify how instructions and regulations are currently communicated and where improvements and changes may be necessary.

Well done.

I can confirm the learner's performance was satisfactory.

**Assessor's signature** Peter Hoskins **Date** 21/01/11

**Learner's signature** Paul Lee **Date** 21/01/11

## **Questions and learner responses**

This form can be used to record any questions you might ask the learner to establish what they know and understand. You should note the learner's responses on this form too.

Note that there is a space near the top of the form for you to record when, where, how and why you asked the questions.

Where you want to give the learner written questions, this form could also be used.

## Record of questions and learner's answers

|   |   |
|---|---|
| <b>Unit</b>   | Promote a Culture of Health and Safety in the Workplace   |
| <b>Learning Outcome(s)</b>  |   |
| <b>Evidence index number</b>  | 6   |
| <b>Circumstances of assessment</b>  |   |
| <p>First review session with learner.</p> <p>(Considering Assessment Criteria: 1.2 and 1.3 in particular)</p> |   |
| <b>List of questions and learner's responses</b>  |   |
| <b>Q</b>  | Having completed your review of the workplace how would you rate the way health and safety information is currently communicated to the workforce within your organisation? Can you support your view?  |
| <b>A</b>  | I'd say that currently the communication with regard to health and safety is adequate, there are some good practices, but there are also plenty of opportunities for improvement.   |
| <b>Q</b>  | Having completed your review, spoken to employees and collated the results of your questionnaire what would you say is the current level of understanding and support for health and safety instructions and procedures?  |
| <b>A</b>  | Generally the understanding of health and safety instructions and procedures is good. All employees remembered the information they had been given at induction, they could show me the relevant sections within the staff handbook and they were aware of the importance of health and safety. However in some of the operational areas there are instances where standards have begun to slip and shortcuts are being made. When I develop my plan I will need to focus on opportunities for promoting the advantages and legal necessity of following health and safety procedures. I'm sure management will support me with this. |

**Assessor's signature** Peter Hoskins **Date** 16/03/11

**Learner's signature** Paul Lee **Date** 16/03/11

## **Learner's personal statement**

If a personal statement is being used as evidence, it should be completed by the learner. The statement should record what they did, how and why they chose to carry out an activity or produce work in a certain way. Where other people may have been present during an activity and they may be able to provide witness testimony, the learner should record how the statement links to other evidence in the column provided.

## Personal statement

| Date     | Evidence index number | Details of statement  | Links to other evidence (enter numbers) | Unit, Learning Outcomes, Assessment Criteria covered |
|----------|-----------------------|---|---|--|
| 24/01/11 | 5                     | <p>Having attended the health and safety meeting today, I have been able to identify further how information on health and safety instructions and regulations are currently communicated. I think the meeting also improved my awareness of the current level of understanding and support for health and safety. Clearly the management team is very supportive of all health and safety issues and this was highlighted in a report discussed at the meeting about an incident at another factory.</p> <p>The meeting has also clarified my thoughts on providing opportunities to promote the advantages and legal necessity of following health and safety procedures. Having attended the meeting I feel more able to include these in my plan.</p> | 4 and 6                                 | 1.2  |

Learner's signature

*Paul Lee*

Date

*24/01/11*

## **Witness testimony**

Remember when you begin to use witness testimony that it must be capable of being authenticated — even if the testimony itself is being used to authenticate a learner's claim to competence.

To make sure the witness testimony is genuine, you must ensure that you have a record of who is acting as a witness, their relationship to the learner (eg supervisor, client) address, telephone number and the date. There is space for this information in the form.

## Witness testimony

|   |  |
|---|--|
| <b>Qualification title and Level</b>  | Promote a Culture of Health and Safety in the Workplace                    |
| <b>Learner's name</b>   | Paul Lee   |
| <b>Evidence index no</b>  | 7  |
| <b>Index no of other evidence which this testimony relates to (if any)</b>  |  |
| <b>Learning Outcome(s)</b>  |  |
| <b>Date of evidence</b>   | 18/02/11   |
| <b>Name of witness</b>  | Dave Mulvaney (on behalf of senior management team)                        |
| <b>Designation/relationship to learner</b>  | Senior manager responsible for health and safety, line manager of Paul Lee |
| <b>Details of testimony</b>   |  |
| <p>Paul has provided a very insightful and detailed plan to support the promotion of a culture of health and safety within the organisation. Paul has made some good recommendations about how the communication of health and safety information could be improved; he has based this on some sound research, including a detailed audit, discussions with staff and the results of a staff questionnaire. Paul has clearly used his knowledge and understanding of health and safety and the organisation to include within his plan new and innovative opportunities for promoting health and safety within the organisation.</p> <p>The senior management team has agreed Paul's plan and recommended that he takes this forward.</p> |  |

I can confirm the learner's performance was satisfactory.

**Witness's signature**     *Dave Mulvaney*     **Date**     24/02/11    

**Witness** (please select the appropriate box):

- Holds appropriate qualifications
- Is familiar with the Units to which the learner is working

## Filling the gaps

There may come a time when your learner has provided evidence for most of the Unit (or qualification), but there are some gaps. For example, you may find that certain situations, such as handling contingencies, have not arisen during assessment. Often these will relate to dealing with health and safety issues, or unexpected problems with workflow like delays in receiving information from another part of the organisation.

You may be able to overcome this by extending the time period for the overall completion of the Unit, so that the learner has adequate time to provide relevant information and advice when it is needed. If acceptable, evidence may be gathered through simulation or opportunities to take on different roles within the organisation.

## Guidance and support to learners

At all times during the assessment process — from planning through to making your assessment decision — feedback should be on-going, clear and constructive. Feedback should be given against the Units relating it to the evidence provided.

Where there are any shortfalls in a learner's competence, you should discuss these with your learner and make plans for re-assessment.

## Judging learner evidence and making an assessment decision

In judging learner evidence, you must be satisfied that your learners can work consistently to the required standard, and that the evidence they have produced is their own. You must consider whether your learner understands and applies the knowledge evidence and how this links to assessment evidence.

Evidence must:

- ◆ be relevant to qualification and be authentic
- ◆ show current competence
- ◆ be sufficient to help you form a decision about the learner's competence

### Insufficient evidence

You have to judge whether the learner has produced enough evidence required by the Units for you to reach a decision about their evidence.

Where there is insufficient evidence, you should say this to your learner. You should tell them that it is not that they are not yet competent — there is simply not enough evidence on which to make a decision.

In this situation, your feedback to your learners must help them produce more evidence and/or plan for further assessment.

## Authenticating learners' evidence

Authentication is required where you have not observed learners' performance at first hand.

You can check whether a learner has produced evidence which they claim shows their competence by questioning them or, if this is appropriate, asking them to produce a personal statement, using witness testimony, or seeking peer reports from other colleagues of the learner.

### **Example**

For this Unit, the 'responsible people' in the organisation are in the best position to make observations regarding the content and suitability of the health and safety plan produced by the learner. Questioning the learner about approaches to developing the plan would also help to authenticate the evidence produced.

## 4 Recording achievement

You should retain all evidence — clearly referenced — for internal and external verification.

The learner's evidence is normally kept in a file, often called a *portfolio*. These documents help you and your learners to collect, present and cross-reference the evidence to the Units. They are also a means of recording your assessment decisions, and they tell an External Verifier what stage a learner has reached in achieving the qualification.

Recording documents do not need to be paper-based — it is possible to use an electronic format for collecting and structuring the evidence. Whatever format you and your learners choose to use, the documents must show what evidence was generated, the assessment decisions you made, how the evidence meets the Units, and where the evidence can be located. You should avoid photocopying items simply to put them in a portfolio — a clear explanation of where the evidence can be found (for example, in a filing cabinet) may be sufficient for the External Verifier to follow it up and include it in the visit.

There are various reasons why record-keeping is so important:

- ◆ it provides a way of tracking a learner's progress in achieving a qualification
- ◆ it helps learners to make claims for certification of their competence
- ◆ internal verifiers and External Verifiers use the records to sample assessment decisions
- ◆ it helps us to monitor the quality assurance of our qualifications

If your learners' evidence is incomplete, or cannot be located, or if there is inaccurate cross-referencing to the Units, there is a risk that an internal verifier or External Verifier will be unable to confirm your assessment decisions.

To help you and your learner present evidence and record your assessment decision, we have provided examples of the forms which you and your learner might use to compile the portfolio.

- ◆ Using the evidence index
- ◆ Completing the Unit progress record
- ◆ Completing the Learning Outcome achievement record

## Using the index of evidence

The purpose of the index of evidence is to help you locate and work through the learner's evidence. It should give you a summary of what evidence the learner has collected, and where (eg in a portfolio) it can be found.

The index of evidence should be completed by entering:

- ◆ the index number for each piece of evidence
- ◆ a description of each piece of evidence
- ◆ the place or location where it can be found
- ◆ the initials of the internal verifier and the date (if they have sampled the learner's evidence)

Ideally, it should be learners themselves (with your support and encouragement) who complete the index.

You must make sure that the information in the evidence index is accurate when your learners' portfolios are presented for assessment and verification — particularly the information about where the evidence can be located. This is important because we suggest that anything which has been produced as day-to-day work is kept in its normal location, but anything which has been produced through assessment for the qualification, eg observation checklists, is filed in the learner's portfolio. In this way, your learner can avoid having to photocopy work products just for the sake of including them in a portfolio. It also means that evidence produced as a result of assessment is kept safely in a central file.

If the index of evidence is not completed with an accurate description and location of the evidence, there is a risk that an internal verifier or External Verifier might be unable to confirm your assessment decisions.



## **Completing the Unit progress record**

You should complete this form each time your learner achieves a Unit from the qualification by adding your signature and the date next to the relevant Unit.

At this stage, learners should make sure they have completed the recording documents correctly and that their evidence can be easily located. Only then should they circle the relevant Unit number at the top of the form. This enables both of you to see at a glance what stage the learner is at in their qualification.

## Unit progress record

Qualification and Level \_\_\_\_\_

Learner

Paul Lee \_\_\_\_\_

To achieve the whole qualification, you must complete all 13 credits from the mandatory Units.

### Unit Checklist

|                  |            |  |  |  |  |  |  |  |
|------------------|------------|--|--|--|--|--|--|--|
| <b>Mandatory</b> | F/601/6633 |  |  |  |  |  |  |  |
|------------------|------------|--|--|--|--|--|--|--|

### Mandatory Units achieved

| Unit number | Title   | Assessor's signature | Date     |
|-------------|---|----------------------|----------|
| F/601/6633  | Promote a Culture of Health and Safety in the Workplace | <i>Peter Hoskins</i> | 01/04/11 |
|             |   |                      |          |
|             |   |                      |          |
|             |   |                      |          |
|             |   |                      |          |
|             |   |                      |          |
|             |   |                      |          |
|             |   |                      |          |
|             |   |                      |          |
|             |   |                      |          |
|             |   |                      |          |
|             |   |                      |          |
|             |   |                      |          |

## Completing the Learning Outcome Achievement Record

To help you and your learners cross-reference the evidence to the Units of the qualification, we have provided records similar to those produced in the SQA portfolio. Use one record for each Learning Outcome. The grids should be completed by:

- ◆ entering the evidence index number in the first column
- ◆ giving a brief description of the evidence in the second
- ◆ ticking the relevant boxes for the Assessment Criteria

If integrated assessment is used (linking Assessment Criteria and Learning Outcomes across different Units) the evidence should be cross-referenced back to the relevant Units.

We have provided a completed example to show how to use the record.

## Learning Outcome Achievement Record

Unit Promote a Culture of Health and Safety in the Workplace

Learning Outcome(s) Be able to develop plans to promote a health and safety culture in the workplace

| Evidence Index No | Description of Evidence                                    | Assessment Criteria |     |     |     |     |     |
|-------------------|--|---------------------|-----|-----|-----|-----|-----|
|                   |  | 1.1                 | 1.2 | 1.3 | 1.4 | 1.5 | 2.1 |
| 4                 | Observation record of workplace review                     |                     | ✓   | ✓   |     |     |     |
| 5                 | Personal statement reflecting on health and safety meeting |                     | ✓   |     |     |     |     |
| 6                 | Record of questions and answers                            |                     | ✓   | ✓   |     |     |     |
| 7                 | Witness testimony of responsible people                    | ✓                   | ✓   | ✓   | ✓   | ✓   | ✓   |
|                   |  |                     |     |     |     |     |     |
|                   |  |                     |     |     |     |     |     |
|                   |  |                     |     |     |     |     |     |
|                   |  |                     |     |     |     |     |     |
|                   |  |                     |     |     |     |     |     |
|                   |  |                     |     |     |     |     |     |
|                   |  |                     |     |     |     |     |     |
|                   |  |                     |     |     |     |     |     |
|                   |  |                     |     |     |     |     |     |

**Unit** Promote a Culture of Health and Safety in the Workplace

**Learning Outcome(s)** Be able to develop plans to promote a health and safety culture in the workplace

**Notes/Comments**

Paul has worked conscientiously on this Unit and produced some very good evidence that will benefit both himself and the organisation.

The learner has satisfied the assessor and internal verifier that the performance evidence has been met.

**Learner's signature** Paul Lee **Date** 04/04/11

**Assessor's signature** Peter Hoskins **Date** 04/04/11

**Internal verifier's signature** Sharon Moore **Date** 04/04/11

## 5 Further information

### What else should I read?

SQA has developed a wide range of generic guidance on assessment, verification, quality assurance, etc. The following publications provide additional information which would be beneficial in implementing the QCF qualifications. Details of these and other SQA publications are available on our website at [www.sqa.org.uk](http://www.sqa.org.uk) on the 'Publications, Sales and Downloads' section. They can be ordered from SQA's Business Development and Customer Support Team — telephone 0303 333 0330. Please note that there may be a charge for some of these publications.

