

**WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY  
BOARD**

**NATIONAL VOCATIONAL QUALIFICATION**

**COMPETENCE STANDARDS FOR THE  
WASTE MANAGEMENT OPERATIONS  
NATIONAL VOCATIONAL QUALIFICATION  
AT  
LEVEL 1**

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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## **Mandatory Units:**

Every Level 1 operative is required to complete all five of the mandatory units as follows:

WM-102	Contribute to the maintenance of a healthy and safe working environment
WM-104	Comply with emergency procedures
WM-105	Work in a team
WM-107	Contribute to the maintenance of the quality of the organisation's work
WM-108	Maintain effective working relationships

## **Option Units:**

Every Level 1 operative is required to complete at least three of the option units listed below.

WT-104	Remove Waste
WT-105	Contribute to the receipt and despatch of wastes and materials
WT-106	Contribute to the storage of wastes and operating materials within a waste facility
WT-107	Process received clinical waste
WT-111	Contribute to the protection of the environment
WT-116	Control the safety of vehicle movements on waste management facilities
WT-117	Contribute to the general upkeep and protection of the facility
WT-118	Clean and maintain sundry small plant and equipment
WT-119	Contribute to the maintenance of security in the working environment
WT-123	Contribute to the maintenance of security and vehicle safety
WT-124	Contribute to the support of operations
WT-128	Assist in running waste treatment operations
WT-129	Contribute to maintaining condition of treatment equipment
WT-131	Remove recyclable waste
WT-132	Contribute to the receipt and despatch of recyclable wastes and other materials
WT-133	Assist in running waste recycling operations
WT-134	Contribute to maintaining condition of recycling equipment

# WASTE MANAGEMENT OPERATIONS

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## Waste Management Operations NVQ Level 1

### Common Pathways

The following tables identify the most common jobs in waste management operation at level 1 and suggest the most appropriate option units for each job.

#### Mandatory Units:

Every Level 1 operative is required to complete all five of the mandatory units as follows:

Number	Title
WM-102	Contribute to the maintenance of a healthy and safe working environment
WM-104	Comply with emergency procedures
WM-105	Work in a team
WM-107	Contribute to the maintenance of the quality of the organisation's work
WM-108	Maintain effective working relationships

#### Waste collection operative

All Mandatory Units plus any three of the following option units.

Number	Title
WT-104	Remove waste
WT-111	Contribute to the protection of the environment
WT-123	Contribute to the maintenance of security and vehicle safety
WT-124	Contribute to the support of operations

#### Recyclable waste collection operative

All Mandatory Units plus any three of the following option units.

Number	Title
WT-131	Remove recyclable waste
WT-111	Contribute to the protection of the environment
WT-123	Contribute to the maintenance of security and vehicle safety
WT-124	Contribute to the support of operations

#### Construction Logistics

All Mandatory Units plus all of the following option units/elements. (The completion of element WT104.1 will be confirmed by letter as a unit is the smallest component of an award, that can be certificated.)

Number	Title
WT-111	Contribute to the protection of the environment
WT-117	Contribute to the general upkeep and protection of the facility
WT-124	Contribute to the support of operations
WT104.1	Remove waste – Accept and collect waste

# WASTE MANAGEMENT OPERATIONS

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## Waste treatment operative

All Mandatory Units plus any three of the following option units.

<b>Number</b>	<b>Title</b>
WT-105	Contribute to the receipt and despatch of waste and materials
WT-106	Contribute to the storage of wastes and operating materials within a waste facility
WT-107	Process received clinical waste
WT-111	Contribute to the protection of the environment
WT-116	Control the safety of vehicle movements on waste management facilities
WT-117	Contribute to the general upkeep and protection of the facility
WT-118	Clean and maintain sundry small plant and equipment
WT-119	Contribute to the maintenance of security in the working environment
WT-128	Assist in running waste treatment operations
WT-129	Contribute to maintaining condition of treatment equipment

## Waste recycling operative

All Mandatory Units plus any three of the following option units.

<b>Number</b>	<b>Title</b>
WT-132	Contribute to the receipt and despatch of recyclable waste and other materials
WT-106	Contribute to the storage of wastes and operating materials within a waste facility
WT-107	Process received clinical waste
WT-111	Contribute to the protection of the environment
WT-116	Control the safety of vehicle movements on waste management facilities
WT-117	Contribute to the general upkeep and protection of the facility
WT-118	Clean and maintain sundry small plant and equipment
WT-119	Contribute to the maintenance of security in the working environment
WT-133	Assist in running waste recycling operations
WT-134	Contribute to maintaining condition of recycling equipment

## Landfill general operative

All Mandatory Units plus any three of the following option units.

<b>Number</b>	<b>Title</b>
WT-111	Contribute to the protection of the environment
WT-116	Control the safety of vehicle movements on waste management facilities
WT-117	Contribute to the general upkeep and protection of the facility
WT-118	Clean and maintain sundry small plant and equipment
WT-119	Contribute to the maintenance of security in the working environment
WT-124	Contribute to the support of operations

## Grounds maintenance operative

All Mandatory Units plus any three of the following option units.

### **\*Note:**

**Within this pathway, the following units must be treated as 'either/or' and cannot be selected as a 'pair' in this choice of three units.**

- **Either WT-104 or WT-131**

## WASTE MANAGEMENT OPERATIONS

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<b>Number</b>	<b>Title</b>
WT-104*	Remove Waste
WT-106	Contribute to the storage of wastes and operating materials within a waste facility
WT-111	Contribute to the protection of the environment
WT-116	Control the safety of vehicle movements on waste management facilities
WT-117	Contribute to the general upkeep and protection of the facility
WT-118	Clean and maintain sundry small plant and equipment
WT-119	Contribute to the maintenance of security in the working environment
WT-124	Contribute to the support of operations
WT-131*	Remove recyclable waste

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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## Mandatory Units

# WASTE MANAGEMENT OPERATIONS

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## Structure of Mandatory Units at Level 1

WM-102	Contribute to the maintenance of a healthy and safe working environment
WM-102.1	Maintain personal hygiene, health and safety
WM-102.2	Maintain healthy and safe working practices
WM-104	Comply with emergency procedures
WM-104.1	Initiate alarm on discovering an emergency
WM-104.2	Minimise effect of emergencies
WM-105	Work in a team
WM-105.1	Agree individual responsibilities in working with others
WM-105.2	Complete work activities with others
WM-107	Contribute to the maintenance of the quality of the organisation's work
WM-107.1	Maintain a positive public image
WM-107.2	Organise own work
WM-108	Maintain effective working relationships
WM-108.1	Maintain effective internal working relationships
WM-108.2	Maintain effective external working relationships

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-102 Contribute to the maintenance of a healthy and safe working environment

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Element: WM-102.1 Maintain personal hygiene, health and safety  
WM-102.2 Maintain healthy and safe working practices

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## Unit Description:

This unit deals with the general health and safety of working. More specific aspects of these will feature within other units.

Achievement of this unit demonstrates your competence in operating safely in the work environment. It includes your responsibility for personal hygiene, health and safety, and healthy and safe working practices.

Evidence for this unit is likely to be generated at the same time as evidence for other units in the qualification.

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-102 Contribute to the maintenance of a healthy and safe working environment

Element: WM-102.1 Maintain personal hygiene, health and safety

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## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) your personal standards of hygiene and conduct meet employment requirements
- b) you wear and use the appropriate personal protective equipment correctly
- c) you use approved safe methods and techniques throughout operations
- d) you report unsafe operating conditions promptly

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Health and safety:

- the need for good personal hygiene
- selecting and using personal protective equipment
- working safely

Dealing with problems:

- identifying problems with machinery, equipment, and materials

Organisational context:

- organisation requirements for personal hygiene, and use of personal protective equipment
- work procedures
- methods of reporting

# WASTE MANAGEMENT OPERATIONS

Unit: WM-102 Contribute to the maintenance of a healthy and safe working environment

Element: WM-102.1 Maintain personal hygiene, health and safety

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you use methods and techniques which comply with both the following:

- organisation requirements
- safe working practice

You must also show evidence that you report unsafe operating conditions to at least two of the following types of person:

- line manager
- colleagues
- health and safety specialists

You must also show evidence that you report unsafe operating conditions in at least two of the following areas:

- machinery
- equipment
- materials

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in reporting to all types of person, and about all types of unsafe operating conditions listed above.

### Examples of Evidence:

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

Observed performance:

- work operations
- use of personal protective equipment

Products of work:

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

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

Written or spoken reports, describing:

- why personal hygiene and the correct use of personal protective equipment is important
- how you ensure that your methods are safe
- how you identified and reported unsafe operating conditions

Witness testimony:

statements from people who have observed you maintaining required standards of personal hygiene, health, and safety during work

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-102 Contribute to the maintenance of a healthy and safe working environment

Element: WM-102.2 Maintain healthy and safe working practices

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## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) your work routines comply with organisation procedures at all times
- b) you keep the work areas clean, and tidy
- c) you identify risks to people and the immediate working environment, and minimise them where possible
- d) you give warnings of hazardous conditions promptly to people at risk
- e) you report accidents, damage and significant risks promptly

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Health and safety:

- the importance of good housekeeping
- the importance of identifying risks and minimising them
- the importance of warning others about risks
- hazard warning signs

Organisational context:

- reporting accidents, damage, and significant risks
- methods of communication

# WASTE MANAGEMENT OPERATIONS

Unit: WM-102 Contribute to the maintenance of a healthy and safe working environment

Element: WM-102.2 Maintain healthy and safe working practices

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can identify risks to at least two of the following types of people:

- yourself
- colleagues
- other people

You must also show evidence that you can use at least two of the following types of warning:

- warning signs
- verbal warnings
- cones
- barriers

You must also show evidence that you can identify at least three significant risks in the following areas:

- unsuitable or faulty machinery
- equipment and materials
- infestation
- contamination
- other potentially unsafe features in the working environment

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in identifying risks to all types of people, use all types of warning, and identify risks in all areas listed above.