*Assessor/Verifier Units: assessment guidance*

*External Verification: A Guide for Centres*

*Guide to Assessment*

*Introduction to Assessment Arrangements for Schools and Colleges*

*SQA's Quality Framework: a guide for centres*

*Operational Help Centre*

The Operational Guide for Centres has been replaced by the online Operational Help Centre on [www.sqa.org.uk](http://www.sqa.org.uk)

# Appendix 1: Unit specifications

## H2LF 04 (WM2)

| Title  | Manage the Movement, Sorting and Storage of Waste   |             |                     |  |  |
|--|---|-------------|---------------------|--|--|
| Learning Outcomes<br><br>The learner will:           | Assessment Criteria<br><br>The learner can:   | Observation | Question and Answer | Simulation/<br>Realistic<br>working<br>environment |  |
| 1 Manage the movement, sorting and storage of waste. | 1.1 Implement systems and procedures for the movement, sorting and storage of waste in accordance with legislative and organisational requirements.   | x           | x                   |  |  |
|  | 1.2 Implement and manage systems and procedures that fully comply with legislative requirements to deal with wastes that require specific handling.   | x           | x                   |  |  |
|  | 1.3 Establish systems to control the movement of vehicles and plant on site to comply with Health and Safety and organisational requirements.   | x           | x                   |  |  |
|  | 1.4 Identify hazards and minimise risks to health, safety, and the environment arising from the movement, sorting and storage of wastes and comply with legal and organisational requirements for recording and reporting risks to safety, health or the environment. | x           | x                   |  |  |
|  | 1.5 Implement recording and information systems specifically relating to the sorting and storage of waste in accordance with legislative requirements and organisational procedures.  | x           | x                   |  |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>                   | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
|  | 1.6 Ensure that staff understand the procedures relating to the movement, sorting and storage of wastes and implement them in full compliance with the legislative and organisational requirements.<br><br>1.7 Ensure that staff have received recognised training before any machinery, plant or equipment is used.  | x                  | x                          |  |
|  | 1.7 Ensure that staff have received recognised training before any machinery, plant or equipment is used.   | x                  | x                          |  |
| <b>2</b> Manage vehicles, plant and crews on sites which handle waste. | 2.1 Implement procedures to generate site rules for vehicles, plant and crews on the site that comply with legislative and organisational requirements.<br><br>2.2 Ensure that crews and passengers of vehicles comply with site rules.<br><br>2.3 Identify hazards and minimise risks to health, safety and the environment that arise from the use of vehicles and plant on the site. | x                  | x                          |  |
|  | 2.2 Ensure that crews and passengers of vehicles comply with site rules.  | x                  | x                          |  |
|  | 2.3 Identify hazards and minimise risks to health, safety and the environment that arise from the use of vehicles and plant on the site.  | x                  | x                          |  |
| <b>3</b> Use, record and communicate data and information.             | 3.1 Give clear instructions for moving, sorting and storage of waste in accordance with organisational procedures.<br><br>3.2 Maintain accurate records and provide information for the moving, sorting and storage of waste.   | x                  | x                          |  |
|  | 3.2 Maintain accurate records and provide information for the moving, sorting and storage of waste.   | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>  | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|---|--------------------|----------------------------|--|
|   | 3.3 Inform site staff of all procedures for on site activities to enhance or maintain the quality of the organisation's work.<br><br>3.4 Advise senior managers about accidents, incidents, interruptions to work, near hits or any situations that require their attention.<br><br>3.5 Maintain a record of training for all staff employed on the site.   | x                  | x                          |  |
|   | 3.4 Advise senior managers about accidents, incidents, interruptions to work, near hits or any situations that require their attention.   | x                  | x                          |  |
|   | 3.5 Maintain a record of training for all staff employed on the site.   | x                  | x                          |  |
| 4 Resolve problems which arise during or resulting from the movement, sorting and storage of waste.   | 4.1 Seek expert advice to resolve situations which are outside the responsibility of the job role.<br><br>4.2 Take steps to rectify any staff shortages, equipment deficiencies or external causes that prevent the movement, sorting or storage of wastes.<br><br>4.3 Formulate procedures for dealing with spillages on site and ensure that staff understand and follow the prescribed procedures. | x                  | x                          |  |
|   | 4.2 Take steps to rectify any staff shortages, equipment deficiencies or external causes that prevent the movement, sorting or storage of wastes.   | x                  | x                          |  |
|   | 4.3 Formulate procedures for dealing with spillages on site and ensure that staff understand and follow the prescribed procedures.  | x                  | x                          |  |
| 5 Understand the underpinning regulations, procedures and requirements for managing waste operations. | 5.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment.  | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>   | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/<br/>Realistic<br/>working<br/>environment</b> |
|--|---|--------------------|----------------------------|--|
|  | 5.2 Describe appropriately waste management legislation and guidance that is applicable to waste management sites.  | x                  | x                          |  |
|  | 5.3 Describe appropriately the types of personal protective equipment (PPE) required for different types of waste and the procedures for care, maintenance and use of this equipment. | x                  | x                          |  |
|  | 5.4 Describe appropriately the regulatory requirements and company procedures for dealing with unauthorised wastes.   | x                  | x                          |  |
|  | 5.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.   | x                  | x                          |  |
|  | 5.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.  | x                  | x                          |  |
|  | 5.7 Describe appropriately the procedures for the proper management control of work activities on the site.   | x                  | x                          |  |
| 6 Understand the specific regulation procedures and requirements for the movement, sorting and storage of waste. | 6.1 Describe appropriately the specific legislative requirements and guidance applicable to the movement, sorting and storage of waste on the site.                                   | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
|  | <p>6.2 Describe appropriately the on site procedures for the management of the movement, sorting and storage of waste as detailed below:</p> <ul style="list-style-type: none"> <li>◆ The organisation's working plan for the site.</li> <li>◆ Collection schemes for pre-segregated wastes.</li> <li>◆ The waste inspection and identification procedures and the handling requirements for the types of waste received on the site.</li> <li>◆ The operating procedures for all machinery, plant and equipment used for moving segregating and storing wastes on the site.</li> <li>◆ The storage and handling implications for the waste types handled on the site.</li> <li>◆ The types, functions and limitations of waste handling equipment available for use on the site.</li> <li>◆ The lifting and handling techniques suitable for moving, sorting and storing wastes on the site.</li> <li>◆ Internal traffic management procedures.</li> </ul> | x                  | x                          |  |

| Learning Outcomes<br>The learner will:                   | Assessment Criteria<br>The learner can:   | Observation | Question and Answer | Simulation/<br>Realistic<br>working<br>environment |
|--|---|-------------|---------------------|--|
|  | <p>6.3 Describe appropriately the on site procedures for the management of the movement, sorting and storage of waste as detailed below:</p> <ul style="list-style-type: none"> <li>◆ Risk assessment and the identification of potential work-related hazards and difficulties.</li> <li>◆ The records required by legislation and by company procedures in relation to the sorting and storage of waste.</li> <li>◆ The procedures for dealing with spillages.</li> </ul> <p>6.4 Determine the potential hazards to safety, health and the environment arising from the movement, sorting and storage of waste.</p> | x           | x                   |  |
|  |   | x           | x                   |  |
| 7 Work in a manner which underpins effective performance | <p>7.1 Be assertive in making decisions.</p> <p>7.2 Pursue accountability of staff for delegated responsibilities.</p> <p>7.3 Reflect critically on personal achievements to inform future actions.</p>   | x           | x                   |  |
|  |   | x           | x                   |  |
|  |   | x           | x                   |  |

|   |
|---|
| <b>Additional information about the Unit</b>  |
| <b>Unit purpose and aim(s)</b>  |
| This Unit is about managing the procedures for the movement, sorting and storage of waste on a site.              |
| <b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b> |
| WM2   |
| <b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>             |
| N/A   |
| <b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>                          |
| Please refer to EUSSC Assessment Principles at <a href="http://www.euskills.co.uk">www.euskills.co.uk</a>         |

|  |
|--|
| <b>Assessment (evidence) Requirements</b>        |
| Please see Unit content or SQA/WAMITAB Workbook. |
| <b>Guidance on Instruments of Assessment</b>     |
| Please see corresponding SQA/WAMITAB Workbook.   |

## H2LG 04 (WM64)

| Title                                  |   | Monitor Procedures to Safely Control Work Operations |   |             |                     |  |
|--|---|--|---|-------------|---------------------|--|
| Learning Outcomes<br>The learner will: |   | Assessment Criteria<br>The learner can:              |   | Observation | Question and Answer | Simulation/<br>Realistic<br>working<br>environment |
| 1                                      | Be able to check that health and safety instructions are followed.        | 1.1  | Keep up to date with health and safety regulations and workplace instructions, making sure that information is from reliable sources.                 | x           | x                   |  |
|  |   | 1.2  | Conduct monitoring of the workplace at agreed intervals and in accordance with workplace instructions.  | x           | x                   |  |
|  |   | 1.3  | Confirm that workers are health and safety competent as defined in their job role and that identified health and safety training needs have been met. | x           | x                   |  |
|  |   | 1.4  | Communicate workplace instructions and receive feedback.  | x           | x                   |  |
| 2                                      | Be able to recommend changes to health and safety workplace instructions. | 2.1  | Respond to any breaches of health and safety instructions in a way which meets workplace and legal requirements.                                      | x           | x                   |  |
|  |   | 2.2  | Make recommendations for any changes to health and safety workplace instructions to the responsible people.   | x           | x                   |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>                                 | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
| 3 Be able to make sure that hazards and risks are controlled safely and effectively. | 3.1 Maintain accurate records of workplace irregularities.  | x                  | x                          |  |
|  | 3.2 Check other people are aware of the hazards/risks and know the action(s) to be taken to minimise them.                    | x                  | x                          |  |
|  | 3.3 Confirm that appropriate precautions to control risks have been agreed with the people responsible for health and safety. | x                  | x                          |  |
|  | 3.4 Review to make sure all recommended action has been taken.  | x                  | x                          |  |
| 4 Know how to monitor procedures to safely control work operations.                  | 4.1 Explain employers' and employees' legal responsibilities for health and safety in the workplace.                          | x                  | x                          |  |
|  | 4.2 Explain the difference between 'hazard', 'risk' and 'control'.  | x                  | x                          |  |
|  | 4.3 Describe the types of information available from reports and records covering the workplace.                              |                    | x                          |  |
|  | 4.4 Explain the importance of evaluating information from reports and records covering the workplace.                         |                    | x                          |  |

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| <b>Additional information about the Unit</b>   |
| <b>Unit purpose and aim(s)</b>   |
| This Unit is for people with responsibility form checking and coordinating healthy and safe work operations.               |
| <b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b>          |
| WM64   |
| <b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>                      |
| This National Occupational Standard ITSS3 is imported from EWTO — the former standards setting body for health and safety. |
| <b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>                                   |
| Please refer to EUSSC Assessment Principles at <a href="http://www.euskills.co.uk">www.euskills.co.uk</a>                  |

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| <b>Assessment (evidence) Requirements</b>        |
| Please see Unit content or SQA/WAMITAB Workbook. |
| <b>Guidance on Instruments of Assessment</b>     |
| Please see corresponding SQA/WAMITAB Workbook.   |

## H2LH 04 (WM12)

| Title                                  |  | Control Work Activities on a Waste Management Facility |  |             |                     |  |
|--|--|--|--|-------------|---------------------|--|
| Learning Outcomes<br>The learner will: |  | Assessment Criteria<br>The learner can:                |  | Observation | Question and Answer | Simulation/<br>Realistic<br>working<br>environment |
| 1                                      | Control work activities on a waste facility. | 1.1  | Establish and oversee programmes of work which meet the legislative and organisational requirements required for site activities.    | x           | x                   |  |
|  |  | 1.2  | Ensure that work instructions comply with legislation and organisational procedures & requirements.                                  | x           | x                   |  |
|  |  | 1.3  | Ensure that staff understand and comply with their work instructions in accordance with legislative and organisational requirements. | x           | x                   |  |
|  |  | 1.4  | Ensure that individuals have received training before using any machinery, plant or equipment.                                       | x           | x                   |  |
|  |  | 1.5  | Maintain safe systems of work and put in place precautions to eliminate or reduce the risk from hazards.                             | x           | x                   |  |
|  |  | 1.6  | Ensure that the resources and staff with the skills needed to carry out the operating procedures safely are available.               | x           | x                   |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
|  | 1.7 Identify potential hazards and take steps to reduce risks to personnel and the environment related to wastes which are difficult to handle, may contain disguised materials or unacceptable components, are unauthorised, or likely to present unexpected health problems.<br><br>1.8 Monitor staff activity on site operations to ensure they enhance or maintain the quality of the organisation's work.  | x                  | x                          |  |
|  |   | x                  | x                          |  |
| 2 Use and communicate data and information.          | 2.1 Make sure the programme of work and operational instructions relating to the site operations contain all the information needed for site personnel to carry out the activity in accordance with organisational procedures.<br><br>2.2 Communicate the programme of work and operational instructions to all site personnel in ways which suit the types of information being given.<br><br>2.3 Keep accurate records of site activities in accordance with legislative and organisational requirements. | x                  | x                          |  |
|  |   | x                  | x                          |  |
|  |   | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>   | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
|  | 2.4 Advise colleagues and managers about accidents, incidents, interruptions to work or any situations that require their attention.<br><br>2.5 Maintain a record of training for all staff employed on transfer operations on the site.<br><br>2.6 Prepare documentation for the transfer of wastes that meets all duty of care requirements.  | x                  | x                          |  |
|  |   | x                  | x                          |  |
|  |   | x                  | x                          |  |
| 3 Resolve any problems which may arise from controlling work activities on a waste facility. | 3.1 Take actions to rectify any staff shortages, equipment deficiencies or external causes that prevent the site activities from being carried out.<br><br>3.2 Seek advice to resolve situations which are outside the responsibility of the job role.<br><br>3.3 Formulate procedures for dealing with spillages on site and ensure that staff understand and follow the prescribed procedures.<br><br>3.4 Take steps to rectify any infringement of legislative conditions revealed during routine inspections of the site. | x                  | x                          |  |
|  |   | x                  | x                          |  |
|  |   | x                  | x                          |  |
|  |   | x                  | x                          |  |

| <b>Learning Outcomes</b><br><br><b>The learner will:</b>  | <b>Assessment Criteria</b><br><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/<br/>Realistic<br/>working<br/>environment</b> |
|---|---|--------------------|----------------------------|--|
| 4 Understand the regulations, procedures and requirements for controlling work activities on a waste management facility. | 4.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment for waste management activities.                        |                    | x                          |  |
|   | 4.2 Describe appropriately waste management legislation and guidance that is applicable to waste management sites.  |                    | x                          |  |
|   | 4.3 Describe appropriately the types of personal protective equipment (PPE) required for different types of waste and the procedures for effective care, maintenance and use of this equipment. | x                  | x                          |  |
|   | 4.4 Describe appropriately the regulatory requirements and company procedures for dealing with unauthorised wastes.   | x                  | x                          |  |
|   | 4.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.   | x                  | x                          |  |
|   | 4.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.  | x                  | x                          |  |

| Learning Outcomes<br>The learner will:   | Assessment Criteria<br>The learner can:   | Observation | Question and Answer | Simulation/<br>Realistic<br>working<br>environment |
|--|---|-------------|---------------------|--|
|  | 4.7 Describe appropriately the procedures for the proper management control of work activities on the site.   | x           | x                   |  |
| 5 Understand the specific regulations, procedures and requirements for controlling work activities on a waste management facility. | 5.1 Describe appropriately the organisation's objectives and targets for the waste facility.  | x           | x                   |  |
|  | 5.2 Describe appropriately the planning permission legislative requirements and the site working plan for the activities.                             | x           | x                   |  |
|  | 5.3 Describe appropriately the records required by legislation and by organisational procedures in relation to work activities on the waste facility. | x           | x                   |  |
|  | 5.4 Describe appropriately the site procedures for the proper management of personnel and work activities.  | x           | x                   |  |
|  | 5.5 Determine how to identify, rectify and record discrepancies and defects arising from site activities.   | x           | x                   |  |
|  | 5.6 Determine the different types of waste including those requiring specific handling.   | x           | x                   |  |
|  | 5.7 Determine all the types of information required for the completion of paperwork regarding site activities.  | x           | x                   |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>      | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/<br/>Realistic<br/>working<br/>environment</b> |
|---|---|--------------------|----------------------------|--|
|   | 5.8 Determine the importance of following equipment operating procedures.<br><br>5.9 Determine how to communicate work instructions orally and in writing.<br><br>5.10 Determine the importance of ensuring each individual's understanding of work instructions and how to do this.<br><br>5.11 Determine the importance of monitoring compliance with work instructions, how to do this, and how to respond to incidents of non-compliance.<br><br>5.12 Determine how to report accidents and incidents that arise on site. |                    | x                          |  |
|   |   | x                  | x                          |  |
|   |   |                    | x                          |  |
|   |   |                    | x                          |  |
|   |   | x                  | x                          |  |
| 6 Work in a manner which underpins effective performance. | 6.1 Be assertive in making decisions.<br><br>6.2 Pursue accountability of staff for delegated responsibilities.<br><br>6.3 Reflect critically on personal achievements to inform future actions.  | x                  | x                          |  |
|   |   | x                  | x                          |  |
|   |   | x                  | x                          |  |

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|---|
| <b>Additional information about the Unit</b>  |
| <b>Unit purpose and aim(s)</b>  |
| This Unit is about controlling the work activities carried out on a waste management facility.                    |
| <b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b> |
| WM12  |
| <b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>             |
| N/A   |
| <b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>                          |
| Please refer to EUSSC Assessment Principles at <a href="http://www.euskills.co.uk">www.euskills.co.uk</a>         |

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| <b>Assessment (evidence) Requirements</b>        |
| Please see Unit content or SQA/WAMITAB Workbook. |
| <b>Guidance on Instruments of Assessment</b>     |
| Please see corresponding SQA/WAMITAB Workbook.   |

## H2LJ 04 (WM49)

| Title                                  |  | Manage the Environmental Impact of Work Activities |   |             |                     |  |
|--|--|--|---|-------------|---------------------|--|
| Learning Outcomes<br>The learner will: |  | Assessment Criteria<br>The learner can:            |   | Observation | Question and Answer | Simulation/<br>Realistic<br>working<br>environment |
| 1                                      | Understand the legal requirements and environmental policies that impact on own area of responsibility.    | 1.1  | Explain the legal requirements that impact on own area of responsibility.   |             | x                   |  |
|  |  | 1.2  | Explain the environmental policies that impact on own area of responsibility.   |             | x                   |  |
| 2                                      | Understand how to assess the impact of work activities on the environment and how this can be minimised.   | 2.1  | Explain what specialist advice is available to manage the environmental impact of work activities.                      | x           | x                   |  |
|  |  | 2.2  | Explain how to assess the impact of work activities and resources on the environment.                                   | x           | x                   |  |
|  |  | 2.3  | Explain how to minimise the environmental impact of work activities.  | x           | x                   |  |
| 3                                      | Be able to assess and report on the environmental impact of work activities in own area of responsibility. | 3.1  | Assess the environmental impact of work activities and resource use.  | x           | x                   |  |
|  |  | 3.2  | Produce a report on the environmental impact of work activities and resource use, with recommendations for improvement. | x           |                     |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>                                     | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
| 4 Be able to organise work activities and resource use to minimise environmental impact. | 4.1 Adapt the use of resources in own area of responsibility to reduce environmental impact.                            | x                  | x                          |  |
|  | 4.2 Organise activities in own area of responsibility to reduce environmental impact.                                   | x                  | x                          |  |
| 5 Be able to promote ongoing improvement in environmental performance.                   | 5.1 Establish means by which individuals can identify and report opportunities for improving environmental performance. | x                  | x                          |  |
|  | 5.2 Communicate environmental benefits resulting from changes to work activities.                                       | x                  | x                          |  |

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|---|
| <b>Additional information about the Unit</b>  |
| <b>Unit purpose and aim(s)</b>  |
| This Unit is about managing work activities and resources in your area of responsibility in order to minimise the negative impact and maximise the positive impact they have on the environment. It involves organising work activities and the use of resources efficiently, understanding their impact on the environment and finding ways to reduce the negative and increase the positive impact. You may need to seek advice from environmental specialists when carrying out this function. |
| <b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b>   |
| WM49  |
| <b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>   |
| N/A   |
| <b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>  |
| Please refer to EUSSC Assessment Principles at <a href="http://www.euskills.co.uk">www.euskills.co.uk</a>   |

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| <b>Assessment (evidence) Requirements</b>        |
| Please see Unit content or SQA/WAMITAB Workbook. |
| <b>Guidance on Instruments of Assessment</b>     |
| Please see corresponding SQA/WAMITAB Workbook.   |

## H2LK 04 (WM9)

| Title                                  |  | Manage Improvements to Waste Management Operations |  |             |                     |  |
|--|--|--|--|-------------|---------------------|--|
| Learning Outcomes<br>The learner will: |  | Assessment Criteria<br>The learner can:            |  | Observation | Question and Answer | Simulation/<br>Realistic<br>working<br>environment |
| 1                                      | Identify and plan improvements to waste management operations. | 1.1  | Monitor and evaluate operations at intervals to identify potential improvements.   | x           | x                   |  |
|  |  | 1.2  | Establish a system for personnel to make recommendations on improvements to systems and operations.                            | x           | x                   |  |
|  |  | 1.3  | Evaluate the costs and benefits of potential improvements against company objectives.  | x           | x                   |  |
|  |  | 1.4  | Evaluate the potential impact of any proposed improvements on other aspects of site operations.                                | x           | x                   |  |
|  |  | 1.5  | Prepare a project plan for implementing the agreed improvement proposal and get agreement with internal and external contacts. | x           | x                   |  |
|  |  | 1.6  | Review Risk Assessments for any changed working practices created by the improvement.  | x           | x                   |  |
|  |  | 1.7  | Review the training records to ensure that all skills needed for the improvement can be met.                                   | x           | x                   |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>                  | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|---|--------------------|----------------------------|--|
| 2 Implement and evaluate improvements to waste management operations. | 2.1 Provide clear and sufficient information on the improvement plan to enable those responsible for implementing the plan to carry it out. | x                  | x                          |  |
|   | 2.2 Monitor and ensure implementation of the plan against the agreed specifications, schedules and budget.                                  | x                  | x                          |  |
|   | 2.3 Manage activities to rectify any deviations from the plan, specifications, schedules or budget.   | x                  | x                          |  |
|   | 2.4 Evaluate project results against previous performance for expected costs, operational benefits and environmental impact.                | x                  | x                          |  |
|   | 2.5 Report the results of their evaluation in the agreed format and timescale.  | x                  | x                          |  |
|   | 2.6 Manage all procedures connected with the improvement to enhance or maintain the quality of the organisation's work.                     | x                  | x                          |  |
| 3 Use and communicate data and information.                           | 3.1 Present recommendations for improvements to colleagues and managers in ways which suit the type of information being given.             | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>       | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|--|--------------------|----------------------------|--|
|  | 3.2 Communicate the programme of work and operational instructions to all people involved in or affected by the improvement.<br><br>3.3 Advise colleagues and managers about accidents, incidents, interruptions to work or any situations that require their attention.   | x                  | x                          |  |
|  |  | x                  | x                          |  |
| 4 Resolve problems which arise from managing improvements. | 4.1 Seek expert advice to resolve situations which are outside the responsibility of the job role.<br><br>4.2 Take steps to rectify any staff shortages, equipment deficiencies or external causes that prevent the fulfilment of the proposed improvement.<br><br>4.3 Implement any additional training needs caused by the improvement.<br><br>4.4 Identify any problems in achieving the expected project outcomes and make contingency arrangements for their resolution.<br><br>4.5 Arrange for any sub-standard work to be remedied. | x                  | x                          |  |
|  |  | x                  | x                          |  |
|  |  | x                  | x                          |  |
|  |  | x                  | x                          |  |
|  |  | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>  | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|---|--------------------|----------------------------|--|
| 5 Understand the underpinning regulations, procedures and requirements for managing waste operations. | 5.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment.  |                    | x                          |  |
|   | 5.2 Describe appropriately waste management legislation and guidance that is applicable to waste management sites.  |                    | x                          |  |
|   | 5.3 Describe appropriately the types of personal protective equipment (PPE) required for different types of waste and the procedures for care, maintenance and use of this equipment. | x                  | x                          |  |
|   | 5.4 Describe appropriately the regulatory requirements and company procedures for dealing with unauthorised wastes.   | x                  | x                          |  |
|   | 5.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.   | x                  | x                          |  |
|   | 5.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.  | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>  | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|---|--------------------|----------------------------|--|
|   | 5.7 Describe appropriately the procedures for the proper management control of work activities on the site.   | x                  | x                          |  |
| 6 Understand the specific regulations, procedures and requirements for managing improvements to waste management operations | 6.1 Describe appropriately the organisation's objectives relating to environmental protection, health and safety, profitability, operational outcomes and quality standards.            | x                  | x                          |  |
|   | 6.2 Describe appropriately recent developments in technology and operating procedures within the waste management industry.   |                    | x                          |  |
|   | 6.3 Describe appropriately the organisation's objectives and priorities for the management of the waste operations.   | x                  | x                          |  |
|   | 6.4 Describe appropriately the organisational procedures for the proper management control of work activities and the capital, installation and running costs of proposed improvements. | x                  | x                          |  |
|   | 6.5 Describe appropriately the records required by legislation and by organisational procedures in relation to the operations of a waste management facility.                           | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|--|--------------------|----------------------------|--|
|  | 6.6 Describe appropriately the technical skills needed for the operations.   | x                  | x                          |  |
|  | 6.7 Describe appropriately the specific legislative requirements and guidance applicable to the waste operations.                                |                    | x                          |  |
|  | 6.8 Describe appropriately planning permission and the organisation's working plan for the site.   | x                  | x                          |  |
|  | 6.9 Describe appropriately the operating procedures for all machinery, plant and equipment used on the site.                                     | x                  | x                          |  |
|  | 6.10 Describe appropriately the storage, transportation, treatment and handling requirements for the waste types handled on the site.            | x                  | x                          |  |
|  | 6.11 Describe appropriately the records required by legislation and by company procedures in relation to the activities carried out at the site. | x                  | x                          |  |
|  | 6.12 Describe appropriately the procedures for dealing with spillages.   | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|--|--------------------|----------------------------|--|
|  | 6.13 Describe appropriately the Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received, handled and used on the site. | x                  | x                          |  |
|  | 6.14 Determine how to use cost benefit analysis methods and techniques.  | x                  | X                          |  |
|  | 6.15 Determine the current operating costs within the job role responsibility.   | X                  | x                          |  |
|  | 6.16 Determine techniques for monitoring and evaluating waste management operations.   | x                  | x                          |  |
|  | 6.17 Determine the importance of assessing the impact of potential improvements on other aspects of waste management operations.                                       |                    | x                          |  |
|  | 6.18 Determine the reporting lines and procedures in relation to project approval, and its monitoring and evaluation.  | x                  | x                          |  |
|  | 6.19 Determine the importance of monitoring implementation of an improvement plan and how to deal with problems arising during implementation.                         | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
|  | 6.20 Determine the different types of waste and materials that could be handled at the site.  | x                  | x                          |  |
|  | 6.21 Determine how to complete all relevant paperwork.  | x                  | x                          |  |
|  | 6.22 Determine how to ensure that relevant staff has the required skills and what to do in response to a perceived skills deficit.  |                    | x                          |  |
|  | 6.23 Determine the types, functions and limitations of waste handling equipment available for use on the site.                      | x                  | x                          |  |
|  | 6.24 Determine how to use risk assessment and the identification of potential work-related hazards and difficulties.                | x                  | x                          |  |
|  | 6.25 Determine the potential hazards to safety, health and the environment arising from the activities carried out at the site.     | x                  | x                          |  |
|  | 6.26 Determine how to interpret process documentation and verify that the information is accurate and relates to the waste handled. | x                  | x                          |  |
|  | 6.27 Determine how to communicate operational instructions orally and in writing.   | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>      | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|--|--------------------|----------------------------|--|
|   | 6.28 Determine the importance of ensuring people's understanding of operational instructions and how to do this. |                    | x                          |  |
| 7 Work in a manner which underpins effective performance. | 7.1 Be assertive in making decisions.  | x                  | x                          |  |
|   | 7.2 Pursue accountability of staff for delegated responsibilities.   | x                  | x                          |  |
|   | 7.3 Reflect critically on personal achievements to inform future actions.  | x                  | x                          |  |

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|---|
| <b>Additional information about the Unit</b>  |
| <b>Unit purpose and aim(s)</b>  |
| This Unit is about making improvements to waste management operations.  |
| <b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b> |
| WM9   |
| <b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>             |
| N/A   |
| <b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>                          |
| Please refer to EUSSC Assessment Principles at <a href="http://www.euskills.co.uk">www.euskills.co.uk</a>         |

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| <b>Assessment (evidence) Requirements</b>        |
| Please see Unit content or SQA/WAMITAB Workbook. |
| <b>Guidance on Instruments of Assessment</b>     |
| Please see corresponding SQA/WAMITAB Workbook.   |