### Examples of Evidence:

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

Observed performance:

- work operations

Products of work:

- reports of accidents, damage and significant risks
- your reports or oral statements of identification of risks

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

Written or spoken reports, describing:

- how your work routines meet organisational requirements, and how you keep work areas clean and tidy
- how you identified risks and gave warning to people
- how you reported accidents that occurred

Witness testimony:

- statements from people who have observed you maintaining healthy and safe working practices

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WM-104 Comply with emergency procedures

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Unit Detail: WM-104.1 Initiate alarm on discovering an emergency

WM-104.2 Minimise effect of emergencies

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## Unit Description:

This unit deals with emergencies met with on waste management facilities.

Achievement of this unit demonstrates your competence in complying with emergency procedures. It covers initiating the alarm, informing others and minimising the effect of an emergency. Simulation may be used to provide evidence for parts of this unit.

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-104 Comply with emergency procedures

Element: WM-104.1 Initiate alarm on discovering an emergency

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## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you initiate an appropriate alarm immediately on discovery
- b) you alert people to the emergency with the necessary degree of urgency
- c) in the event of accidents to people, you summon appropriate first aid immediately
- d) you ensure that appropriate emergency services are summoned immediately

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Initiating the alarm:

- identifying emergency situation
- raising alarm
- obtaining urgent action
- calling the emergency services

Organisational context:

- alarm systems or methods
- location of, and means of calling, first aid providers
- organisation emergency procedures

# WASTE MANAGEMENT OPERATIONS

Unit: WM-104 Comply with emergency procedures

Element: WM-104.1 Initiate alarm on discovering an emergency

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can initiate an alarm by both of the following methods:

- by mechanical/electronic means
- by notifying someone

You must also show evidence that you can deal with at least two of the following emergency categories:

- fire/explosion
- release/spillage of hazardous substances
- discovery of suspicious situations
- discovery of injured person
- major services failure
- other serious accident

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in all types of emergency listed above.

### Examples of Evidence:

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

Observed performance:

- demonstration or simulation of activating the alarm for an emergency
- making contact with a first aider

Products of work:

- reports on fire/emergency practices in which you took part
- your notes or oral statements on dealing with emergencies or simulations

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

Written or spoken reports, describing:

- how the alarm can be initiated in different circumstances
- how to persuade people to react to the emergency promptly but without panic
- how first aid could be summoned
- how emergency services could be summoned and what to do while waiting for them
- the consequences of not initiating the alarm for all categories of emergency listed

Witness testimony:

- statements from people who have observed you dealing with a simulated or real emergency

Performance evidence may include simulation.

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-104 Comply with emergency procedures

Element: WM-104.2 Minimise effect of emergency

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## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) the actions you take reflect the seriousness of the situation but do not cause panic
- b) you give injured people comfort and reassurance
- c) you ensure that containable fires are put out safely using appropriate equipment
- d) you ensure that environmental damage through spillage or release is minimised by prompt and appropriate action
- e) your actions minimise losses
- f) you make a full and accurate report of any incident promptly, and in accordance with organisation procedures

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Minimising the effect of the emergency:

- offering comfort and reassurance
- choosing and using fire extinguishing equipment
- dealing with spillage or release by containment or dispersal

Organisational context:

- reporting incidents
- procedures for fire extinguishing and containment or dispersion
- equipment and materials needed and their location
- general facility procedures
- facility emergency procedures

# WASTE MANAGEMENT OPERATIONS

Unit: WM-104 Comply with emergency procedures

Element: WM-104.2 Minimise effect of emergency

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can deal with at least two of the following categories of emergency:

- fire/explosion
- release/spillage of hazardous substances
- discovery of suspicious situations
- discovery of injured person
- major services failure
- other serious accident

You must also show evidence for taking at least two of the following appropriate actions:

- using appropriate materials
- using appropriate equipment
- using appropriate techniques

You must also show evidence for minimising at least two of the following categories of loss:

- damage to plant and equipment
- injury to people
- damage to the environment

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in dealing with all categories of emergency, taking all appropriate actions, and minimising all categories of loss listed above.

### Examples of Evidence:

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

Observed performance:

- simulation of dealing with emergencies

Products of work:

- reports on fire/emergency practices in which you took part
- accident/incident report in which you took part
- your notes or oral statements on dealing with real, or simulated, emergencies

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

Written or spoken reports, describing:

- actions you took in emergencies or simulations to avoid panic and minimise loss
- what actions you took to deal specifically with release/spillage of hazardous substances
- how would possible fires be best extinguished

Witness testimony:

- statements by people who have observed you in either an emergency or a simulation of one

Performance evidence may include simulation.

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WM-105 Work in a team

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Unit Detail: WM-105.1 Agree individual responsibilities in working with others

WM-105.2 Complete work activities with others

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## Unit Description:

This unit deals with working successfully with others. It underlies the other units in the qualification.

Achievement of this unit demonstrates your competence in working successfully in a team. Although the unit title refers to team work, many operatives work alone. In this situation the team is considered to be you, the person to whom you report, and anyone else with whom you communicate.

The competences include accepting and clarifying responsibilities, and working in conjunction with others.

Evidence for this unit is likely to be generated at the same time as evidence for other units in the qualification.

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-105 Work in a team

Element: WM-105.1 Agree individual responsibilities in working with others

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## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure that the work to be done has been described clearly and is understood before the work starts
- b) you and the other team members agree the division of work and individual contributions
- c) you contribute helpfully to the team reaching agreement

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Organisational context:

- understanding instructions or getting help to do so
- abilities of other team members

Reaching agreement:

- identifying impact of work on others
- identifying potential difficulties
- making helpful contributions to discussions

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-105 Work in a team

Element: WM-105.1 Agree individual responsibilities in working with others

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can successfully agree the division of work between both the following sizes of group:

- two individuals
- three or more individuals

### Examples of Evidence:

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

Observed performance:

- agreeing on division of work with the others
- obtaining an understandable description of the work to be done
- identifying possible difficulties and taking action to avoid or reduce them

Products of work:

- a description of the agreed division of the work

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

Written or spoken reports describing:

- your notes or oral statements on how agreement was obtained

Witness testimony:

- statements by people who have observed you agreeing individual responsibilities in a team.

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-105 Work in a team

Element: WM-105.2 Complete work activities with others

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## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) your own work contribution is completed in sufficient time not to hold up the work of others
- b) you help identify likely difficulties in contributing to the team's work and tell the other team members promptly
- c) Where disagreement occurs, you try to minimise disruption to the team's work

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Co-ordinating work:

- identifying where your work could affect the work of others
- identifying difficulties in own work
- solving disagreements within the group

Organisational context:

- the nature of other peoples work
- how it affects your work

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-105 Work in a team

Element: WM-105.2 Complete work activities with others

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can operate with both the following types of team or group:

- a formally appointed group
- you working alone, your supervisor, and those people you communicate with

You must also show evidence that you can identify both the following types of difficulty:

- problems with materials or equipment needed
- problems with the people contributing to the job

### Examples of Evidence:

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

Observed performance:

- you identifying difficulties and informing others of progress

Products of work:

- telling others about progress of your own work

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

Written or spoken reports, describing:

- how you reached agreement on specific matters
- how you minimised disruption to work when disagreement occurs
- your notes or oral statements on identifying and telling others about difficulties

Witness testimony:

- statements from people who have observed you completing work activities with others

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WM-107 Contribute to the maintenance of the quality of the organisation's work

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Element: WM-107.1 Maintain a positive public image

WM-107.2 Organise own work

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## Unit Description:

This unit deals with the overall quality of the service provided.

Achievement of the unit demonstrates your competence in contributing to the maintenance of the quality of the organisation's work, and organising your own work.

Evidence for this unit is likely to be generated at the same time as evidence for other units in the qualification.