## H2LM 04 (WM30)

| Title                                  |                                | Control Maintenance and Other Engineering Operations  |             |                     |  |
|--|--------------------------------|---|-------------|---------------------|--|
| Learning Outcomes<br>The learner will: |                                | Assessment Criteria<br>The learner can:   | Observation | Question and Answer | Simulation/<br>Realistic<br>working<br>environment |
| 1                                      | Produce maintenance schedules. | 1.1 Confirm the maintenance activities that are required to achieve maintenance requirements and use the data to draw up the most suitable sequence and timing.   | x           | x                   |  |
|  |                                | 1.2 Schedule the time and resources available for undertaking maintenance activities.   | x           | x                   |  |
|  |                                | 1.3 Produce maintenance schedules that are capable of meeting all relevant maintenance requirements, comply with legislation, and meet the requirements of external bodies and equipment manufacturers. | x           | x                   |  |
|  |                                | 1.4 Produce contingency plans which take account of potential difficulties.   | x           | x                   |  |
|  |                                | 1.5 Specify clearly and record the maintenance schedule in accordance with organisational procedures.   | x           | x                   |  |
|  |                                | 1.6 Implement procedures to ensure that test certificates and operator certificates are kept up-to-date.  | x           | x                   |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>    | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|---|--------------------|----------------------------|--|
| 2 Use and communicate data and information.             | 2.1 Communicate the maintenance schedules to the people involved in implementing them and to others who would be affected by them.  | x                  | x                          |  |
|   | 2.2 Provide clear and accurate instructions to those responsible for maintenance and other engineering activities and check they understand what is required.                       | x                  | x                          |  |
|   | 2.3 Take steps to ensure those responsible for maintenance and other engineering activities will have the necessary resources available to carry out work to the required standard. | x                  | x                          |  |
|   | 2.4 Review regularly the frequency, nature and causes of breakdowns and use the information to resolve the problems and prevent failures.   | x                  | x                          |  |
|   | 2.5 Maintain accurate and up-to-date records.   | x                  | x                          |  |
| 3 Monitor maintenance and other engineering operations. | 3.1 Check the procedures to monitor and review the quality, safety and environmental impact of maintenance and other engineering activities are implemented correctly.              | x                  | x                          |  |
|   | 3.2 Take steps immediately to rectify any deviations from contractual or legal requirements.  | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>  | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|--|--------------------|----------------------------|--|
|   | 3.3 Ensure the implementation of maintenance and other engineering activities comply with all relevant regulations and guidelines.<br><br>3.4 Ensure operatives on site implement and maintain the agreed systems to record faults and initiate repairs.<br><br>3.5 Be pro-active in taking measures to prevent potential breakdowns from occurring.   | x                  | x                          |  |
|   |  | x                  | x                          |  |
|   |  | x                  | x                          |  |
| 4 Understand the underpinning regulations, procedures and requirements for managing waste operations. | 4.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment.<br><br>4.2 Describe appropriately waste management legislation and guidance that is applicable to waste management sites.<br><br>4.3 Describe appropriately the types of personal protective equipment (PPE) required for different types of waste and the procedures for care, maintenance and use of this equipment.<br><br>4.4 Describe appropriately the regulatory requirements and company procedures for dealing with unauthorised wastes. |                    | x                          |  |
|   |  |                    | x                          |  |
|   |  | x                  | x                          |  |
|   |  | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>   | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
|  | 4.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.<br><br>4.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.<br><br>4.7 Describe appropriately the procedures for the proper management control of work activities on the site.  | x                  | x                          |  |
|  |   | x                  | x                          |  |
|  |   |                    |                            |  |
| 5 Understand the specific regulations, procedures and requirements for controlling maintenance and other engineering operations. | 5.1 Describe appropriately relevant legislation, Regulations, Codes of Practice and guidelines applicable to maintenance and other engineering activities.<br><br>5.2 Describe appropriately the maintenance activities required for the plant, systems, equipment, vehicles, buildings and structures for which they are responsible.<br><br>5.3 Describe appropriately the requirements for statutory testing of equipment and operator certificates.<br><br>5.4 Describe appropriately organisational procedures and legal requirements for environmental protection and safe working practices. |                    | x                          |  |
|  |   | x                  | x                          |  |
|  |   |                    | x                          |  |
|  |   | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|--|--------------------|----------------------------|--|
|  | 5.5 Describe appropriately organisational or site procedures and requirements for reporting faults and initiating repairs.                   | x                  | x                          |  |
|  | 5.6 Describe appropriately organisational procedures for implementation, control and completion of contracts.                                | x                  | x                          |  |
|  | 5.7 Describe appropriately the recording systems used for maintenance schedules and records, permits to work and other contract information. | x                  | x                          |  |
|  | 5.8 Describe appropriately handling procedures.  | x                  | x                          |  |
|  | 5.9 Determine the time and resources needed for the required maintenance activities.   |                    | x                          |  |
|  | 5.10 Determine the factors to be taken into account when scheduling maintenance activities, including any insurance company requirements.    |                    | x                          |  |
|  | 5.11 Determine what difficulties might occur when implementing maintenance activities and what should be included in contingency plans.      |                    | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
|  | 5.12 Determine the importance of checking people's understanding of instructions and how to do this.  |                    | x                          |  |
|  | 5.13 Determine the technical skills needed for the maintenance and engineering activities carried out on their site, how to check that the people involved have the required skills and what to do in response to a perceived skills deficit. | x                  | x                          |  |
|  | 5.14 Determine the system for allocating contracts and permits to work and their role and responsibility in relation to these.  | x                  | x                          |  |
|  | 5.15 Determine the terms and conditions of contracts for which they are responsible, including any insurance policy conditions regarding contract work.   | x                  | x                          |  |
|  | 5.16 Determine the quality assurance systems that are being used for the maintenance and other engineering activities.  | x                  | x                          |  |
|  | 5.17 Determine the importance of enforcing procedures for quality, safety and environmental protection and the actions to take in response to deviations from these.  |                    | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|--|--------------------|----------------------------|--|
|  | 5.18 Determine the factors that increase the likelihood of breakdowns and action to take to prevent or reduce these, including the relationship between breakdowns and planned maintenance.<br><br>5.19 Determine handling implications of recyclable materials. |                    | x                          |  |
| 6 Produce maintenance schedules.                     | 6.1 Be assertive in making decisions.<br><br>6.2 Pursue accountability of staff for delegated responsibilities.<br><br>6.3 Reflect critically on personal achievements to inform future actions.   | x                  | x                          |  |
|  | 6.2 Pursue accountability of staff for delegated responsibilities.   | x                  | x                          |  |
|  | 6.3 Reflect critically on personal achievements to inform future actions.  | x                  | x                          |  |

|   |
|---|
| <b>Additional information about the Unit</b>  |
| <b>Unit purpose and aim(s)</b>  |
| This Unit is about controlling maintenance and other engineering operations. It requires the production of maintenance schedules and giving clear instructions to those responsible for carrying them out. It involves monitoring work to ensure it complies with contractual and legal requirements. |
| <b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b>   |
| WM30  |
| <b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>   |
| N/A   |
| <b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>  |
| Please refer to EUSSC Assessment Principles at <a href="http://www.euskills.co.uk">www.euskills.co.uk</a>   |

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| <b>Assessment (evidence) Requirements</b>        |
| Please see Unit content or SQA/WAMITAB Workbook. |
| <b>Guidance on Instruments of Assessment</b>     |
| Please see corresponding SQA/WAMITAB Workbook.   |

## H2LN 04 (WM23)

| Title             |  | Procedural Compliance |   |             |                     |  |
|-------------------|--|-----------------------|---|-------------|---------------------|--|
| Learning Outcomes |  | Assessment Criteria   |   | Observation | Question and Answer | Simulation/Realistic working environment |
| The learner will: |  | The learner can:      |   |             |                     |  |
| 1                 | Implement and maintain operating procedures required for legislative compliance. | 1.1                   | Establish regular monitoring and review schedules for all site operations to maintain compliance with procedures.   | x           | x                   |  |
|                   |  | 1.2                   | Design monitoring and review processes to record data from normal operating conditions and reporting systems for variations, and abnormal operating conditions.         | x           | x                   |  |
|                   |  | 1.3                   | Carry out monitoring of all procedures designed to meet compliance requirements and review procedures at intervals agreed with organisational and regulatory personnel. | x           | x                   |  |
|                   |  | 1.4                   | Review health and safety procedures regularly to uphold safe and healthy operations and to meet all current legislative requirements.                                   | x           | x                   |  |
|                   |  | 1.5                   | Review environmental procedures regularly to maintain compliance with assessed environmental impact requirements.   | x           | x                   |  |
|                   |  | 1.6                   | Introduce new or updated procedures where data from monitoring indicates they are needed.   | x           | x                   |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
|  | 1.7 Ensure that procedures cover all situations on organisational premises and for attendance at external facilities.<br><br>1.8 Incorporate review and monitoring processes for situations where personnel are required to attend external facilities.<br><br>1.9 Take steps to ensure adequate procedures are in place, are understood, and operated, for situations where there is non-compliance. | x                  | x                          |  |
|  | 1.8 Incorporate review and monitoring processes for situations where personnel are required to attend external facilities.  | x                  | x                          |  |
|  | 1.9 Take steps to ensure adequate procedures are in place, are understood, and operated, for situations where there is non-compliance.  | x                  | x                          |  |
| 2 Use and communicate data and information.          | 2.1 Obtain information to remain up to date about new legislative requirements, codes of practice, and other industry practices through a range of personal development activities.<br><br>2.2 Maintain recording and information systems in a way which enables them to be used easily to extract information for review and monitoring purposes.  | x                  | x                          |  |
|  | 2.2 Maintain recording and information systems in a way which enables them to be used easily to extract information for review and monitoring purposes.   | x                  | x                          |  |
| 3 Resolve problems connected with compliance issues. | 3.1 Refer situations outside the authority of the job role to higher authority.<br><br>3.2 Take steps to deal with any failures with compliance.  | x                  | x                          |  |
|  | 3.2 Take steps to deal with any failures with compliance.   | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>  | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|---|--------------------|----------------------------|--|
|   | 3.3 Take steps to rectify any staff shortages, equipment deficiencies or external causes that prevent the maintenance of compliance regimes.<br><br>3.4 Seek expert advice to resolve situations which are outside the responsibility of the job role.<br><br>3.5 Make arrangements for carrying out repairs to any faulty equipment. | x                  | x                          |  |
|   | 3.4 Seek expert advice to resolve situations which are outside the responsibility of the job role.  | x                  | x                          |  |
|   | 3.5 Make arrangements for carrying out repairs to any faulty equipment.   | x                  | x                          |  |
| 4 Understand the underpinning regulations, procedures and requirements for managing waste operations. | 4.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment.  |                    | x                          |  |
|   | 4.2 Describe appropriately waste management legislation and guidance that is applicable to waste management sites.  |                    | x                          |  |
|   | 4.3 Describe appropriately the types of personal protective equipment (PPE) required for different types of waste and the procedures for care, maintenance and use of this equipment.   | x                  | x                          |  |
|   | 4.4 Describe appropriately the regulatory requirements and company procedures for dealing with unauthorised wastes.   | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>  | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|--|--------------------|----------------------------|--|
|   | 4.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.<br><br>4.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.<br><br>4.7 Describe appropriately the procedures for the proper management control of work activities on the site.   | x                  | x                          |  |
|   |  | x                  | x                          |  |
|   |  |                    |                            |  |
| 5 Understand the specific regulations, procedures and requirements for procedural compliance. | 5.1 Describe appropriately the specific legislative requirements and guidance applicable to the processes carried out at the site.<br><br>5.2 Describe appropriately the planning permission permit and the organisation's working plan for the site.<br><br>5.3 Describe appropriately the operating procedures for all machinery, plant and equipment used on the site for monitoring processes.<br><br>5.4 Describe appropriately the records required by legislation and by company procedures in relation to the site activities. | x                  | x                          |  |
|   |  | x                  | x                          |  |
|   |  | x                  | x                          |  |
|   |  | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
|  | 5.5 Describe appropriately the procedures for dealing with emergencies.   |                    |                            |  |
|  | 5.6 Describe appropriately the organisational procedures for treatment operations and the supply and use of the resources required.                                   | x                  | x                          |  |
|  | 5.7 Describe appropriately the Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received, handled and used on the site. | x                  | x                          |  |
|  | 5.8 Describe appropriately the procedures for dealing with waste, out of specification waste and any other rejects from the process.                                  | x                  | x                          |  |
|  | 5.9 Determine the most effective methods to communicate different types of data and information to comply with legislative and organisational requirements.           | x                  | x                          |  |
|  | 5.10 Determine the technical skills needed for the monitoring operations carried out on the site.   | x                  | x                          |  |
|  | 5.11 Determine how to ensure that relevant staff has the required skills and what to do in response to a perceived skills deficit.                                    | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>      | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|--|--------------------|----------------------------|--|
|   | 5.12 Determine the storage and handling implications for the waste types handled on the site.<br><br>5.13 Determine how to use risk assessment and the identification of potential work-related hazards and difficulties.<br><br>5.14 Determine the potential hazards to safety, health and the environment arising from the monitoring processes.<br><br>5.15 Determine how to interpret process documentation and verify that the information is accurate and relates to the processes carried out on the site.<br><br>5.16 Determine how to communicate operational instructions orally and in writing.<br><br>5.17 Determine the importance of ensuring people's understanding of operational instructions and how to do this. | x                  | x                          |  |
|   | 5.13 Determine how to use risk assessment and the identification of potential work-related hazards and difficulties.   | x                  | x                          |  |
|   | 5.14 Determine the potential hazards to safety, health and the environment arising from the monitoring processes.  | x                  | x                          |  |
|   | 5.15 Determine how to interpret process documentation and verify that the information is accurate and relates to the processes carried out on the site.  | x                  | x                          |  |
|   | 5.16 Determine how to communicate operational instructions orally and in writing.  | x                  | x                          |  |
|   | 5.17 Determine the importance of ensuring people's understanding of operational instructions and how to do this.   | x                  | x                          |  |
| 6 Work in a manner which underpins effective performance. | 6.1 Encourage others to develop themselves.  | x                  | x                          |  |
|   | 6.2 Apply integrity, fairness & consistency in decision making.  | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>        | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/<br/>Realistic<br/>working<br/>environment</b> |
|--|--|--------------------|----------------------------|--|
|  | 6.3 Use different leadership styles depending on individual. | x                  | x                          |  |

|   |
|---|
| <b>Additional information about the Unit</b>  |
| <b>Unit purpose and aim(s)</b>  |
| This Unit is about monitoring and controlling operations and activities in compliance with all legislative and organisational requirements. |
| <b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b>                           |
| WM23  |
| <b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>                                       |
| N/A   |
| <b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>  |
| Please refer to EUSSC Assessment Principles at <a href="http://www.euskills.co.uk">www.euskills.co.uk</a>                                   |

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| <b>Assessment (evidence) Requirements</b>        |
| Please see Unit content or SQA/WAMITAB Workbook. |
| <b>Guidance on Instruments of Assessment</b>     |
| Please see corresponding SQA/WAMITAB Workbook.   |