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-107 Contribute to the maintenance of the quality of the organisation's work

Element: WM-107.1 Maintain a positive public image

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## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) your work schedules are fulfilled correctly
- b) your behaviour, appearance, and clothing meet employment requirements
- c) your contact with people outside the organisation encourages confidence and co-operation
- d) the information you give to people outside the organisation is authorised, up to date and accurate

### Knowledge and Understanding:

Organisational context:

- detail of work schedules and working procedures
- organisation standards of behaviour and appearance, and why they are important
- what information you are permitted to pass to others
- organisation's services

Dealing with people:

- how to provide information politely and helpfully

# WASTE MANAGEMENT OPERATIONS

Unit: WM-107 Contribute to the maintenance of the quality of the organisation's work

Element: WM-107.1 Maintain a positive public image

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that all the following aspects of work schedules are correct:

- procedures
- quality of work
- reliability of work
- timing of work

You must also show evidence that your behaviour meets employment requirements in both of the following:

- timekeeping
- attitude
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You must also show evidence that your appearance meets employment requirements in all the following:

- general appearance
- clothing
- personal protective equipment

You must also show evidence that you provide information on both the following topics:

- services provided by the organisation
- who to refer to in the organisation for further information

### Examples of Evidence:

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

Observed performance:

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

Products of work:

- oral statements on contacts made with people outside the organisation

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

Written or spoken reports, describing:

- how you dealt with people who contacted you, or whom you contacted outside the organisation
- how you ensured that the various aspects of work schedules were carried out correctly

Witness testimony:

- statements from people who have observed you working

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-107 Contribute to the maintenance of the quality of the organisation's work

Element: WM-107.2 Organise own work

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## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you carry out work routines safely, in an appropriate order, and according to organisational requirements
- b) you report problems arising as a result of operational conditions promptly and ask for advice
- c) you pass on information required by the organisation accurately and promptly

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Methods of work:

- working safely and its importance
- dealing with problems arising from operational conditions

Organisational context:

- information about services available
- work schedules and procedures
- communication channels
- information required by the organisation and how to provide it

# WASTE MANAGEMENT OPERATIONS

Unit: WM-107 Contribute to the maintenance of the quality of the organisation's work

Element: WM-107.2 Organise own work

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can carry out at least three of the following aspects of work routines safely, in an appropriate order, and as required by the organisation:

- start-up
- daily schedules
- end of day
- other required work procedures

You must also show evidence that you can deal with at least four of the following problems arising as a result of operational conditions:

- mechanical problems
- necessary changes to schedule of work
- availability of resources
- abnormal conditions
- potential or actual damage to the environment

You must also show evidence that you report problems to at least two of the following types of people:

- people outside the organisation
- colleagues
- line managers

You must also show evidence that you can provide all the following types of information required by the organisation:

- personnel matters
- work matters
- health and safety
- passing messages

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in dealing with all types of problem arising from operational conditions listed above.

### Examples of Evidence:

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

Observed performance:

- work operations
- providing information

Products of work:

- oral statements on problems and how they were solved
- internal records of information you passed to the organisation

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

Written or spoken reports, describing:

- how you dealt with problems arising from operational conditions
- how you provided information required by the organisation

Witness testimony:

statements by people who have observed you at work

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WM-108 Maintain effective working relationships

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Unit Detail: WM-108.1 Maintain effective internal working relationships

WM-108.2 Maintain effective external working relationships

---

## Unit Description:

This unit deals with relationships.

Achievement of this unit demonstrates your competence in maintaining effective working relationships with people inside and outside the organisation. (References to external contacts may be interpreted as people outside your department as well as outside the organisation).

Evidence for this unit is likely to be generated at the same time as evidence for other units in the qualification.

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-108 Maintain effective working relationships

Element: WM-108.1 Maintain effective internal working relationships

---

## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you carry out reasonable requests from colleagues promptly and willingly
- b) you request help from others politely
- c) you pass relevant information to members of staff promptly and accurately
- d) you deal with differences of opinion to minimise offence and maintain respect

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Giving and receiving help:

- providing help and information tactfully
- knowing when, and how, to ask for help

Interpersonal relations:

- how to deal with differences of opinion
- methods of communication

Organisational context:

- limits of own authority
- what information or help may be given to other staff

# WASTE MANAGEMENT OPERATIONS

---

Unit:	WM-108	Maintain effective working relationships
Element:	WM-108.1	Maintain effective internal working relationships

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can handle relations successfully with both the following types of staff:

- line managers
- colleagues

You must also show evidence that you can deal with differences of opinion in both the following categories:

- work related
- personal

### Examples of Evidence:

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

Observed performance:

- cooperating with others in providing help and information
- seeking help and information from others

Products of work:

- your notes or oral statements on requests from staff, help and information provided
- your notes or oral statements on differences of opinion and how you dealt with them

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

Written or spoken reports, describing:

- how you dealt with help asked for by others and help that you needed yourself
- how you dealt with differences of opinion
- how you provided information to members of staff

Witness testimony:

- statements from people who have observed your relations with people within the organisation

# WASTE MANAGEMENT OPERATIONS

---

Unit: WM-108 Develop and maintain effective working relationships

Element: WM-108.2 Develop and maintain effective external working relationships

---

## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) your contacts with people outside the organisation or department are polite and helpful
- b) you provide authorised information promptly or ask for help
- c) you comply with requests for action promptly or pass the matter on to the relevant person

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Interpersonal relations:

- being polite and helpful

Organisational context:

- limits of your own authority
- information you are permitted to pass on
- the person to whom complaints and requests should be passed

# WASTE MANAGEMENT OPERATIONS

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Unit:	WM-108	Develop and maintain effective working relationships
Element:	WM-108.2	Develop and maintain effective external working relationships

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can handle both the following types of contact successfully:

- formal
- informal

You must also show evidence that you can refer to the correct people both the following types of situation:

- formal complaints
- requests for changes in services provided

You must also show that you can provide at least one of the following types of authorised information:

- general information about the organisation
- information about the organisation's products or services

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in all types of location and situation affecting collection listed above.

### Examples of Evidence:

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

Observed performance:

- contact with people outside the organisation

Products of work:

- your notes or oral statements on contacts with people outside the organisation

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

Written or spoken reports, describing:

- how you handled your contacts with people outside the organisation

Witness testimony:

statements from people who have observed you in contact with people outside the organisation.

# WASTE MANAGEMENT OPERATIONS

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# **Option Units**

# WASTE MANAGEMENT OPERATIONS

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## Structure of Option Units Level 1

<b>WT-104</b>	<b>Remove Waste</b>
WT-104.1	Accept and collect waste
WT-104.2	Operate equipment
<b>WT-105</b>	<b>Contribute to the receipt and despatch of wastes and materials</b>
WT-105.1	Assist in the receipt of wastes and materials
WT-105.2	Assist in the despatch of wastes and recycled materials
<b>WT-106</b>	<b>Contribute to the storage of wastes and operating materials within a waste facility</b>
WT-106.1	Assist in the sorting and storage of wastes and operating materials
WT-106.2	Contribute to the maintenance of storage conditions
<b>WT-107</b>	<b>Process received clinical waste</b>
WT-107.1	Handle clinical waste
WT-107.2	Prepare reusable containers
<b>WT-111</b>	<b>Contribute to the protection of the environment</b>
WT-111.1	Maintain environmentally sound working practices
WT-111.2	Contribute to the improvement of the environment
<b>WT-116</b>	<b>Control the safety of vehicle movements on waste management facilities</b>
WT-116.1	Control vehicle movements
WT-116.2	Maintain compliance with legislation and other requirements
<b>WT-117</b>	<b>Contribute to the general upkeep and protection of the facility</b>
WT-117.1	Carry out routine facility upkeep
WT-117.2	Control nuisances
<b>WT-118</b>	<b>Clean and maintain sundry small plant and equipment</b>
WT-118.1	Maintain sundry small plant and equipment
WT-118.2	Clean and adjust sundry small plant and equipment
<b>WT-119</b>	<b>Contribute to the maintenance of security in the working environment</b>
WT-119.1	Maintain security of premises
WT-119.2	Maintain security of equipment and materials

# WASTE MANAGEMENT OPERATIONS

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<b>WT-123</b>	<b>Contribute to the maintenance of security and vehicle safety</b>
WT-123.1	Maintain security of premises
WT-123.2	Maintain safety of the work vehicle
<b>WT-124</b>	<b>Contribute to the support of operations</b>
WT-124.1	Carry out general cleaning and labouring duties
WT-124.2	Store materials and components
<b>WT-128</b>	<b>Assist in running waste treatment operations</b>
WT-128.1	Contribute to the preparation of equipment and materials for waste treatment
WT-128.2	Help monitor and control waste treatment operations
WT-128.3	Help to complete and shut down waste treatment operations
<b>WT-129</b>	<b>Contribute to maintaining condition of treatment equipment</b>
WT-129.1	Help clean, maintain, and adjust equipment
WT-129.2	Contribute to checking the performance of equipment
<b>WT-131</b>	<b>Remove recyclable waste</b>
WT-131.1	Accept and collect recyclable waste
WT-131.2	Operate equipment
<b>WT-132</b>	<b>Contribute to the receipt and despatch of recyclable wastes and other materials</b>
WT-132.1	Assist in the receipt of recyclable wastes and other materials
WT-132.2	Assist in the despatch of recyclable wastes and other materials
<b>WT-133</b>	<b>Assist in running waste recycling operations</b>
WT-133.2	Help monitor and control waste recycling operations
WT-133.3	Help to complete and shut down waste recycling operations
<b>WT-134</b>	<b>Contribute to maintaining condition of recycling equipment</b>
WT-134.1	Help clean, maintain, and adjust recycling equipment
WT-134.2	Contribute to checking the performance of recycling equipment

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-104 Remove waste

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Unit Detail: WT-104.1 Accept and collect waste  
WT-104.2 Operate equipment

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## Unit Description:

Achievement of this unit demonstrates your competence in accepting and collecting waste, using the vehicle's equipment safely and correctly, and leaving the collection area in an acceptably clean and tidy state.

You must be able to show that you accept only waste, which meets the requirements, and that you understand instructions given to you.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-104	Remove waste
Element:	WT-104.1	Accept and collect waste

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you check that access to the waste is safe or take appropriate action
- b) you identify the waste for collection, and accept it if it meets the agreed requirements
- c) you report any circumstances affecting collection promptly
- d) your work consistently meets with requirements
- e) you check that you understand information and instructions or ask for an explanation, and carry them out promptly
- f) you leave the collection site clean and safe and report any damage from collection promptly
- g) you provide sufficient accurate information to allow relevant documentation to be completed

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Waste acceptance:

- identifying types of waste
- assessing the strength and suitability of containers
- identifying possible hazards, difficulties, and how to avoid them
- classification of waste

Collection:

- special collection schemes
- type of container and handling required
- acceptable reasons for non-collection
- information required for the completion of paperwork

Health and safety:

- lifting and handling techniques
- what to do if you come across special or other hazardous waste

Organisational context:

- your own areas of responsibility
- organisation policies and why it is important to work to them
- what the contract requires you to do
- what could happen if you don't do what the contract requires
- route plans, work schedules and the importance of carrying them out correctly

Legislation:

- how to avoid breaking the law while collecting waste

Customer care:

- why it is important to look after the customer and how to do it

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-104	Remove waste
Element:	WT-104.1	Accept and collect waste

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can deal successfully with at least four of the following circumstances affecting waste collection:

- dangerous site/access
- toxic materials
- risk of injury/infection
- traffic or routing problems
- split bags
- unsuitable/damaged containers/receptacles
- need for special collection
- other difficulties

You must also show evidence that you can collect safely from at least two of the following types of site:

- private property
- commercial and other premises
- public footpath/roadway

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in all types of location and situation affecting collection listed above.

### Examples of Evidence:

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

Observed performance:

- observation of working activities

Products of work:

- paperwork associated with waste collection
- identified hazards, difficulties, reasons for non-collection
- client requirements

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

Written or spoken reports, describing:

- how you dealt with the four types of circumstance affecting collection
- how you gained an understanding of written communications or instructions

Witness testimony:

- statements from people who observed you accepting and collecting waste

# WASTE MANAGEMENT OPERATIONS

---

Unit: WT-104 Remove waste

Element: WT-104.2 Operate equipment

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) the way you use machinery, equipment, and materials follows organisation procedures
- b) you take action to remedy faults and defects, or report the situation promptly
- c) you operate equipment to minimise the chance of injury or damage
- d) you check that you understand information and instructions or ask for explanation, and carry them out promptly
- e) you leave the loading area clean and safe after collection, as required

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Equipment:

- equipment operating procedures and the importance of carrying them out correctly
- identifying faults, and deciding appropriate action

Health and safety:

- hazards and risks of the mechanisms and how to reduce the risk when using them
- correct lifting and handling techniques

Organisational context:

- emergency procedures

# WASTE MANAGEMENT OPERATIONS

---

Unit:	WT-104	Remove waste
Element:	WT-104.2	Operate equipment

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can operate the equipment safely in at least two of the following types of loading area:

- roadways
- public areas
- other working areas

You must also show evidence that you can receive and gain an understanding of both of the following types of information and instruction:

- oral
- written

You must also show evidence that you leave the loading area in the condition required by all of the following:

- the organisation
- the law
- the client

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in all types of loading area listed above.

### Examples of Evidence:

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

Observed performance:

- observation of working activities
- comparison of loading areas with client requirements

Products of work:

- identified faults and defects and action taken
- fault paperwork
- client requirements

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

Written or spoken reports, describing:

- how you identified and dealt with faults and defects in the equipment
- how you ensured that operation of equipment presented the minimum chance of injury to the crew and passers by, and minimum chance of damage
- how you gained an understanding of written communications or instructions

Witness testimony:

statements by people who have observed you operating equipment

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-105 Contribute to the receipt and despatch of wastes and materials

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Unit Detail: WT-105.1 Assist in the receipt of wastes and materials

WT-105.2 Assist in the despatch of wastes and recycled materials

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## Unit Description:

Achievement of this unit demonstrates your competence in receiving and despatching wastes and other materials.

You must check deliveries against any documentation, direct the carrier to the appropriate location, and assist with offloading using necessary equipment.

The materials you handle are wastes likely to be suitable for recycling and also materials needed for the functioning of the facility. You must also assist in the despatch of waste and recycled materials by identifying and checking the wastes or materials for compliance with any documentation or information, and assisting in the despatch process itself.

# WASTE MANAGEMENT OPERATIONS

---

Unit: WT-105 Contribute to the receipt and despatch of wastes and materials

Element: WT-105.1 Assist in the receipt of wastes and materials

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you confirm that wastes and materials comply with any accompanying documentation or information, or you take appropriate action
- c) you direct the vehicle to the appropriate location for off-loading
- d) you make sure that off-loading equipment is made available and is free from defects, or you take appropriate action
- e) your own contribution to off-loading conforms to relevant regulations
- f) any necessary documentation is complete, accurate and up to date

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Loading/unloading equipment:

- equipment available and correct methods of use

Health and safety:

- nature and hazards of wastes and materials handled
- appropriate personal protective equipment and its correct use

Organisational context:

- identifying non-compliance in deliveries
- facility regulations
- any documentation procedures
- good housekeeping practices and standards required
- waste management licence requirements relating to reception of waste and materials
- safe working practice

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-105 Contribute to the receipt and despatch of wastes and materials

Element: WT-105.1 Assist in the receipt of wastes and materials

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can effectively handle both the following types of waste and materials:

- waste for storage, processing, or recycling
- materials required by the activities of the facility

You must also show evidence that you can use correctly both of the following types of equipment:

- powered
- manual

You must also show evidence that you can identify both of the following types of defect in equipment:

- actual failure due to defect
- defect with potential for failure

### Examples of Evidence:

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

Observed performance:

- assisting in the receipt of wastes and other materials
- choice and use of personal protective equipment

Products of work:

- defect reports
- any documentation related to receipts of wastes and materials

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

Written or spoken reports, describing:

- dealing with discrepancies in deliveries
- identifying defects in equipment

Witness testimony:

- statements from people who observed you assisting in the receipt of wastes and materials

# WASTE MANAGEMENT OPERATIONS

---

Unit: WT-105 Contribute to the receipt and despatch of wastes and materials

Element: WT-105.2 Assist in the despatch of wastes and recycled materials

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you identify and put together the wastes or recyclable materials to be despatched
- c) you report immediately wastes or recyclable materials not matching their description
- d) any documentation for the consignment is complete and accurate
- e) your own contribution to despatch conforms to relevant regulations

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Materials for despatch:

- instructions for selecting wastes or recyclable materials to be despatched
- identifying non-compliance with description
- location of wastes or recyclable materials to be despatched

Health and safety:

- nature and hazards of wastes or recyclable materials
- personal protective equipment appropriate to the wastes or recyclable materials handled
- correct use of the personal protective equipment
- safe working practice

Organisational context:

- documentation and recording procedures
- waste management licence requirements related to despatch of wastes and recycled materials
- methods of communication

# WASTE MANAGEMENT OPERATIONS

---

Unit: WT-105 Contribute to the receipt and despatch of wastes and materials

Element: WT-105.2 Assist in the despatch of wastes and recycled materials

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can assist effectively in the despatch of all the following types of material:

- wastes
- products of waste processing
- recyclable materials

### Examples of Evidence:

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

Observed performance:

- assisting in the despatch of wastes or recycled materials
- choice and use of personal protective equipment

Products of work:

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

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

Written or spoken reports, describing:

- dealing with wastes or recyclable materials not matching their documentation

Witness testimony:

- statements from people who observed you assisting in the despatch of wastes or recyclable materials

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-106	Contribute to the storage of wastes and operating materials within a waste facility
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Unit Detail:	WT-106.1	Assist in the sorting and storage of wastes and operating materials
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	WT-106.2	Contribute to the maintenance of storage conditions
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## Unit Description:

Achievement of this unit demonstrates your competence in contributing to the storage of wastes and operating materials within a waste facility using the facility's equipment safely and correctly.

You must be able to check the availability of the necessary equipment and report defects. You must ensure that you follow instructions for sorting, storing and any required labelling of the wastes, recyclable materials, and facility operating materials, and do so in a safe and efficient manner leaving the storage area suitably clean and tidy. Finally you must complete any necessary documentation if required.

You must also contribute to the maintenance of storage conditions, maintaining safety and security in the storage area, and monitoring the condition of the storage facility.