## H2M0 04 (WM24)

| Title                                  |   | Manage and Maintain Effective Systems for Responding to Emergencies |   |             |                     |  |
|--|---|---|---|-------------|---------------------|--|
| Learning Outcomes<br>The learner will: |   | Assessment Criteria<br>The learner can:                             |   | Observation | Question and Answer | Simulation/<br>Realistic<br>working<br>environment |
| 1                                      | Implement emergency plans and procedures. | 1.1   | Identify potential emergency situations for all activities dealing with waste and resources within their area of responsibility.  | x           | x                   |  |
|  |   | 1.2   | Review emergency systems and procedures to provide effective responses to emergencies that may arise during waste and resources handling, collection, transport, transfer or treatment processes. | x           | x                   |  |
|  |   | 1.3   | Devise and implement new systems and procedures if they do not exist.   | x           | x                   |  |
|  |   | 1.4   | Establish preventative inspection and maintenance programmes for emergency equipment so that it is available and serviceable at all times.  | x           | x                   |  |
|  |   | 1.5   | Make provision for practices and drills to be carried out within normal work operations and record all such practices and drills in accordance with legislative and organisational requirements.  | x           | x                   |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>                                   | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
|  | 1.6 Introduce and establish mechanisms for communicating emergency plans and procedures to people concerned in ways that suit the types of information being given.<br><br>1.7 Carry out training programmes to meet reporting requirements for incidents and accidents.<br><br>1.8 Implement incident and accident reporting procedures for all activities in the work place.  | x                  | x                          |  |
|  |   | x                  | x                          |  |
|  |   | x                  | x                          |  |
| 2 Maintain effective response to emergencies through the use of procedures and drills. | 2.1 Obtain feedback from all personnel participating in practises of emergency drills and use the feedback to improve procedures and practices for emergency situations.<br><br>2.2 Carry out reviews of established emergency procedures, and the equipment and resources needed for the procedures.<br><br>2.3 Arrange for any deficiencies identified through reviews, practices, and drills and implement plans to resolve the deficiency in accordance with legislative and organisational requirements. | x                  | x                          |  |
|  |   | x                  | x                          |  |
|  |   | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>  | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|---|--------------------|----------------------------|--|
|   | 2.4 Evaluate incident and accident reports and make improvements to the emergency plan and its procedures to reduce or eliminate the risks from the hazards identified.<br><br>2.5 Advise colleagues and managers about accidents, incidents, interruptions to work or any situations that require their attention.<br><br>2.6 Maintain a record of training in accident and emergency procedures for all staff employed.   | x                  | x                          |  |
|   |   | x                  | x                          |  |
|   |   | x                  | x                          |  |
| 3 Understand the regulations, procedures and requirements for managing and maintaining effective systems for responding to emergencies. | 3.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment.<br><br>3.2 Describe appropriately waste management and transport legislation and guidance that is applicable.<br><br>3.3 Describe appropriately the types of personal protective equipment (PPE) required for different types of waste and the procedures for care, maintenance and use of this equipment.<br><br>3.4 Describe appropriately the legal requirements and company procedures for dealing with unauthorised wastes. |                    | x                          |  |
|   |   |                    | x                          |  |
|   |   | x                  | x                          |  |
|   |   | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>   | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
|  | 3.5 Describe appropriately the procedures for the proper management control of work activities.<br><br>3.6 Describe appropriately the organisational environmental policy and procedures applicable to the services provided.<br><br>3.7 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the services provided.   | x                  | x                          |  |
|  | 3.6 Describe appropriately the organisational environmental policy and procedures applicable to the services provided.  | x                  | x                          |  |
|  | 3.7 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the services provided.  | x                  | x                          |  |
| 4 Understand the specific regulations, procedures and requirements for managing and maintaining effective systems for responding to emergencies. | 4.1 Describe appropriately health and safety requirements and emergency procedures.<br><br>4.2 Describe appropriately the procedures required in order to load, unload and handle different types of waste.<br><br>4.3 Describe appropriately reviewing, organising and resourcing emergency operations.<br><br>4.4 Describe appropriately record keeping and the types of data required for monitoring purposes.<br><br>4.5 Describe appropriately the organisation's objectives relating to environmental protection, health and safety, profitability, operational outcomes and quality standards. | x                  | x                          |  |
|  | 4.2 Describe appropriately the procedures required in order to load, unload and handle different types of waste.  | x                  | x                          |  |
|  | 4.3 Describe appropriately reviewing, organising and resourcing emergency operations.   | x                  | x                          |  |
|  | 4.4 Describe appropriately record keeping and the types of data required for monitoring purposes.   | x                  | x                          |  |
|  | 4.5 Describe appropriately the organisation's objectives relating to environmental protection, health and safety, profitability, operational outcomes and quality standards.  |                    | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
|  | 4.6 Describe appropriately the organisation's objectives and priorities for the provision of a waste and resource management service.                       |                    | x                          |  |
|  | 4.7 Describe appropriately the organisational procedures for the proper management control of work activities on customers sites.                           | x                  | x                          |  |
|  | 4.8 Describe appropriately the records required by legislation and by organisational procedures in relation to the services provided.                       | x                  | x                          |  |
|  | 4.9 Describe appropriately the specific legislative requirements and guidance applicable to the site and for collection and transport of waste.             | x                  | x                          |  |
|  | 4.10 Describe appropriately the records required by legislation and by company procedures in relation to the activities carried out to provide the service. | x                  | x                          |  |
|  | 4.11 Describe appropriately the procedures for dealing with spillages.  | x                  | x                          | x  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
|  | 4.12 Describe appropriately the Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received, handled and used when providing the service. | x                  | x                          |  |
|  | 4.13 Determine the importance of customer and workplace feedback and how to respond.  |                    | x                          |  |
|  | 4.14 Determine how to evaluate feedback in terms of impact on operations.   | x                  | x                          |  |
|  | 4.15 Determine the importance of monitoring implementation of a service to a customer and how to deal with problems arising during implementation.                                    |                    | x                          |  |
|  | 4.16 Determine the different types of waste and materials that could be handled by the service provided.  | x                  | x                          |  |
|  | 4.17 Determine how to complete all relevant paperwork.  | x                  | x                          |  |
|  | 4.18 Determine the technical skills needed for the services provided.   | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|--|--------------------|----------------------------|--|
|  | 4.19 Determine how to ensure that relevant staff have the required skills to provide a service and what to do in response to a perceived skills deficit. | x                  | x                          |  |
|  | 4.20 Determine the storage and handling implications for the waste types handled when providing a service.   |                    | x                          |  |
|  | 4.21 Determine the types, functions and limitations of waste handling equipment available for use on the service.  | x                  | x                          |  |
|  | 4.22 Determine how to use risk assessment and the identification of potential work-related hazards and difficulties.                                     | x                  | x                          |  |
|  | 4.23 Determine the potential hazards to safety, health and the environment arising from the activities carried out to provide the service.               | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>      | <b>Assessment Criteria</b><br><b>The learner can:</b>             | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|---|--------------------|----------------------------|--|
| 5 Work in a manner which underpins effective performance. | 5.1 Encourage others to develop themselves.                       | x                  | x                          |  |
|   | 5.2 Apply integrity, fairness and consistency in decision making. | x                  | x                          |  |
|   | 5.3 Use different leadership styles depending on the individual.  | x                  | x                          |  |

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| <b>Additional information about the Unit</b>  |
| <b>Unit purpose and aim(s)</b>  |
| This Unit is about implementing systems and mechanisms to respond to potential and actual emergencies arising during waste collection, transfer and treatment operations. |
| <b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b>   |
| WM24  |
| <b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>   |
| N/A   |
| <b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>  |
| Please refer to EUSSC Assessment Principles at <a href="http://www.euskills.co.uk">www.euskills.co.uk</a>   |

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| <b>Assessment (evidence) Requirements</b>        |
| Please see Unit content or SQA/WAMITAB Workbook. |
| <b>Guidance on Instruments of Assessment</b>     |
| Please see corresponding SQA/WAMITAB Workbook.   |

## H2LP 04 (WM48)

| Title                                  |  | Manage Physical Resources               |   |             |                     |  |
|--|--|---|---|-------------|---------------------|--|
| Learning Outcomes<br>The learner will: |  | Assessment Criteria<br>The learner can: |   | Observation | Question and Answer | Simulation/<br>Realistic<br>working<br>environment |
| 1                                      | Understand the importance of sustainability when using physical resources. | 1.1                                     | Explain the importance of using sustainable resources.  |             | x                   |  |
|  |  | 1.2                                     | Explain the potential impact of resource use on the environment.  |             | x                   |  |
|  |  | 1.3                                     | Explain how to use resources effectively and efficiently.   |             | x                   |  |
|  |  | 1.4                                     | Describe actions one can take to minimise any adverse environmental impact of using physical resources. |             | x                   |  |
| 2                                      | Be able to identify resource requirements for own area of responsibility.  | 2.1                                     | Consult with colleagues to identify their planned activities and corresponding resource needs.          | x           | x                   |  |
|  |  | 2.2                                     | Evaluate past resource use to inform expected future demand.  | x           | x                   |  |
|  |  | 2.3                                     | Identify resource requirements for own area of responsibility.  | x           | x                   |  |
| 3                                      | Be able to obtain required resources for own area of responsibility.       | 3.1                                     | Submit a business case to procure required resources.   | x           | x                   |  |
|  |  | 3.2                                     | Review and agree required resources with relevant individuals.  | x           | x                   |  |
|  |  | 3.3                                     | Explain an organisation's processes for procuring agreed resources.                                     | x           | x                   |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>  | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|--|--------------------|----------------------------|--|
| 4 Be able to monitor and review the quality and usage of resources in own area of responsibility. | 4.1 Monitor the quality of resources against required specifications.                            | x                  | x                          |  |
|   | 4.2 Identify differences between actual and planned use of resources and take corrective action. | x                  | x                          |  |
|   | 4.3 Analyse the effectiveness and efficiency of resource use in own area of responsibility.      | x                  | x                          |  |
|   | 4.4 Make recommendations to improve the effectiveness and efficiency of resource use.            | x                  | x                          |  |

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| <b>Additional information about the Unit</b>   |
| <b>Unit purpose and aim(s)</b>   |
| This Unit is about ensuring the availability of the physical resources (equipment, materials, premises, services and energy supplies) required to carry out planned activities in your area of responsibility. It involves identifying the resources required, making the business case to obtain these resources, planning how they will be used effectively, efficiently, sustainably, safely and securely, monitoring resource use and taking corrective action, if required. |
| <b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b>  |
| WM48   |
| <b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>  |
| N/A  |
| <b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>   |
| Please refer to EUSSC Assessment Principles at <a href="http://www.euskills.co.uk">www.euskills.co.uk</a>  |

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| <b>Assessment (evidence) Requirements</b>        |
| Please see Unit content or SQA/WAMITAB Workbook. |
| <b>Guidance on Instruments of Assessment</b>     |
| Please see corresponding SQA/WAMITAB Workbook.   |

## H2LY 04 (WM53)

| Title  | Organise the Transportation of Loads  |                     |
|--|---|---------------------|
| Learning Outcomes  |   | Assessment Criteria |
| The learner will:  |   | The learner can:    |
| <p>1 Organise transport.</p>                                     | <p>1.1 Demonstrate information gathering in relation to:</p> <ul style="list-style-type: none"> <li>◆ loads required</li> <li>◆ time of delivery/collection</li> <li>◆ place of delivery/collection</li> <li>◆ mode of transportation</li> <li>◆ any special delivery/collection requirements</li> <li>◆ any limitations or constraints applicable to the load, mode of transport or route</li> <li>◆ route planning</li> <li>◆ health, safety and environment</li> </ul> <p>1.2 Organise transport on a priority basis.</p> <p>1.3 Demonstrate the selection of appropriate transport.</p> <p>1.4 Issue instructions in relation to the transportation of the load according to organisational procedures.</p> <p>1.5 Carry out checks on the suitability of the mode of transport and the operator.</p> <p>1.6 Maintain records according to organisational procedures.</p> |                     |
| <p>2 Understand the organisation of transportation of loads.</p> | <p>2.1 Describe the type and characteristics of loads to be organised.</p> <p>2.2 Describe the type, characteristics and limitations of modes of transportation used.</p> <p>2.3 Explain how this information is used to organise transportation.</p> <p>2.4 Explain the organisational policies and procedures in relation to the safe and efficient organisation of transport.</p>  |                     |

| Learning Outcomes        | Assessment Criteria  |
|--------------------------|--|
| <b>The learner will:</b> | <b>The learner can:</b>  |
|                          | <p>2.5 Explain the environmental, economic, and efficiency issues in relation to the loads and modes of transport used.</p> <p>2.6 Outline the requirements of relevant legislation, regulation and codes of practice including:</p> <ul style="list-style-type: none"> <li>◆ weights and measures</li> <li>◆ drivers hours</li> <li>◆ drivers licence regulations</li> <li>◆ vehicle operators licensing requirements</li> <li>◆ waste handling requirements</li> <li>◆ environmental constraints</li> </ul> <p>2.7 Explain the organisational policies and procedures in the event of:</p> <ul style="list-style-type: none"> <li>◆ suitable transport being unavailable</li> <li>◆ routing or scheduling cannot be achieved in accordance with organisational or regulatory requirements</li> <li>◆ transport breakdown</li> <li>◆ accidents or incidents</li> <li>◆ transport or operator not conforming to requirements for safe efficient operation</li> </ul> |

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| <b>Additional information about the Unit</b>   |
| <b>Unit purpose and aim(s)</b>   |
| Achievement of this Unit demonstrates your competence in organising the transportation of loads. Transportation can be by any type of vehicle suitable to carry the load, by road, on land, off-road, rail or water. This Unit is suitable for operatives carrying out this activity on all types of materials or products including those from extractive, mineral processing and/or manufacturing, mineral or waste storage/transfer facilities, as loose material or within appropriate packaging/containers. |
| <b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b>  |
| WM53   |
| <b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>  |
| N/A  |
| <b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>   |
| Please refer to EUSSC Assessment Principles at <a href="http://www.euskills.co.uk">www.euskills.co.uk</a>  |

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| <b>Assessment (evidence) Requirements</b>        |
| Please see Unit content or SQA/WAMITAB Workbook. |
| <b>Guidance on Instruments of Assessment</b>     |
| Please see corresponding SQA/WAMITAB Workbook.   |

## H2LR 04 (WM1a)

| Title                                  |  | Manage the Reception of Hazardous Waste |  |             |                     |  |
|--|--|---|--|-------------|---------------------|--|
| Learning Outcomes<br>The learner will: |  | Assessment Criteria<br>The learner can: |  | Observation | Question and Answer | Simulation/<br>Realistic<br>working<br>environment |
| 1                                      | Manage the reception of hazardous waste. | 1.1                                     | Implement systems and procedures for the reception and validation of hazardous wastes in accordance with legislative and organisational requirements.  | x           | x                   |  |
|  |  | 1.2                                     | Implement and manage systems and procedures that comply with legislative requirements to deal with hazardous wastes that require specific handling and for the rejection of unauthorised hazardous wastes. | x           | x                   |  |
|  |  | 1.3                                     | Establish systems to control the movement of vehicles entering, moving around and leaving the site.  | x           | x                   |  |
|  |  | 1.4                                     | Identify hazards and minimise risks to health, safety, and the environment arising from the reception, inspection and validation of hazardous wastes.  | x           | x                   |  |
|  |  | 1.5                                     | Ensure that staff implement procedures and comply with the legislative requirements.   | x           | x                   |  |
|  |  | 1.6                                     | Ensure all procedures for the reception of hazardous wastes enhance or maintain the quality of the organisation's work.  | x           | x                   |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>                           | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|--|--------------------|----------------------------|--|
|  | 1.7 Implement security arrangements to prevent the unauthorised delivery and removal of hazardous wastes on the site.  | x                  | x                          |  |
| 2 Use and communicate data and information.                                    | 2.1 Give clear instructions to customers and site staff about the procedures for receiving and validating hazardous waste.   | x                  | x                          |  |
|  | 2.2 Maintain records and information systems relating to the reception, inspection and validation of hazardous wastes that are complete, accurate, up-to-date and meet legislative requirements. | x                  | x                          |  |
| 3 Resolve problems which arise from managing the reception of hazardous waste. | 3.1 Seek expert advice to resolve situations which are outside the responsibility of the job role.   | x                  | x                          |  |
|  | 3.2 Take steps to rectify any staff shortages, equipment deficiencies or external causes that prevent the reception of hazardous wastes.   | x                  | x                          |  |
|  | 3.3 Notify customers and regulatory authorities of any breaches of the legislative requirements caused by the reception of unacceptable hazardous waste.   | x                  | x                          |  |
|  | 3.4 Advise senior managers of any breaches of security or other situations which require their attention.  | x                  | x                          |  |

| <b>Learning Outcomes</b><br><br><b>The learner will:</b>  | <b>Assessment Criteria</b><br><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|---|--------------------|----------------------------|--|
| 4 Understand the underpinning regulations, procedures and requirements for managing waste operations. | 4.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment.  |                    | x                          |  |
|   | 4.2 Describe appropriately waste management legislation and guidance that is applicable to waste management sites.  |                    | x                          |  |
|   | 4.3 Describe appropriately the types of personal protective equipment (PPE) required for different types of waste and the procedures for care, maintenance and use of this equipment. | x                  | x                          |  |
|   | 4.4 Describe appropriately the regulatory requirements and company procedures for dealing with unauthorised wastes.   | x                  | x                          |  |
|   | 4.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.   | x                  | x                          |  |
|   | 4.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.  | x                  | x                          |  |
|   | 4.7 Describe appropriately the procedures for the proper management control of work activities on the site.   | x                  | x                          |  |

| <b>Learning Outcomes</b><br><br><b>The learner will:</b>   | <b>Assessment Criteria</b><br><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
| 5 Understand the specific regulations, procedures and requirements for the reception of hazardous waste. | 5.1 Describe appropriately the specific legislative requirements and guidance applicable to the reception of hazardous waste onto the site.                         | x                  | x                          |  |
|  | 5.2 Describe appropriately the planning permission permit and the organisation's working plan for the site.   | x                  | x                          |  |
|  | 5.3 Describe appropriately the waste inspection, and identification procedures and the handling requirements for the types of hazardous waste received on the site. | x                  | x                          |  |
|  | 5.4 Describe appropriately the uses, purposes and processing requirements for documents relating to the reception and validation of hazardous waste on the site.    | x                  | x                          |  |
|  | 5.5 Describe appropriately the records required by legislation and by company procedures relating to the reception, inspection and validation of hazardous wastes.  | x                  | x                          |  |
|  | 5.6 Describe appropriately the procedures relating to hazardous waste delivered to, and removed from the site.  | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>      | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|--|--------------------|----------------------------|--|
|   | 5.7 Determine the potential hazards to health, safety, and the environment arising from the reception of hazardous waste.<br><br>5.8 Determine the organisational environmental policy and the risks to the environment and human health resulting from, the reception, inspection and validation of hazardous wastes. | x                  | x                          |  |
|   | 5.8 Determine the organisational environmental policy and the risks to the environment and human health resulting from, the reception, inspection and validation of hazardous wastes.  | x                  | x                          |  |
| 6 Work in a manner which underpins effective performance. | 6.1 Be assertive in making decisions.<br><br>6.2 Pursue accountability of staff for delegated responsibilities.<br><br>6.3 Reflect critically on personal achievements to inform future actions.   | x                  | x                          |  |
|   | 6.2 Pursue accountability of staff for delegated responsibilities.   | x                  | x                          |  |
|   | 6.3 Reflect critically on personal achievements to inform future actions.  | x                  | x                          |  |

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| <b>Additional information about the Unit</b>   |
| <b>Unit purpose and aim(s)</b>   |
| This Unit is about managing the procedures for receiving waste and controlling its reception, inspection and validation. |
| <b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b>        |
| WM1a   |
| <b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>                    |
| N/A  |
| <b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>                                 |
| Please refer to EUSSC Assessment Principles at <a href="http://www.euskills.co.uk">www.euskills.co.uk</a>                |

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| <b>Assessment (evidence) Requirements</b>        |
| Please see Unit content or SQA/WAMITAB Workbook. |
| <b>Guidance on Instruments of Assessment</b>     |
| Please see corresponding SQA/WAMITAB Workbook.   |

## H2LV 04 (WM1b)

| Title             | Manage the Reception of Non-hazardous Waste  |  |
|-------------------|--|--|
| Learning Outcomes |  | Assessment Criteria  |
| The learner will: |  | The learner can:   |
| 1                 | Manage the reception of non-hazardous waste. | <p>1.1 Implement systems and procedures for the reception and validation of non-hazardous wastes in accordance with legislative and organisational requirements.</p> <p>1.2 Implement and manage systems and procedures that comply with legislative requirements to deal with non-hazardous wastes that require specific handling and for the rejection of unauthorised non-hazardous wastes.</p> <p>1.3 Establish systems to control the movement of vehicles entering, moving around and leaving the site.</p> <p>1.4 Identify hazards and minimise risks to health, safety, and the environment arising from the reception, inspection and validation of non-hazardous wastes.</p> <p>1.5 Ensure that staff implement procedures and comply with the legislative requirements.</p> <p>1.6 Ensure all procedures for the reception of non-hazardous wastes enhance or maintain the quality of the organisation's work.</p> <p>1.7 Implement security arrangements to prevent the unauthorised delivery and removal of non-hazardous wastes on the site.</p> |
| 2                 | Use and communicate data and information.    | <p>2.1 Give clear instructions to customers and site staff about the procedures for receiving and validating non-hazardous waste.</p> <p>2.2 Maintain records and information systems relating to the reception, inspection and validation of non-hazardous wastes that are complete, accurate, up-to-date and meet legislative requirements.</p>  |

| <b>Learning Outcomes</b>   | <b>Assessment Criteria</b>  |
|--|---|
| <b>The learner will:</b>   | <b>The learner can:</b>   |
| <p>3 Resolve problems which arise from managing the reception of non-hazardous waste.</p>                    | <p>3.1 Seek expert advice to resolve situations which are outside the responsibility of the job role.</p> <p>3.2 Take steps to rectify any staff shortages, equipment deficiencies or external causes that prevent the reception of non-hazardous wastes.</p> <p>3.3 Notify customers and regulatory authorities of any breaches of the legislative requirements caused by the reception of unacceptable non-hazardous waste.</p> <p>3.4 Advise senior managers of any breaches of security or other situations which require their attention.</p>  |
| <p>4 Understand the underpinning regulations, procedures and requirements for managing waste operations.</p> | <p>4.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment.</p> <p>4.2 Describe appropriately waste management legislation and guidance that is applicable to waste management sites.</p> <p>4.3 Describe appropriately the types of personal protective equipment (PPE) required for different types of waste and the procedures for care, maintenance and use of this equipment.</p> <p>4.4 Describe appropriately the regulatory requirements and company procedures for dealing with unauthorised wastes.</p> <p>4.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.</p> <p>4.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.</p> <p>4.7 Describe appropriately the procedures for the proper management control of work activities on the site.</p> |

| <b>Learning Outcomes</b>  | <b>Assessment Criteria</b>   |
|---|--|
| <b>The learner will:</b>  | <b>The learner can:</b>  |
| <p>5 Understand the specific regulations, procedures and requirements for the reception of non-hazardous waste.</p> | <p>5.1 Describe appropriately the specific legislative requirements and guidance applicable to the reception of non-hazardous waste onto the site.</p> <p>5.2 Describe appropriately the planning permission permit and the organisation's working plan for the site.</p> <p>5.3 Describe appropriately the waste inspection, and identification procedures and the handling requirements for the types of non-hazardous waste received on the site.</p> <p>5.4 Describe appropriately the uses, purposes and processing requirements for documents relating to the reception and validation of non-hazardous waste on the site.</p> <p>5.5 Describe appropriately the records required by legislation and by company procedures relating to the reception, inspection and validation of non-hazardous wastes.</p> <p>5.6 Describe appropriately the procedures relating to non-hazardous waste delivered to, and removed from the site.</p> <p>5.7 Determine the potential hazards to health, safety, and the environment arising from the reception of non-hazardous waste.</p> <p>5.8 Determine the organisational environmental policy and the risks to the environment and human health resulting from, the reception, inspection and validation of non-hazardous wastes.</p> |
| <p>6 Work in a manner which underpins effective performance.</p>  | <p>6.1 Be assertive in making decisions.</p> <p>6.2 Pursue accountability of staff for delegated responsibilities.</p> <p>6.3 Reflect critically on personal achievements to inform future actions.</p>  |

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| <b>Additional information about the Unit</b>   |
| <b>Unit purpose and aim(s)</b>   |
| This Unit is about managing the procedures for receiving waste and controlling its reception, inspection and validation. |
| <b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b>        |
| WM1b   |
| <b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>                    |
| N/A  |
| <b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>                                 |
| Please refer to EUSSC Assessment Principles at <a href="http://www.euskills.co.uk">www.euskills.co.uk</a>                |

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| <b>Assessment (evidence) Requirements</b>        |
| Please see Unit content or SQA/WAMITAB Workbook. |
| <b>Guidance on Instruments of Assessment</b>     |
| Please see corresponding SQA/WAMITAB Workbook.   |

## H2LT 04 (WM4a)

| Title                                  |  | Manage Site Operations for the Treatment of Hazardous Waste  |             |                     |  |
|--|--|--|-------------|---------------------|--|
| Learning Outcomes<br>The learner will: |  | Assessment Criteria<br>The learner can:  | Observation | Question and Answer | Simulation/<br>Realistic<br>working<br>environment |
| 1                                      | Manage treatment operations for hazardous waste. | 1.1 Implement systems and procedures for hazardous waste treatment operations in accordance with legislative and organisational requirements.  | x           | x                   |  |
|  |  | 1.2 Make arrangements for an adequate supply of materials, equipment and information needed to carry out the hazardous waste treatment operations on the site.   | x           | x                   |  |
|  |  | 1.3 Identify hazards and minimise risks to health, safety and the environment from hazardous waste treatment operations and comply with legal and organisational requirements for reporting risks to health, safety and the environment. | x           | x                   |  |
|  |  | 1.4 Implement and maintain recording and information systems specifically relating to the hazardous waste treatment processes in accordance with legislative and organisational requirements.  | x           | x                   |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
|  | 1.5 Make arrangements for the safe storage of the outputs and residues from the hazardous waste treatment process.<br><br>1.6 Maintain the quality of the organisation's work by ensuring that all procedures and hazardous waste treatment processes are adhered to.   | x                  | x                          |  |
|  |   | x                  | x                          |  |
| 2 Control work activities on sites treating waste.   | 2.1 Establish and oversee programmes of work which meet the legislative and organisational requirements required for hazardous waste treatment operations.<br><br>2.2 Implement site operating procedures that fully comply with health & safety and environmental protection requirements.<br><br>2.3 Monitor and maintain systems to ensure there are sufficient personnel with appropriate expertise available at the work site.<br><br>2.4 Ensure that staff have received training before using any machinery, plant or equipment. | x                  | x                          |  |
|  |   | x                  | x                          |  |
|  |   | x                  | x                          |  |
|  |   | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|--|--------------------|----------------------------|--|
|  | 2.5 Ensure that staff understand the procedures relating to the treatment of hazardous wastes and implement them in full compliance with legislative and organisational requirements.  | x                  | x                          |  |
|  | 2.6 Maintain safe systems of work and put in place precautions to eliminate or reduce the risk from hazards.   | x                  | x                          |  |
|  | 2.7 Ensure that staff have the resources and skills needed to carry out the operating procedures safely.   | x                  | x                          |  |
|  | 2.8 Identify potential hazards and take steps to reduce risks to personnel and the environment related to hazardous wastes which are difficult to handle, may contain disguised materials or unacceptable components, are unauthorised, or likely to present unexpected health problems. | x                  | x                          |  |
|  | 2.9 Monitor staff activity on hazardous waste treatment operations to ensure they enhance or maintain the quality of the organisation's work.  | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|--|--------------------|----------------------------|--|
|  | 2.10 Ensure that the outputs and residues from the hazardous waste treatment processes are stored correctly in accordance with legislative and organisational procedures.  | x                  | x                          |  |
|  | 2.11 Implement a programme of training for staff to ensure all processes can be carried out safely by suitably trained staff.  | x                  | x                          |  |
| 3 Use, record and communicate data and information.  | 3.1 Make sure the programme of work and operational instructions relating to the hazardous waste treatment operations contain all the information needed for site personnel to carry out the process in line with organisational procedures. | x                  | x                          |  |
|  | 3.2 Communicate the programme of work and operational instructions to all site personnel in ways which suit the types of information being given.  | x                  | x                          |  |
|  | 3.3 Keep accurate records of hazardous wastes treated and of the control parameters for the hazardous waste treatment process in accordance with legislative and organisational requirements.  | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>                                 | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|--|--------------------|----------------------------|--|
|  | 3.4 Advise colleagues and managers about accidents, incidents, interruptions to work or any situations that require their attention.<br><br>3.5 Maintain a record of training for all staff employed on hazardous waste treatment operations on the site.  | x                  | x                          |  |
|  |  | x                  | x                          |  |
| 4 Resolve problems which arise from operations for the treatment of hazardous waste. | 4.1 Take steps to rectify any staff shortages, equipment deficiencies or external causes that prevent the treatment of hazardous wastes.<br><br>4.2 Seek advice to resolve situations which are outside the responsibility of the job role.<br><br>4.3 Formulate procedures for dealing with spillages on site and ensure that staff understand and follow the prescribed procedures.<br><br>4.4 Make arrangements for treatment or disposal for any batches of material that fail to meet the quality standards required for the hazardous waste treatment process. | x                  | x                          |  |
|  |  | x                  | x                          |  |
|  |  | x                  | x                          |  |
|  |  | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>  | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|---|--------------------|----------------------------|--|
| 5 Understand the underpinning regulations, procedures and requirements for managing waste operations. | 5.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment.  |                    | x                          |  |
|   | 5.2 Describe appropriately waste management legislation and guidance that is applicable to waste management sites.  |                    | x                          |  |
|   | 5.3 Describe appropriately the types of personal protective equipment (PPE) required for different types of waste and the procedures for care, maintenance and use of this equipment. | x                  | x                          |  |
|   | 5.4 Describe appropriately the regulatory requirements and company procedures for dealing with unauthorised wastes.   | x                  | x                          |  |
|   | 5.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.   | x                  | x                          |  |
|   | 5.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.  | x                  | x                          |  |
|   | 5.7 Describe appropriately the procedures for the proper management control of work activities on the site.   | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>  | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|--|--------------------|----------------------------|--|
| 6 Understand the specific regulations, procedures and requirements for managing site operations for the treatment of hazardous waste. | 6.1 Describe appropriately the technical skills needed for the hazardous waste treatment operations carried out on the site.                                       | x                  | x                          |  |
|   | 6.2 Describe appropriately the specific legislative requirements and guidance applicable to the treatment of hazardous waste at the site.                          | x                  | x                          |  |
|   | 6.3 Describe appropriately planning permission and the organisation's working plan for the site.   | x                  | x                          |  |
|   | 6.4 Describe appropriately the waste inspection and identification procedures and the handling requirements for the types of hazardous waste received on the site. | x                  | x                          |  |
|   | 6.5 Describe appropriately the operating procedures for all machinery, plant and equipment used on the site for treating hazardous wastes.                         | x                  | x                          |  |
|   | 6.6 Describe appropriately the storage and handling implications for the hazardous waste types handled on the site.  | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|--|--------------------|----------------------------|--|
|  | 6.7 Describe appropriately the lifting and handling techniques that are suitable for the hazardous wastes that are being treated on the site.                          | x                  | x                          |  |
|  | 6.8 Describe appropriately the on site procedures for the management of storage of the outputs from hazardous waste treatment processes.                               | x                  | x                          |  |
|  | 6.9 Describe appropriately the records required by legislation and by company procedures in relation to the treatment of hazardous waste.                              | x                  | x                          |  |
|  | 6.10 Describe appropriately the procedures for dealing with spillages.   | x                  | x                          | x  |
|  | 6.11 Describe appropriately the organisational procedures for hazardous waste treatment operations and the supply and use of the resources required.                   | x                  | x                          |  |
|  | 6.12 Describe appropriately the procedures and documentation required for treatment of hazardous waste to specific standards.  | x                  | x                          |  |
|  | 6.13 Describe appropriately the Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received, handled and used on the site. | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|--|--------------------|----------------------------|--|
|  | 6.14 Describe appropriately the procedures for dealing with hazardous waste, out of specification hazardous waste and any other residues from the process. | x                  | x                          |  |
|  | 6.15 Determine how to ensure that relevant staff has the required skills and what to do in response to a perceived skills deficit.                         |                    | x                          |  |
|  | 6.16 Determine the types, functions and limitations of hazardous waste handling equipment available for use on the site.                                   | x                  | x                          |  |
|  | 6.17 Determine how to use risk assessment and the identification of potential work-related hazards and difficulties.                                       | x                  | x                          |  |
|  | 6.18 Determine the potential hazards to safety, health and the environment arising from the treatment of hazardous wastes.                                 | x                  | x                          |  |
|  | 6.19 Determine how to interpret process documentation and verify that the information is accurate and relates to the hazardous waste treatment process.    | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>      | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|---|--------------------|----------------------------|--|
|   | 6.20 Determine how to communicate operational instructions orally and in writing.<br><br>6.21 Determine the importance of ensuring people's understanding of operational instructions and how to do this. | x                  | x                          |  |
|   |   |                    | x                          |  |
| 7 Work in a manner which underpins effective performance. | 7.1 Be assertive in making decisions.<br><br>7.2 Pursue accountability of staff for delegated responsibilities.<br><br>7.3 Reflect critically on personal achievements to inform future actions.          | x                  | x                          |  |
|   |   | x                  | x                          |  |
|   |   | x                  | x                          |  |

|   |
|---|
| <b>Additional information about the Unit</b>  |
| <b>Unit purpose and aim(s)</b>  |
| This Unit is about managing the procedures and processes for the treatment of waste.                              |
| <b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b> |
| WM4a  |
| <b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>             |
|   |
| <b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>                          |
| Please refer to EUSSC Assessment Principles at <a href="http://www.euskills.co.uk">www.euskills.co.uk</a>         |