# WASTE MANAGEMENT OPERATIONS

---

Unit: WT-106 Contribute to the storage of wastes and operating materials within a waste facility

Element: WT-106.1 Assist in the sorting and storage of wastes and operating materials

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you keep the storage area adequately clean and tidy
- c) you check that required equipment is available
- d) you report any equipment defects immediately
- e) you sort, store, and label wastes and materials if required, as directed
- f) any necessary documentation is complete, accurate and up to date

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Storage:

- interpreting instructions for storing
- layout of the storage facilities area
- storage requirements of wastes and materials concerned
- good housekeeping practices and standards required
- labelling of wastes and materials when required

Health and safety:

- hazards of wastes and materials handled
- requirements for personal protective equipment and its correct use

Equipment:

- equipment available and correct methods of use
- identifying defects

Organisational context:

- operational procedures for sorting and storing
- any necessary documentation procedures

# WASTE MANAGEMENT OPERATIONS

---

Unit:	WT-106	Contribute to the storage of wastes and operating materials within a waste facility
Element:	WT-106.1	Assist in the sorting and storage of wastes and operating materials

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can deal effectively with all the following types of material:

- wastes to be stored for treatment or waiting for transport elsewhere
- recyclable materials
- materials required for the operation of the facility

You must also show evidence that you can use correctly, and identify defects in both of the following types of equipment:

- powered
- manual

### Examples of Evidence:

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

Observed performance:

- choice and use of personal protective equipment
- assisting in the sorting and storage of wastes and materials

Products of work:

- any necessary storage documentation
- wastes and materials you have sorted and stored
- storage facility areas that you have worked in

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

Written or spoken reports, describing:

- dealing with equipment defects
- storing different types of wastes and materials

Witness testimony:

- statements from people who observed you assisting in sorting and storage of wastes and materials

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-106	Contribute to the storage of wastes and operating materials within a waste facility
Element:	WT-106.2	Contribute to the maintenance of storage conditions

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you carry out procedures to maintain safety and security of the storage area as directed
- c) you report immediately any problems or undesirable changes in storage conditions

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Storage:

- storage facilities area layout
- characteristics of wastes and materials stored
- identifying problems and undesirable changes

Health and safety:

- required personal protective equipment
- safety and security procedures

Organisational context:

- any necessary documentation procedures
- waste management licence requirements relevant to storage

# WASTE MANAGEMENT OPERATIONS

---

Unit: WT-106 Contribute to the storage of wastes and operating materials within a waste facility

Element: WT-106.2 Contribute to the maintenance of storage conditions

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can identify and report at least two of the following examples of problems and undesirable changes in storage conditions:

- physical condition and security of storage facility
- hazards to people
- undesirable changes in the wastes or materials stored
- breakdown, damage, deterioration of equipment
- fire
- infestation
- nuisance

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all examples of problems and undesirable changes listed above

### Examples of Evidence:

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

Observed performance:

- contributing to maintaining storage conditions

Products of work:

- notes on problems and undesirable changes
- safety and security of storage area

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

Written or spoken reports, describing:

- dealing with problems and undesirable changes

Witness testimony:

- statements from people who observed you contributing to the maintenance of storage conditions

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-107 Process received clinical waste

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Unit Detail: WT-107.1 Handle clinical waste

WT-107.2 Prepare reusable containers

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## Unit Description:

Achievement of this unit demonstrates your competence in handling clinical waste safely and dealing with reusable clinical waste containers.

You must identify and check the waste, handle it safely, and deal with unacceptable waste appropriately.

You must deal correctly with accidents and spillages.

You must also clean, prepare for further use, and store re-usable containers, and dispose of any containers unsuitable for re-use.

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-107 Process received clinical waste

Element: WT-107.1 Handle clinical waste

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you correctly identify the waste to be handled
- b) you understand any special instructions given or ask for explanation
- c) you wear and use appropriate personal protective equipment correctly
- d) you deal with unacceptable wastes in accordance with organisation procedures
- e) your methods of handling comply with organisation procedures
- f) you deal with accidents immediately in accordance with organisation procedures, and ask for medical assistance promptly
- g) you deal with clinical waste containers in accordance with organisation requirements

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Wastes:

- waste identification markings
- identifying the nature of the wastes
- recognising and dealing with unacceptable waste

Health and safety:

- identifying and using personal protective equipment correctly
- using safe manual handling techniques
- dealing with accidents and carrying out accident or incident procedures
- hazards of waste residues and sharps

Organisation context:

- any necessary documentation procedures
- safe working practice
- procedure for dealing with containers
- waste management licence requirements related to handling waste

# WASTE MANAGEMENT OPERATIONS

Unit: WT-107 Process received clinical waste

Element: WT-107.1 Handle clinical waste

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can handle all of the following types of clinical waste:

- medical
- sharps
- personal hygiene

You must also show evidence that you can deal effectively with at least two of the following accidents:

- spillage of waste
- personal injury
- contamination of people
- contamination of the environment

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all the types of accident listed above.

### Examples of Evidence:

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

Observed performance:

- identifying and handling waste
- using personal protective equipment correctly

Products of work:

- bulked or sorted waste
- accident or incident reports

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

Written or spoken reports, describing:

- dealing with variations from expected nature of waste

Witness testimony:

- statements from people who observed you handling clinical waste

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-107 Process received clinical waste

Element: WT-107.2 Prepare reusable containers

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you reject containers not suitable for reuse, in accordance with organisation procedures
- c) you carry out the cleaning procedures fully and correctly and dispose of used cleaning fluids in accordance with organisation procedures
- d) you ensure that the cleaned containers meet the organisation specification
- e) you maintain the equipment and working area to the standards of cleanliness required by the organisation
- f) you make sure that recharging, or other preparatory treatment of containers complies with organisation and customer requirements
- g) you store reusable containers in accordance with organisation requirements

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Health and safety:

- hazards of waste residues and sharps
- selection and correct use of personal protective equipment

Organisational context:

- assessing quality of containers for reuse
- using the appropriate cleaning process
- operating cleaning equipment
- carrying out manual cleaning
- specification for cleanliness of containers
- requirements for cleanliness of working area
- recharging or other preparatory treatment procedures
- storage procedures

# WASTE MANAGEMENT OPERATIONS

Unit: WT-107 Process received clinical waste

Element: WT-107.2 Prepare reusable containers

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can carry out both of the following types of cleaning of containers:

- manual
- mechanical

### Examples of Evidence:

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

Observed performance:

- handling containers
- use of personal protective equipment
- cleaning containers

Products of work:

- cleaned and stored containers
- condition of working area and equipment

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

Written or spoken reports, describing:

- dealing with containers unsuitable for reuse

Witness testimony:

- statements from people who observed you preparing reusable containers

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-111	Contribute to the protection of the environment
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Unit Detail:	WT-111.1	Maintain environmentally sound working practices
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	WT-111.2	Contribute to the improvement of the environment
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## Unit Description:

Achievement of this unit demonstrates your competence in contributing to the protection of the local environment. You must show that you work in such a way that you minimise energy use, reduce or avoid waste, and take advantage of opportunities for recycling or re-use if that is required. You must minimise pollution of air, water, and land, and from noise.

You must demonstrate that you contribute to improvements in the environment by avoiding activities with potential to harm the environment.

This unit is suitable for operatives carrying out this activity on all types of waste management facility.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-111	Contribute to the protection of the environment
Element:	WT-111.1	Maintain environmentally sound working practices

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you operate and look after plant and equipment so as to reduce damage to the environment
- b) you carry out your work so as to minimise noise nuisance
- c) the way you work minimises waste of resources and avoids pollution
- d) if required, you identify opportunities for reuse and recycling and take appropriate action

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Use of resources:

- the importance of not wasting resources (energy, equipment, and materials), and the consequences of wasting them

Pollution:

- the consequences of pollution

Organisational context:

- how to recognise wastage of energy, equipment, and materials
- working methods that will minimise pollution and waste of resources
- what materials are recyclable
- procedures for dealing with recyclable materials if necessary

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-111	Contribute to the protection of the environment
Element:	WT-111.1	Maintain environmentally sound working practices

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can take action to minimise waste of at least two of the following types of resource:

- energy
- equipment
- materials

You must also show evidence that you can avoid at least two of the following types of pollution:

- air
- water
- land
- from noise

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently with all types of resource and pollution listed above.

### Examples of Evidence:

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

Observed performance:

- observation of working activities

Products of work:

- records of waste collection and recycling if carried out

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

Written or spoken reports, describing:

- your actions to save resources and avoid pollution

Witness testimony:

statements from people who have observed your working practices

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-111 Contribute to the protection of the environment

Element: WT-111.2 Contribute to the improvement of the environment

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## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you identify likely or actual causes of harm to the environment and report them promptly
- b) you take whatever remedial action is permitted promptly
- c) you look for ways of improving the environment and suggest them to the appropriate person

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Threats to the environment:

- how to recognise threats to the environment
- who to report the threats to

Organisational context:

- how environmental threats should be dealt with
- services supplied by the organisation and how to use them

Legislation:

- how to avoid breaking the law about environment protection

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-111 Contribute to the protection of the environment

Element: WT-111.2 Contribute to the improvement of the environment

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you have taken action to minimise harm arising from at least one of the following sources:

- activities of the general public
- activities of the workforce

You must also show evidence that you have taken both the following forms of remedial activity for threats:

- informed colleagues/line management
- taken action personally

You must also show evidence that you have provided at least two of the following types of information to others:

- relating to available services
- recycling, if appropriate
- causes of environmental harm

### Examples of Evidence:

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

Observed performance:

- observation of working activities

Products of work:

- your notes or oral statements on situations encountered
- related paperwork

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

Written or spoken reports, describing:

- how you identified potential harm to the environment from one of the types of source shown in the evidence requirements and the remedial action that you took
- how you provided information on the three topics mentioned in the evidence requirements and to whom

Witness testimony:

- statements from people who have observed you contributing to the improvement of the environment as above

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-116 Control the safety of vehicle movements on waste management facilities

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Unit Detail: WT-116.1 Control vehicle movements

WT-116.2 Maintain compliance with legislation and other requirements

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## Unit Description:

Achievement of this unit demonstrates your competence in controlling vehicle movements by direction and also by monitoring the compliance with regulations.