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| <b>Assessment (evidence) Requirements</b>        |
| Please see Unit content or SQA/WAMITAB Workbook. |
| <b>Guidance on Instruments of Assessment</b>     |
| Please see corresponding SQA/WAMITAB Workbook.   |

## H2LX 04 (WM4b)

| Title             |  | Manage Site Operations for the Treatment of Non-hazardous Waste |  |
|-------------------|--|---|--|
| Learning Outcomes |  | Assessment Criteria   |  |
| The learner will: |  | The learner can:  |  |
| 1                 | Manage treatment operations for non-hazardous waste. | 1.1   | Implement systems and procedures for non-hazardous waste treatment operations in accordance with legislative and organisational requirements.  |
|                   |  | 1.2   | Make arrangements for an adequate supply of materials, equipment and information needed to carry out the non-hazardous waste treatment operations on the site.   |
|                   |  | 1.3   | Identify hazards and minimise risks to health, safety and the environment from non-hazardous waste treatment operations and comply with legal and organisational requirements for reporting risks to health, safety and the environment. |
|                   |  | 1.4   | Implement and maintain recording and information systems specifically relating to the non-hazardous waste treatment processes in accordance with legislative and organisational requirements.  |
|                   |  | 1.5   | Make arrangements for the safe storage of the outputs and residues from the non-hazardous waste treatment process.   |
|                   |  | 1.6   | Maintain the quality of the organisation's work by ensuring that all procedures and non-hazardous waste treatment processes are adhered to.  |
| 2                 | Control work activities on sites treating waste.     | 2.1   | Establish and oversee programmes of work which meet the legislative and organisational requirements required for non-hazardous waste treatment operations.   |
|                   |  | 2.2   | Implement site operating procedures that fully comply with health and safety and environmental protection requirements.  |

| <b>Learning Outcomes</b> | <b>Assessment Criteria</b>  |
|--------------------------|---|
| <b>The learner will:</b> | <b>The learner can:</b>   |
|                          | <p>2.3 Monitor and maintain systems to ensure there are sufficient personnel with appropriate expertise available at the work site.</p> <p>2.4 Ensure that staff have received training before using any machinery, plant or equipment.</p> <p>2.5 Ensure that staff understand the procedures relating to the treatment of non-hazardous wastes and implement them in full compliance with legislative and organisational requirements.</p> <p>2.6 Maintain safe systems of work and put in place precautions to eliminate or reduce the risk from hazards.</p> <p>2.7 Ensure that staff have the resources and skills needed to carry out the operating procedures safely.</p> <p>2.8 Identify potential hazards and take steps to reduce risks to personnel and the environment related to non-hazardous wastes which are difficult to handle, may contain disguised materials or unacceptable components, are unauthorised, or likely to present unexpected health problems.</p> <p>2.9 Monitor staff activity on non-hazardous waste treatment operations to ensure they enhance or maintain the quality of the organisation's work.</p> <p>2.10 Ensure that the outputs and residues from the non-hazardous waste treatment processes are stored correctly in accordance with legislative and organisational procedures.</p> <p>2.11 Implement a programme of training for staff to ensure all processes can be carried out safely by suitably trained staff.</p> |

| Learning Outcomes   | Assessment Criteria  |
|---|--|
| <b>The learner will:</b>  | <b>The learner can:</b>  |
| <p>3 Use, record and communicate data and information.</p>                                      | <p>3.1 Make sure the programme of work and operational instructions relating to the non-hazardous waste treatment operations contain all the information needed for site personnel to carry out the process in line with organisational procedures.</p> <p>3.2 Communicate the programme of work and operational instructions to all site personnel in ways which suit the types of information being given.</p> <p>3.3 Keep accurate records of non-hazardous wastes treated and of the control parameters for the non-hazardous waste treatment process in accordance with legislative and organisational requirements.</p> <p>3.4 Advise colleagues and managers about accidents, incidents, interruptions to work or any situations that require their attention.</p> <p>3.5 Maintain a record of training for all staff employed on non-hazardous waste treatment operations on the site.</p> |
| <p>4 Resolve problems which arise from operations for the treatment of non-hazardous waste.</p> | <p>4.1 Take steps to rectify any staff shortages, equipment deficiencies or external causes that prevent the treatment of non-hazardous wastes.</p> <p>4.2 Seek advice to resolve situations which are outside the responsibility of the job role.</p> <p>4.3 Formulate procedures for dealing with spillages on site and ensure that staff understand and follow the prescribed procedures.</p> <p>4.4 Make arrangements for treatment or disposal for any batches of material that fail to meet the quality standards required for the non-hazardous waste treatment process.</p>  |

| <b>Learning Outcomes</b>   | <b>Assessment Criteria</b>  |
|--|---|
| <b>The learner will:</b>   | <b>The learner can:</b>   |
| <p>5 Understand the underpinning regulations, procedures and requirements for managing waste operations.</p>                                     | <p>5.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment.</p> <p>5.2 Describe appropriately waste management legislation and guidance that is applicable to waste management sites.</p> <p>5.3 Describe appropriately the types of personal protective equipment (PPE) required for different types of waste and the procedures for care, maintenance and use of this equipment.</p> <p>5.4 Describe appropriately the regulatory requirements and company procedures for dealing with unauthorised wastes.</p> <p>5.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.</p> <p>5.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.</p> <p>5.7 Describe appropriately the procedures for the proper management control of work activities on the site.</p> |
| <p>6 Understand the specific regulations, procedures and requirements for managing site operations for the treatment of non-hazardous waste.</p> | <p>6.1 Describe appropriately the technical skills needed for the non-hazardous waste treatment operations carried out on the site.</p> <p>6.2 Describe appropriately the specific legislative requirements and guidance applicable to the treatment of non-hazardous waste at the site.</p> <p>6.3 Describe appropriately planning permission and the organisation's working plan for the site.</p>  |

| Learning Outcomes        | Assessment Criteria   |
|--------------------------|---|
| <b>The learner will:</b> | <b>The learner can:</b>   |
|                          | <p>6.4 Describe appropriately the waste inspection and identification procedures and the handling requirements for the types of non-hazardous waste received on the site.</p> <p>6.5 Describe appropriately the operating procedures for all machinery, plant and equipment used on the site for treating non-hazardous wastes.</p> <p>6.6 Describe appropriately the storage and handling implications for the non-hazardous waste types handled on the site.</p> <p>6.7 Describe appropriately the lifting and handling techniques that are suitable for the non-hazardous wastes that are being treated on the site.</p> <p>6.8 Describe appropriately the on site procedures for the management of storage of the outputs from non-hazardous waste treatment processes.</p> <p>6.9 Describe appropriately the records required by legislation and by company procedures in relation to the treatment of non-hazardous waste.</p> <p>6.10 Describe appropriately the procedures for dealing with spillages.</p> <p>6.11 Describe appropriately the organisational procedures for non-hazardous waste treatment operations and the supply and use of the resources required.</p> <p>6.12 Describe appropriately the procedures and documentation required for treatment of non-hazardous waste to specific standards.</p> <p>6.13 Describe appropriately the Control of Substances Non-hazardous to Health (COSHH) assessment data for all hazardous substances received, handled and used on the site.</p> |

| Learning Outcomes   | Assessment Criteria   |
|---|---|
| <b>The learner will:</b>                                  | <b>The learner can:</b>   |
|   | <p>6.14 Describe appropriately the procedures for dealing with non-hazardous waste, out of specification non-hazardous waste and any other residues from the process.</p> <p>6.15 Determine how to ensure that relevant staff has the required skills and what to do in response to a perceived skills deficit.</p> <p>6.16 Determine the types, functions and limitations of non-hazardous waste handling equipment available for use on the site.</p> <p>6.17 Determine how to use risk assessment and the identification of potential work-related hazards and difficulties.</p> <p>6.18 Determine the potential hazards to safety, health and the environment arising from the treatment of non-hazardous wastes.</p> <p>6.19 Determine how to interpret process documentation and verify that the information is accurate and relates to the non-hazardous waste treatment process.</p> <p>6.20 Determine how to communicate operational instructions orally and in writing.</p> <p>6.21 Determine the importance of ensuring people's understanding of operational instructions and how to do this.</p> |
| 7 Work in a manner which underpins effective performance. | <p>7.1 Be assertive in making decisions.</p> <p>7.2 Pursue accountability of staff for delegated responsibilities.</p> <p>7.3 Reflect critically on personal achievements to inform future actions.</p>   |

|   |
|---|
| <b>Additional information about the Unit</b>  |
| <b>Unit purpose and aim(s)</b>  |
| This Unit is about managing the procedures and processes for the treatment of waste.                              |
| <b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b> |
| WM4b  |
| <b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>             |
| N/A   |
| <b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>                          |
| Please refer to EUSSC Assessment Principles at <a href="http://www.euskills.co.uk">www.euskills.co.uk</a>         |

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| <b>Assessment (evidence) Requirements</b>        |
| Please see Unit content or SQA/WAMITAB Workbook. |
| <b>Guidance on Instruments of Assessment</b>     |
| Please see corresponding SQA/WAMITAB Workbook.   |

## H4KG 04 (WM7f)

| Title                                  |   | Manage the Transfer of Outputs and Disposal of Residues from Hazardous Waste Transfer and Recovery Operations   |             |                     |  |
|--|---|---|-------------|---------------------|--|
| Learning Outcomes<br>The learner will: |   | Assessment Criteria<br>The learner can:   | Observation | Question and Answer | Simulation/<br>Realistic<br>working<br>environment |
| 1                                      | Manage the transfer of outputs and disposal of residues from hazardous waste transfer and recovery. | 1.1 Implement systems and procedures for the transfer and transport of outputs and the disposal of residues from the hazardous waste transfer or recovery operation in accordance with legislative and organisational requirements.                   | x           | x                   |  |
|  |   | 1.2 Make arrangements for an adequate supply of resources needed to carry out the loading, transport or energy transfer operations from the site.   | x           | x                   |  |
|  |   | 1.3 Identify hazards and minimise risks to health, safety and the environment from hazardous waste transfer and transport operations and comply with legal and organisational requirements for reporting risks to health, safety and the environment. | x           | x                   |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
|  | 1.4 Implement and maintain recording and information systems specifically relating to the transfer and transport of outputs and disposal of residues from the process carried out at the site in accordance with legislative and organisational requirements. | x                  | x                          |  |
|  | 1.5 Make arrangements for the safe loading of the outputs and residues from the hazardous waste transfer and recovery processes.  | x                  | x                          |  |
|  | 1.6 Implement procedures and controls for the safe transfer of energy outputs from the hazardous waste transfer or recovery process.  | x                  | x                          |  |
|  | 1.7 Maintain the quality of the organisation's work by ensuring that all procedures and hazardous waste transfer and disposal processes are adhered to.   | x                  | x                          |  |

| <b>Learning Outcomes</b><br><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
| 2 Use and communicate data and information.              | 2.1 Make sure the programme of work and operational instructions relating to the transfer and transport operations contain all the information needed for site personnel to carry out the process in line with organisational procedures. | x                  | x                          |  |
|  | 2.2 Communicate the programme of work and operational instructions to all site personnel in ways which suit the types of information being given.   | x                  | x                          |  |
|  | 2.3 Ensure that documentation is completed accurately and complies with legislation and organisational requirements.  | x                  | x                          |  |
|  | 2.4 Keep accurate records of all outputs and residues leaving the site in accordance with legislative and organisational requirements.  | x                  | x                          |  |
|  | 2.5 Advise colleagues and managers about accidents, incidents, interruptions to work or any situations that require their attention.  | x                  | x                          |  |
|  | 2.6 Maintain a record of training for all staff employed on transfer, recovery and transport operations on the site.  | x                  | x                          |  |

| <b>Learning Outcomes</b><br><br><b>The learner will:</b>   | <b>Assessment Criteria</b><br><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
| 3 Resolve problems which arise from the transfer of outputs and disposal of residues from hazardous waste transfer and recovery,       | 3.1 Take steps to rectify any staff or transport shortages, equipment deficiencies or external causes that prevent the transfer, transport or disposal of outputs and residues.       | x                  | x                          |  |
|  | 3.2 Seek advice to resolve situations which are outside the responsibility of the job role.   | x                  | x                          |  |
|  | 3.3 Formulate procedures for dealing with spillages on site and ensure that staff understand and follow the prescribed procedures.  | x                  | x                          |  |
| 4 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment. | 4.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment.  |                    | x                          |  |
|  | 4.2 Describe appropriately waste management legislation and guidance that is applicable to waste management sites.  |                    | x                          |  |
|  | 4.3 Describe appropriately the types of personal protective equipment (PPE) required for different types of waste and the procedures for care, maintenance and use of this equipment. | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>  | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|---|--------------------|----------------------------|--|
|   | 4.4 Describe appropriately the regulatory requirements and company procedures for dealing with unauthorised wastes.<br><br>4.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.<br><br>4.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.<br><br>4.7 Describe appropriately the procedures for the proper management control of work activities on the site. | x                  | x                          |  |
|   | 4.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.   | x                  | x                          |  |
|   | 4.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.  | x                  | x                          |  |
|   | 4.7 Describe appropriately the procedures for the proper management control of work activities on the site.   | x                  | x                          |  |
| 5 Understand the specific regulation procedures and requirements for managing the transfer of outputs and disposal of residues from hazardous waste transfer and recovery operations. | 5.1 Describe appropriately the organisational procedures for the management of personnel and work activities.   | x                  | x                          |  |
|   | 5.2 Describe appropriately the specific legislative requirements and guidance applicable to the transfer and transport of hazardous waste from the site.  | x                  | x                          |  |
|   | 5.3 Describe appropriately planning permission and the organisation's working plan for the site.  | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|--|--------------------|----------------------------|--|
|  | 5.4 Describe appropriately the quality inspection and identification procedures and the handling requirements for the types of hazardous waste recovered at the site.          | x                  | x                          |  |
|  | 5.5 Describe appropriately the operating procedures for all machinery, plant and equipment used on the site.   | x                  | x                          |  |
|  | 5.6 Describe appropriately the lifting and handling techniques suitable for the recovered hazardous wastes and residues that are being transported from the site.              | x                  | x                          |  |
|  | 5.7 Describe appropriately the onsite procedures for the management of storage of the outputs and residues from transfer processes.  | x                  | x                          |  |
|  | 5.8 Describe appropriately the records required by legislation and by company procedures in relation to the transfer and transport of recovered hazardous wastes and residues. | x                  | x                          |  |
|  | 5.9 Describe appropriately the procedures for dealing with spillages.  |                    |                            |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><b>The learner can:</b>  | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|--|--------------------|----------------------------|--|
|  | 5.10 Describe appropriately the organisational procedures for transport operations and the supply and use of the transport resources required.                   | x                  | x                          |  |
|  | 5.11 Describe appropriately the procedures and documentation required for the transport of hazardous waste to comply with legislative requirements and guidance. | x                  | x                          |  |
|  | 5.12 Describe appropriately the procedures for dealing with residues, out of specification recovered hazardous waste and any other rejects from the process.     | x                  | x                          |  |
|  | 5.13 Describe appropriately the regulations for the export of energy from the site and the controls required for the export process.                             | x                  | x                          |  |
|  | 5.14 Describe appropriately the methods used to communicate operational instructions orally and in writing.  | x                  | x                          |  |
|  | 5.15 Determine the storage and handling implications for the recovered hazardous waste types produced on the site.   | x                  | x                          |  |