You must be able to inspect, direct, and assist the positioning of vehicles, and deal with any circumstances that arise which interfere with operations. You must also monitor the vehicle crews for safe working practice and compliance with legislation and other requirements. You will report breaches to the appropriate person.

This unit is suitable for operatives carrying out this activity on all types of waste management facility including waste collection.

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-116 Control the safety of vehicle movements on waste management facilities

Element: WT-116.1 Control vehicle movements

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure that you and the vehicle driver/crew wear and use correctly the appropriate personal protective equipment
- b) you check that vehicles are suitable for the loading/unloading conditions or take appropriate action promptly
- c) you direct and assist the vehicle driver/crew to the appropriate loading or unloading area
- d) your directions encourage efficient and safe vehicle movement
- e) you report incidents interfering with operations promptly

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Vehicles and loads:

- how to recognise vehicle problems and non-compliance of wastes
- how to recognise and deal with hazardous substances
- how to recognise access problems

Direction and positioning:

- how to communicate effectively
- signals to driver for assisting positioning

Loading/unloading operations:

- how to recognise and respond to incidents interfering with operations

Regulations:

- what the law requires in vehicle loading and unloading operations
- organisation procedures for operation of vehicles
- code of practice/methods for assisting vehicles in reversing and getting into position

# WASTE MANAGEMENT OPERATIONS

Unit: WT-116 Control the safety of vehicle movements on waste management facilities

Element: WT-116.1 Control vehicle movements

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can ensure that you and vehicle drivers/crews wear at least three of the following items of personal protective equipment appropriate to the conditions:

- safety helmet
- fluorescent tabard or jacket
- safety boots
- other appropriate equipment

You must also show evidence for directing and assisting at least one of the following types of vehicle:

- refuse collection vehicles
- bulk waste delivery / collection vehicles
- other vehicles

You must also show evidence that you can deal successfully with at least three of the following types of incident affecting operations:

- weather
- congestion
- blocked access
- traffic
- mechanical breakdown
- non-complying wastes
- accident

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently with all types of incident listed above.

### Examples of Evidence:

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

Observed performance:

- choice and use of personal protective equipment
- directing and assisting vehicle drivers/crews

Products of work:

- incident reports

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

Written or spoken reports, describing:

- action taken with vehicles/loads unsuitable for loading or unloading conditions
- dealing with incidents interfering with operations

Witness testimony:

statements from people who have observed you controlling vehicle movements

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-116	Control the safety of vehicle movements on waste management facilities
Element:	WT-116.2	Maintain compliance with legislation and other requirements

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure that drivers/crews comply with safe working practice
- b) you ensure that vehicles and crews comply with relevant regulations
- c) you recognise non-compliance and report it to the appropriate person promptly
- d) you inform vehicle drivers of any apparent breach of road transport law

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Health and safety:

- the importance of using the appropriate personal protective equipment
- personal protective equipment requirements of the activities

Organisational context:

- operating procedures for the location
- person to whom non-compliance should be reported

Regulations:

- what the law requires in relation to road transport
- facility operator's required procedures
- consideration for other road users when manoeuvring on public roads

Communications:

- methods for communicating tactfully with drivers and crews

# WASTE MANAGEMENT OPERATIONS

Unit: WT-116 Control the safety of vehicle movements on waste management facilities

Element: WT-116.2 Maintain compliance with legislation and other requirements

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can ensure drivers and crews comply with at least two of the following requirements:

- the laws relating to health and safety and road transport
- organisation requirements
- requirements for operations on client locations
- consideration for other road users when manoeuvring on public roads

You must also show evidence that you can advise drivers of at least one of the following potential breaches of road transport law:

- insecure load or bodywork
- residues likely to contaminate public highways
- unsecured auxiliary equipment

### Examples of Evidence:

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

Observed performance:

- communicating with drivers/crews on matters to do with meeting the law and other requirements
- operation of vehicles on locations
- behaviour of vehicle crews on locations

Products of work:

- reports of non-compliance
- your notes on advising drivers of potential breaches of road transport legislation

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

Written or spoken reports, describing:

- how you identified and dealt with non-compliance with the two requirements selected from the evidence requirements list

Witness testimony:

- statements from people who have observed you maintaining compliance with legislation and regulations

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-117 Contribute to the general upkeep and protection of the facility

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Unit Detail: WT-117.1 Carry out routine facility upkeep

WT-117.2 Control nuisances

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## Unit Description:

Achievement of this unit demonstrates your competence in helping to maintain the standards of operation of the facility.

You must ensure that all tasks carried out meet the stated requirements and the methods used comply with instructions. You must take care that the correct personal protective equipment for each task is selected and used correctly and that your activities do not harm people or the environment.

The term routine facility upkeep covers activities which do not require special skills and engineering knowledge to be carried out safely. The nuisances could be pests, weeds, odours, dust, litter, birds, etc.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-117	Contribute to the general upkeep and operation of the facility
Element:	WT-117.1	Carry out routine facility upkeep

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you understand instructions or ask for further explanation
- b) you wear and use appropriate personal protective equipment correctly
- c) you confirm that parts/materials and tools are appropriate to the task and free from damage
- d) the methods you use to complete the task comply with operating instructions
- e) you dispose of waste materials safely in accordance with instructions
- f) you clean tools and unused parts/materials and return them to storage promptly
- g) you report any unsafe working conditions immediately

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Work:

- use of parts and materials in routine facility upkeep
- use of hand tools

Health and safety:

- safe disposal of waste
- identifying damage and faults in parts, materials and tools
- identifying hazards and significant risks in the workplace
- personal protective equipment appropriate for tasks
- application of the COSHH regulations to routine facility upkeep

Organisation context:

- methods for carrying out tasks
- methods for disposing of waste materials

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-117	Contribute to the general upkeep and operation of the facility
Element:	WT-117.1	Carry out routine facility upkeep

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can carry out at least two activities from the following types of work:

- construction and repair of facilities and boundaries
- assisting simple engineering work
- general upkeep (excluding activities requiring specialist skills and knowledge)

You must also show evidence that you can work from both the following types of instruction:

- written
- oral

You must also show evidence that in carrying out your operating instructions you use, and meet, all the following:

- safe methods of work
- written permits to work where required
- methods avoiding harm to the environment

You must also show evidence that the unsafe working conditions that you report cover all the following:

- damage and faults in components and tools
- hazards and risks in the working area

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all types of work listed above.

### Examples of Evidence:

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

Observed performance:

- carrying out routine facility upkeep
- choice and use of personal protective equipment
- condition of parts/materials and tools
- compliance with instructions

Products of work:

- completed routine upkeep work

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

Written or spoken reports, describing:

- unsafe working conditions and action taken
- methods of disposing of waste without harm to the environment

Witness testimony:

- statements from people who observed you carrying out routine facility upkeep

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-117	Contribute to the general upkeep and operation of the facility
Element:	WT-117.2	Control nuisances

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you understand instructions or ask for further clarification
- b) you wear and use appropriate personal protective equipment correctly
- c) you confirm that control materials and equipment are appropriate to the task and free from damage
- d) you give clear warnings to people likely to be affected by the task
- e) you use control materials in accordance with the manufacturers' instructions and legislation
- f) you return unused materials to store or dispose of them safely
- g) you clean the equipment used correctly and return it to storage promptly
- h) you report unsafe working conditions immediately

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Health and safety:

- safe use of nuisance control materials
- safe disposal of waste
- identifying damage and faults in equipment
- identifying hazards and significant risks in the workplace
- hazards of control materials
- personal protective equipment necessary
- application of the COSHH regulations to nuisance control materials

Organisation context:

- cleaning application equipment
- sources of control materials and equipment

# WASTE MANAGEMENT OPERATIONS

Unit: WT-117 Contribute to the general upkeep and operation of the facility

Element: WT-117.2 Control nuisances

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can deal effectively with at least two of the following nuisances:

- pests
- weeds
- odours
- dust
- litter
- birds

You must also show evidence that you can identify both the following types of unsafe working conditions:

- damage and faults in equipment
- hazards and significant risks in the working area

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all the nuisances listed above.

### Examples of Evidence:

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

Observed performance:

- control of nuisances
- choice and use of personal protective equipment
- treatment of equipment after use

Products of work:

- areas freed from nuisances

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

Written or spoken reports, describing:

- treatment of other nuisances
- unsafe working conditions and action taken

Witness testimony:

statements by people who observed you controlling nuisances

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-118	Clean and maintain sundry small plant and equipment
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Unit Detail:	WT-118.1	Maintain sundry small plant and equipment
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	WT-118.2	Clean and adjust sundry small plant and equipment
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## Unit Description:

Achievement of this unit demonstrates your competence in cleaning and maintaining sundry small plant and equipment on the facility.

You must ensure that you use the correct personal protective equipment and select the correct materials. You must take appropriate action if the plant or equipment is unserviceable. The methods you use must comply with instructions. You must make any adjustments in accordance with instructions, and dispose of the cleaning fluids and residues safely.

You must also keep proper maintenance records.