| <b>Learning Outcomes</b><br><b>The learner will:</b>      | <b>Assessment Criteria</b><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|---|--------------------|----------------------------|--|
|   | 5.16 Determine the types, functions and limitations of hazardous waste handling equipment available for use on the site.<br><br>5.17 Determine how to use risk assessment and the identification of potential work-related hazards and difficulties.<br><br>5.18 Determine the potential hazards to safety, health and the environment arising from the loading and transport of hazardous wastes.<br><br>5.19 Determine how to interpret documentation and verify that the information is accurate and relates to the recovered hazardous wastes and residues.<br><br>5.20 Determine the importance of ensuring people's understanding of operational instructions and how to check understanding. | x                  | x                          |  |
|   | 5.17 Determine how to use risk assessment and the identification of potential work-related hazards and difficulties.  | x                  | x                          |  |
|   | 5.18 Determine the potential hazards to safety, health and the environment arising from the loading and transport of hazardous wastes.  | x                  | x                          |  |
|   | 5.19 Determine how to interpret documentation and verify that the information is accurate and relates to the recovered hazardous wastes and residues.   | x                  | x                          |  |
|   | 5.20 Determine the importance of ensuring people's understanding of operational instructions and how to check understanding.  |                    | x                          |  |
| 6 Work in a manner which underpins effective performance. | 6.1 Be assertive in making decisions.<br><br>6.2 Pursue accountability of staff for delegated responsibilities.<br><br>6.3 Reflect critically on personal achievements to inform future actions.  | x                  | x                          |  |
|   | 6.2 Pursue accountability of staff for delegated responsibilities.  | x                  | x                          |  |
|   | 6.3 Reflect critically on personal achievements to inform future actions.   | x                  | x                          |  |

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| <b>Additional information about the Unit</b>   |
| <b>Unit purpose and aim(s)</b>   |
| This Unit is about managing the transfer of outputs and safe disposal of residues arising from waste Transfer and recovery operations for Hazardous Waste. |
| <b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b>  |
| WM7f   |
| <b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>  |
| N/A  |
| <b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>   |
| Please refer to EUSSC Assessment Principles at <a href="http://www.euskills.co.uk">www.euskills.co.uk</a>  |

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| <b>Assessment (evidence) Requirements</b>        |
| Please see Unit content or SQA/WAMITAB Workbook. |
| <b>Guidance on Instruments of Assessment</b>     |
| Please see corresponding SQA/WAMITAB Workbook.   |

### H37K 04 (WM7b)

| Title             |   | Manage the Transfer of Outputs and Disposal of Residues from Non-hazardous Waste Transfer and Recovery Operations |   |             |                     |  |
|-------------------|---|---|---|-------------|---------------------|--|
| Learning Outcomes |   | Assessment Criteria   |   | Observation | Question and Answer | Simulation/<br>Realistic<br>working<br>environment |
| The learner will: |   | The learner can:  |   |             |                     |  |
| 1                 | Manage the transfer of outputs and disposal of residues from non-hazardous waste transfer and recovery. | 1.1   | Implement systems and procedures for the transfer and transport of outputs and the disposal of residues from the non-hazardous waste transfer or recovery operation in accordance with legislative and organisational requirements.                   | x           | x                   |  |
|                   |   | 1.2   | Make arrangements for an adequate supply of resources needed to carry out the loading, transport or energy transfer operations from the site.   | x           | x                   |  |
|                   |   | 1.3   | Identify hazards and minimise risks to health, safety and the environment from non-hazardous waste transfer and transport operations and comply with legal and organisational requirements for reporting risks to health, safety and the environment. | x           | x                   |  |

| <b>Learning Outcomes</b><br><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
|  | 1.4 Implement and maintain recording and information systems specifically relating to the transfer and transport of outputs and disposal of residues from the process carried out at the site in accordance with legislative and organisational requirements. | x                  | x                          |  |
|  | 1.5 Make arrangements for the safe loading of the outputs and residues from the non-hazardous waste transfer and recovery processes.  | x                  | x                          |  |
|  | 1.6 Implement procedures and controls for the safe transfer of energy outputs from the non-hazardous waste transfer or recovery process.  | x                  | x                          |  |
|  | 1.7 Maintain the quality of the organisation's work by ensuring that all procedures and non-hazardous waste transfer and disposal processes are adhered to.   | x                  | x                          |  |

| <b>Learning Outcomes</b><br><br><b>The learner will:</b> | <b>Assessment Criteria</b><br><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|--|---|--------------------|----------------------------|--|
| 2 Use and communicate data and information.              | 2.1 Make sure the programme of work and operational instructions relating to the transfer and transport operations contain all the information needed for site personnel to carry out the process in line with organisational procedures. | x                  | x                          |  |
|  | 2.2 Communicate the programme of work and operational instructions to all site personnel in ways which suit the types of information being given.   | x                  | x                          |  |
|  | 2.3 Ensure that documentation is completed accurately and complies with legislation and organisational requirements.  | x                  | x                          |  |
|  | 2.4 Keep accurate records of all outputs and residues leaving the site in accordance with legislative and organisational requirements.  | x                  | x                          |  |
|  | 2.5 Advise colleagues and managers about accidents, incidents, interruptions to work or any situations that require their attention.  | x                  | x                          |  |

| Learning Outcomes<br>The learner will:   | Assessment Criteria<br>The learner can:   | Observation | Question and Answer | Simulation/<br>Realistic<br>working<br>environment |
|--|---|-------------|---------------------|--|
|  | 2.6 Maintain a record of training for all staff employed on transfer, recovery and transport operations on the site.  | x           | x                   |  |
| 3 Resolve problems which arise from the transfer of outputs and disposal of residues from non-hazardous waste transfer and recovery. | 3.1 Take steps to rectify any staff or transport shortages, equipment deficiencies or external causes that prevent the transfer, transport or disposal of outputs and residues. | x           | x                   |  |
|  | 3.2 Seek advice to resolve situations which are outside the responsibility of the job role.   | x           | x                   |  |
|  | 3.3 Formulate procedures for dealing with spillages on site and ensure that staff understand and follow the prescribed procedures.  | x           | x                   |  |

| <b>Learning Outcomes</b><br><br><b>The learner will:</b>  | <b>Assessment Criteria</b><br><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|---|--------------------|----------------------------|--|
| 4 Understand the underpinning regulations, procedures and requirements for managing waste operations. | 4.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment.  |                    | x                          |  |
|   | 4.2 Describe appropriately waste management legislation and guidance that is applicable to waste management sites.  |                    | x                          |  |
|   | 4.3 Describe appropriately the types of personal protective equipment (PPE) required for different types of waste and the procedures for care, maintenance and use of this equipment. | x                  | x                          |  |
|   | 4.4 Describe appropriately the regulatory requirements and company procedures for dealing with unauthorised wastes.   | x                  | x                          |  |
|   | 4.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.   | x                  | x                          |  |
|   | 4.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.  | x                  | x                          |  |
|   | 4.7 Describe appropriately the procedures for the proper management control of work activities on the site.   | x                  | x                          |  |

| <b>Learning Outcomes</b><br><br><b>The learner will:</b>  | <b>Assessment Criteria</b><br><br><b>The learner can:</b>   | <b>Observation</b> | <b>Question and Answer</b> | <b>Simulation/ Realistic working environment</b> |
|---|---|--------------------|----------------------------|--|
| 5 Understand the specific regulations, procedures and requirements for managing the transfer of outputs and disposal of residues from non-hazardous waste transfer and recovery operations. | 5.1 Describe appropriately the organisational procedures for the management of personnel and work activities.   | x                  | x                          |  |
|   | 5.2 Describe appropriately the specific legislative requirements and guidance applicable to the transfer and transport of non-hazardous waste from the site.              | x                  | x                          |  |
|   | 5.3 Describe appropriately planning permission and the organisation's working plan for the site.  | x                  | x                          |  |
|   | 5.4 Describe appropriately the quality inspection and identification procedures and the handling requirements for the types of non-hazardous waste recovered at the site. | x                  | x                          |  |
|   | 5.5 Describe appropriately the operating procedures for all machinery, plant and equipment used on the site.  | x                  | x                          |  |
|   | 5.6 Describe appropriately the lifting and handling techniques suitable for the recovered non-hazardous wastes and residues that are being transported from the site.     | x                  | x                          |  |

| Learning Outcomes<br><br>The learner will: | Assessment Criteria<br><br>The learner can:  | Observation | Question and Answer | Simulation/<br>Realistic working environment |
|--|--|-------------|---------------------|--|
|  | 5.7 Describe appropriately the onsite procedures for the management of storage of the outputs and residues from transfer processes.  | x           | x                   |  |
|  | 5.8 Describe appropriately the records required by legislation and by company procedures in relation to the transfer and transport of recovered non-hazardous wastes and residues. | x           | x                   |  |
|  | 5.9 Describe appropriately the procedures for dealing with spillages.  | x           | x                   | x  |
|  | 5.10 Describe appropriately the organisational procedures for transport operations and the supply and use of the transport resources required.                                     | x           | x                   |  |
|  | 5.11 Describe appropriately the procedures and documentation required for the transport of non-hazardous waste to comply with legislative requirements and guidance.               | x           | x                   |  |
|  | 5.12 Describe appropriately the procedures for dealing with residues, out of specification recovered non-hazardous waste and any other rejects from the process.                   | x           | x                   |  |

| Learning Outcomes<br>The learner will: | Assessment Criteria<br>The learner can:  | Observation | Question and Answer | Simulation/<br>Realistic working environment |
|--|--|-------------|---------------------|--|
|  | 5.13 Describe appropriately the regulations for the export of energy from the site and the controls required for the export process.       | x           | x                   |  |
|  | 5.14 Describe appropriately the methods used to communicate operational instructions orally and in writing.                                | x           | x                   |  |
|  | 5.15 Determine the storage and handling implications for the recovered non-hazardous waste types produced on the site.                     | x           | x                   |  |
|  | 5.16 Determine the types, functions and limitations of non-hazardous waste handling equipment available for use on the site.               | x           | x                   |  |
|  | 5.17 Determine how to use risk assessment and the identification of potential work-related hazards and difficulties.                       | x           | x                   |  |
|  | 5.18 Determine the potential hazards to safety, health and the environment arising from the loading and transport of non-hazardous wastes. | x           | x                   |  |

| Learning Outcomes   | Assessment Criteria   |   |   |  |
|---|---|---|---|--|
| The learner will:   | The learner can:  |   |   |  |
|   | 5.19 Determine how to interpret documentation and verify that the information is accurate and relates to the recovered non-hazardous wastes and residues. | x | x |  |
|   | 5.20 Determine the importance of ensuring people's understanding of operational instructions and how to check understanding.                              |   | x |  |
| 6 Work in a manner which underpins effective performance. | 6.1 Be assertive in making decisions.   | x | x |  |
|   | 6.2 Pursue accountability of staff for delegated responsibilities.  | x | x |  |
|   | 6.3 Reflect critically on personal achievements to inform future actions.   | x | x |  |

|   |
|---|
| <b>Additional information about the Unit</b>  |
| <b>Unit purpose and aim(s)</b>  |
| This Unit is about managing the transfer of outputs and safe disposal of residues arising from waste treatment and recovery operations. |
| <b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b>                       |
| WM7b  |
| <b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>                                   |
| N/A   |
| <b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>  |
| Please refer to EUSSC Assessment Principles at <a href="http://www.euskills.co.uk">www.euskills.co.uk</a>                               |

|  |
|--|
| <b>Assessment (evidence) Requirements</b>        |
| Please see Unit content or SQA/WAMITAB Workbook. |
| <b>Guidance on Instruments of Assessment</b>     |
| Please see corresponding SQA/WAMITAB Workbook.   |

# Appendix 2: Blank recording forms



## Observation record

Unit/Learning Outcomes(s) \_\_\_\_\_  
Learner \_\_\_\_\_  
Evidence index number \_\_\_\_\_  
Date of observation \_\_\_\_\_

| Skills/activities observed | Assessment Criteria covered |
|----------------------------|-----------------------------|
|                            |                             |

**Knowledge and understanding apparent from this observation**

**Other Units/Learning Outcomes to which this evidence may contribute**

**Assessor's comments and feedback to learner**

I can confirm the learner's performance was satisfactory.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Learner's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Record of questions and learner's answers

|  |  |
|--|--|
| <b>Unit</b>                                      |  |
| <b>Learning Outcome(s)</b>                       |  |
| <b>Evidence index number</b>                     |  |
| <b>Circumstances of assessment</b>               |  |
|  |  |
| <b>List of questions and learner's responses</b> |  |
| <b>Q</b>   |  |
| <b>A</b>   |  |

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Learner's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Personal statement

| Date | Evidence index number | Details of statement | Links to other evidence (enter numbers) | Unit, Learning Outcomes, Assessment Criteria covered |
|------|-----------------------|----------------------|---|--|
|      |                       |                      |   |  |

Learner's signature \_\_\_\_\_ Date \_\_\_\_\_

## Witness testimony

|  |  |
|--|--|
| <b>Qualification title and Level</b>                                       |  |
| <b>Learner's name</b>  |  |
| <b>Evidence index no</b>   |  |
| <b>Index no of other evidence which this testimony relates to (if any)</b> |  |
| <b>Learning Outcome(s)</b>   |  |
| <b>Date of evidence</b>  |  |
| <b>Name of witness</b>   |  |
| <b>Designation/relationship to learner</b>                                 |  |
| <b>Details of testimony</b>  |  |
|  |  |

I can confirm the learner's evidence is authentic and accurate.

**Witness's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Witness** (please select the appropriate box):

- Holds appropriate qualifications
- Is familiar with the Units to which the learner is working



## Unit progress record

Qualification and Level \_\_\_\_\_

Learner \_\_\_\_\_

To achieve the whole qualification, you must prove competence in 13 mandatory Units.

### Unit Checklist

|           |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|
| Mandatory |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|

### Mandatory Units achieved

| Unit number | Title | Assessor's signature | Date |
|-------------|-------|----------------------|------|
|             |       |                      |      |
|             |       |                      |      |
|             |       |                      |      |
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|             |       |                      |      |
|             |       |                      |      |



**Unit** \_\_\_\_\_

**Learning Outcome(s)** \_\_\_\_\_

**Notes/Comments**

The learner has satisfied the assessor and internal verifier that the performance evidence has been met.

**Learner's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_