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-118 Clean and maintain sundry small plant and equipment

Element: WT-118.1 Maintain sundry small plant and equipment

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you use methods and materials according to instructions
- c) you ensure the equipment you use in topping up is clean and appropriate to the purpose
- d) you report faulty plant and equipment promptly
- e) you keep the work area clean and tidy
- f) you report hazards in the working area promptly
- g) your records of work carried out are complete and accurate

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Use of fuel, fluids and lubricants:

- topping up of various types of fuel, fluid and lubricants to plant and equipment
- sources of maintenance information for plant and equipment
- sources of fluids to be used and topping up equipment
- required standards of cleanliness

Health and Safety:

- personal protective equipment appropriate to the tasks
- COSHH implications for materials used

Organisational context:

- identification of plant and equipment potentially unsuitable for use
- process for dealing with unserviceable equipment

# WASTE MANAGEMENT OPERATIONS

Unit: WT-118 Clean and maintain sundry small plant and equipment

Element: WT-118.1 Maintain sundry small plant and equipment

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can deal effectively with at least two of the following items of plant/equipment:

- pumps
- generators
- light plant
- tools

You must also show evidence that you can use both of the following types of instructions:

- manufacturer's
- organisation's

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all items of plant/equipment listed above.

### Examples of Evidence:

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

Observed performance:

- maintaining sundry small plant and equipment
- choice and use of personal protective equipment

Products of work:

- maintained plant and equipment
- maintenance records

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

Written or spoken reports, describing:

- dealing with faulty plant and equipment

Witness testimony:

- statements from people who observed you maintaining sundry small plant and equipment

# WASTE MANAGEMENT OPERATIONS

Unit: WT-118 Clean and maintain sundry small plant and equipment

Element: WT-118.2 Clean and adjust sundry small plant and equipment

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) the cleaning area is appropriate to the task and the methods to be used
- b) you wear and use appropriate personal protective equipment correctly
- c) you use cleaning materials in accordance with instructions
- d) you dispose of waste safely
- e) you carry out any adjustments in accordance with instructions
- f) you report faulty plant and equipment promptly
- g) you return cleaned plant and equipment to storage or to the working area promptly

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Cleaning:

- selection of appropriate cleaning materials and methods for the soil encountered
- sources of cleaning information for plant and equipment
- sources of cleaning materials
- use of cleaning materials
- standards of cleanliness for plant and equipment

Adjustments:

- adjustment required for specific equipment

Health and safety:

- personal protective equipment appropriate to the tasks
- safe disposal of various types of waste
- COSHH implications of cleaning materials

Organisational context:

- methods for cleaning and adjusting

# WASTE MANAGEMENT OPERATIONS

Unit: WT-118 Clean and maintain sundry small plant and equipment

Element: WT-118.2 Clean and adjust sundry small plant and equipment

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can deal effectively with at least two of the following items of plant/equipment:

- pumps
- generators
- light plant
- tools

You must also show evidence that you can use both of the following types of instructions:

- manufacturer's
- organisation's

You must also show evidence that you can dispose of both the following types of waste safely:

- used cleaning fluids
- solid waste removed manually

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all items of plant/equipment listed above.

### Examples of Evidence:

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

Observed performance:

- cleaning and adjusting small plant and equipment
- choice and use of personal protective equipment
- disposal of waste products of cleaning process

Products of work:

- cleaned and adjusted plant and equipment

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

Written or spoken reports, describing:

- dealing with faulty plant and equipment

Witness testimony:

- statements from people who observed you cleaning and adjusting small plant and equipment

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-119	Contribute to the maintenance of security in the working environment
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Unit Detail:	WT-119.1	Maintain security of premises
	WT-119.2	Maintain security of equipment and materials

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## Unit Description:

Achievement of this unit demonstrates your competence in contributing to the maintenance of security of the workplace, facility, or client premises, and the equipment and materials used there.

You must show that you follow the required entering and leaving procedures and that you can identify possible breaches of security. You must also demonstrate that equipment and resources are securely stored or immobilised when not in use, and that consumables are accounted for.

This unit will be suitable for operatives in all types of waste management facility including the non-driving waste collection team leader.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-119	Contribute to the maintenance of security in the working environment
Element:	WT-119.1	Maintain security of premises

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure that correct entering and leaving procedures are followed
- b) you ensure that suspicious occurrences are reported promptly
- c) you identify actual and potential breaches of security and report them promptly
- d) you ensure that confidentiality of information is maintained

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Suspicious occurrences:

- how to recognise suspicious occurrences
- who to inform

Breaches of security:

- how to recognise breaches of security
- who to inform

Organisational context:

- entering and leaving procedures for facility
- entering and leaving procedures for client properties

Confidentiality of information:

- what information about the organisation is confidential
- why information about clients and visitors should be kept confidential

# WASTE MANAGEMENT OPERATIONS

Unit: WT-119 Contribute to the maintenance of security in the working environment

Element: WT-119.1 Maintain security of premises

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can apply entering and leaving procedures to at least one of the following types of location:

- facility premises
- client premises

You must also show evidence for including in entering and leaving procedures at least two of the following activities:

- general visual check of premises for anything unusual
- turning off lights/power
- securing premises

You must also show evidence for identifying all of the following suspicious occurrences:

- unknown people
- damage to premises/contents
- abnormal situations

You must also show evidence for identifying and acting on at least two of the following breaches of security:

- locks/catches not operating
- lights not working
- damage to facility/client perimeter buildings

You must also show evidence for reporting to all of the following people:

- line manager
- colleagues
- client/owner of property

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in all activities in entering and leaving, and all breaches of security listed above.

### Examples of Evidence:

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

Observed performance:

- entering and leaving facility/client's premises
- action on encountering information about clients

Products of work:

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

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

Written or spoken reports, describing:

- how you reported back to clients or owners of properties suspicious occurrences or breaches of security and the end result
- why you should treat client and visitor information as confidential

Witness testimony:

- statements from people who have observed you maintaining security of premises.

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-119 Contribute to the maintenance of security in the working environment

Element: WT-119.2 Maintain security of equipment and materials

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure that equipment and materials used for work are safely and securely stored
- b) you ensure that equipment not stored in a secure place is immobilised
- c) your records of consumable resource use are up to date and you report excesses or shortages promptly

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Security:

- immobilising vehicles
- immobilising machinery/equipment
- other methods of securing equipment and materials

Organisational context:

- procedures for obtaining equipment and materials
- formal recording of use of equipment and materials
- location and security of keys of vehicles and plant
- procedure for reporting excesses and shortages

# WASTE MANAGEMENT OPERATIONS

Unit: WT-119 Contribute to the maintenance of security in the working environment

Element: WT-119.2 Maintain security of equipment and materials

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can immobilise resources by at least one of the following procedures:

- locking, and removal of keys of vehicles
- secure enclosure of equipment/materials
- chaining of equipment

You must also show evidence that you keep records in either of the following forms:

- written
- mental

You must also show that you report excesses or shortages to at least one of the following types of person:

- colleagues
- supervisor/line manager

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in all immobilising procedures listed above.

### Examples of Evidence:

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

Observed performance:

- withdrawal from, and return of machinery, equipment and materials to secure storage
- immobilising machinery, equipment, and materials
- dealing with vehicle/plant keys

Products of work:

- records of use
- your notes or oral statements on dealing with excesses or shortages

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

Written or spoken reports, describing:

- how you selected the most appropriate method of securing materials or equipment in at least two situations

Witness testimony:

- statements from people who have observed you maintaining security of equipment and materials

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-123 Contribute to the maintenance of security and vehicle safety

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Unit Detail: WT-123.1 Maintain security of premises

WT-123.2 Maintain safety of the work vehicle

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## Unit Description:

Achievement of this unit demonstrates your competence in contributing to the maintenance of security of the workplace, facility, or client premises.

It also demonstrate your competence in monitoring the safety systems of your vehicle and informing the driver if any are not working or obscured. You will be expected to carry out any cleaning of lights, screens, or notices that is necessary.

You must also demonstrate competence in using signals to assist the driver when manoeuvring the vehicle. You must avoid undue interference with other road users when doing so.

You must also ensure the safety of passers by when the vehicle loading mechanisms are operating or the vehicle is manoeuvring.

This unit is suitable for operatives carrying out this activity in all types of waste management facility including waste collection operatives.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-123	Contribute to the maintenance of security and vehicle safety
Element:	WT-123.1	Maintain security of premises

---

## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure that correct entering and leaving procedures are followed
- b) you ensure that suspicious occurrences are reported promptly
- c) you identify actual and potential breaches of security and report them promptly
- d) you ensure that confidentiality of information is maintained

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Suspicious occurrences:

- how to recognise suspicious occurrences
- who to inform

Breaches of security:

- how to recognise breaches of security
- who to inform

Organisational context:

- entering and leaving procedures for facility
- entering and leaving procedures for client properties

Confidentiality of information:

- what information about the organisation is confidential
- why information about clients and visitors should be kept confidential

# WASTE MANAGEMENT OPERATIONS

Unit: WT-123 Contribute to the maintenance of security and vehicle safety

Element: WT-123.1 Maintain security of premises

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can use the correct entering and leaving procedures for both of the following types of location:

- facility premises
- client premises

You must also show evidence for including in entering and leaving procedures at least two of the following activities:

- general visual check of premises for anything unusual
- turning off lights/power
- securing premises

You must also show evidence for identifying all of the following suspicious occurrences:

- unknown people
- damage to premises/contents
- abnormal situations

You must also show evidence for identifying and acting on at least two of the following breaches of security:

- locks/catches not operating
- lights not working
- damage to facility/client perimeter/buildings

You must also show evidence for reporting to all of the following people:

- line manager
- colleagues
- client/owner of property

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in all activities in entering and leaving, and all breaches of security listed above.

### Examples of Evidence:

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

Observed performance:

- entering and leaving facility/client's premises
- action on encountering information about clients

Products of work:

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

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

Written or spoken reports, describing:

- how you have reported back to clients or owners of properties suspicious occurrences or breaches of security and the end result
- why you should treat client and visitor information as confidential

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-123	Contribute to the maintenance of security in the working environment
Element:	WT-123.2	Maintain safety of the work vehicle

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## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you monitor the safety systems of the vehicle for correct operation at appropriate intervals
- b) where a safety system is not working correctly you inform the driver immediately
- c) you assist in putting right safety system faults
- d) you give clear signals to assist the driver in manoeuvring the vehicle
- e) you ensure that other road users suffer minimum inconvenience when your work vehicle is manoeuvring on a public highway
- f) you ensure the safety of passers by when the vehicle or its mechanisms are operating
- g) in the driver's temporary absence you ensure the security of the vehicle appropriately

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Safety system operation:

- purpose and normal operation of safety systems
- how to recognise faults
- what action to put faults right is permissible on the road

Manoeuvring the vehicle:

- signals for communicating with the driver
- manoeuvring capabilities of the vehicle in forward and reverse
- the drivers field of vision from the driving seat, direct and using mirrors

Other road users context:

- rights of way on the road
- methods of signalling to other road users
- how to minimise inconvenience to them

Safety of passers by:

- danger from vehicle operating mechanisms
- danger from vehicle manoeuvring

Security:

- immobilising the vehicles
- immobilising equipment

# WASTE MANAGEMENT OPERATIONS

Unit: WT-123 Contribute to the maintenance of security in the working environment

Element: WT-123.2 Maintain safety of the work vehicle

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can monitor and recognise faults in at least six of the following safety systems:

- driving lights
- stop lights
- reversing lights
- reversing audible warning
- vehicle loading mechanism warning lights
- windscreen and rearview screen
- number plates
- warning notices
- automatic cut-out systems

You must also show evidence that you identify all the following faults in safety systems:

- non functioning
- functioning but obscured
- illegibility

You must also show that you assist in rectifying safety system faults by carrying out at least two of the following:

- cleaning windscreen/rearview screen
- cleaning driving/stop light lenses
- cleaning warning lights/warning notices

You must also show evidence that you take account of all the following in assisting manoeuvring:

- vehicle clearance from physical obstructions
- activities of passers by
- activities of other road users

You must also show evidence that in the driver's temporary absence you ensure security by using all of the following methods:

- parking, locking, and removal of keys of vehicle
- immobilisation of vehicle loading mechanisms
- preventing unauthorised people interfering with the vehicle

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in recognising faults in all types of safety system listed above.

### Examples of Evidence:

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

Observed performance:

- assisting manoeuvring of the vehicle
- ensuring the safety of passers by
- minimising interference with other road users

Products of work:

- vehicle defect reports

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

Written or spoken reports, describing:

- how you recognised and, where appropriate, put faults right in safety systems

Witness testimony:

- statements from people who have observed you maintaining safety of the work vehicle

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-124 Contribute to the support of operations

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Unit Detail: WT-124.1 Carry out general cleaning and labouring duties

WT-124.2 Store materials and components

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## Unit Description:

Achievement of this unit demonstrates your competence in helping to support the facility's operations.

You must show that you can carry out general cleaning and labouring duties in the facility and also carry out general work in the facility stores. This sort of work would be suitable for those operatives temporarily on light duties.

You must carry out the work to the stated requirements and show that your methods comply with instructions. You must take care to select and use the correct personal protective equipment for each task and that the activities do not harm the environment.

This unit is suitable for operatives carrying out this activity on all types of waste management facility.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-124	Contribute to the support of operations
Element:	WT-124.1	Carry out general cleaning and labouring duties

---

## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you understand instructions or ask for help
- b) you wear and use the appropriate personal protective equipment correctly
- c) you select undamaged tools appropriate to the task
- d) you carry out the task in accordance with instructions
- e) you comply with safe working practice and minimise the risk of harm
- f) you dispose of waste materials safely
- g) you clean tools and equipment correctly and return them to storage
- h) you report unsafe operating conditions or equipment promptly

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Health and safety:

- safe methods of work
- correct personal protective equipment for the task
- safe disposal of waste materials
- identifying damage and faults in tools and facilities cleaned
- identifying hazards in the workplace

Organisational context:

- the tools and materials appropriate to the task
- how the task should be performed
- the required timing of the task

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-124	Contribute to the support of operations
Element:	WT-124.1	Carry out general cleaning and labouring duties

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can carry out at least two of the following general cleaning and labouring duties:

- external/internal cleaning of facility buildings or other structures surface preparation and painting
- other cleaning/tidying-up activities

You must also show evidence that you can work to both the following forms of instructions:

- oral
- written

You must also show evidence that you can identify and report both of the following types of unsafe operating conditions:

- damage or faults in tools or equipment
- hazards in the operating area

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in respect of all the general cleaning or labouring duties listed above.

### Examples of Evidence:

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

Observed performance:

- work observation of general cleaning and labouring duties
- choice and use of personal protective equipment
- methods of work

Products of work:

- facility structures cleaned, painted or tidied-up

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

Written or spoken reports, describing:

- the unsafe operating conditions you encountered and the action you took

Witness testimony:

- statements from people who have observed you carrying out general cleaning and labouring duties

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-124	Contribute to the support of operations
Element:	WT-124.2	Store materials and components

---

## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use the appropriate personal protective equipment correctly
- b) you use appropriate methods of storing materials
- c) you keep the storage area clean and tidy and maintain ready access
- d) you ensure that materials and components are protected from damage
- e) you use storage methods appropriate to the materials and components, follow organisation requirements, and make best use of space available
- f) you complete paperwork accurately and legibly

### Knowledge and Understanding:

You must demonstrate that you know and understand:

#### Storage:

- storage methods and the relation to nature of materials and components to be stored
- getting best use of space
- keeping ready access
- identifying materials and components subject to damage, and methods of protecting them

#### Storage conditions:

- effects of weather on materials and components
- those needing secure storage
- those needing storage under cover

#### Organisational context:

- paperwork related to storage
- issue and return procedures

# WASTE MANAGEMENT OPERATIONS

Unit: WT-124 Contribute to the support of operations

Element: WT-124.2 Store materials and components

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can carry out storage, issuing and return procedures on both the following types of item:

- consumable items
- tools or other returnable items

You must also show evidence that you can choose for the items stored the most appropriate storage conditions from the following:

- open air
- under cover

You must also show evidence that you can implement the organisation policy correctly in both the following:

- location of storage
- security measures

### Examples of Evidence:

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

Observed performance:

- storing and issuing materials and components
- choice and use of personal protective equipment

Products of work:

- stored materials and components
- storage paperwork

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

Written or spoken reports, describing:

- how you selected the storage location or conditions for the range of items you were storing
- how you dealt with portable or valuable items

Witness testimony:

- statements from people who have observed you storing and issuing materials and components

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-128 Assist in running waste treatment operations

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Unit Detail: WT-128.1 Contribute to the preparation of equipment and materials for waste treatment

WT-128.2 Help monitor and control waste treatment operations

WT-128.3 Help to complete and shut down waste treatment operations

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## Unit Description:

Achievement of this unit demonstrates your competence in assisting in running a waste treatment process.

You must help check that the materials and waste to be treated match any necessary documentation, check the process equipment, and report any problems.

You must help start up the process, monitor it, and help take appropriate action to rectify out of specification operation. You must also deal with spillages promptly.

You must help to complete and shut down the treatment process and deal with its outcomes.

In all of this you must also select and use the appropriate personal protective equipment for the hazards involved.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-128	Assist in running waste treatment operations
Element:	WT-128.1	Contribute to the preparation of equipment and materials for waste treatment

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- g) you wear and use appropriate personal protective equipment correctly
- h) you confirm that waste and treatment materials agree with any required documentation and are to hand
- i) you clean and prepare the work area and treatment equipment for operation
- j) you report any problems likely to delay or have adverse effects on treatment
- k) you inform team members when treatment is ready for start up
- l) you follow start up procedures as instructed

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Wastes and treatment materials:

- hazards of wastes and treatment materials
- precautions to be used in handling wastes and treatment materials
- how to confirm agreement between any required documentation and wastes and materials

Equipment:

- procedures for checking and making ready process equipment
- outline of the process and function of the equipment used

Health and safety:

- nature and hazards of wastes and treatment materials
- personal protective equipment appropriate to the hazards
- correct use of personal protective equipment
- how to use the process equipment safely
- emergency equipment associated with the process and how to use it
- safe working practice

Organisational context:

- procedures for handling wastes and treatment materials
- interpretation of process documentation
- nature and identification of situations which might delay processing
- good housekeeping practices and standards required
- start up procedures
- documentation if appropriate, and record keeping

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-128	Assist in running waste treatment operations
Element:	WT-128.1	Contribute to the preparation of equipment and materials for waste treatment

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can prepare equipment and materials for at least one of the following types of process:

- batch waste treatment processes
- continuous waste treatment processes

You must also show evidence that you can deal with both the following types of situation:

- disagreement between waste and materials and any required documentation
- faults in processing equipment

### Examples of Evidence:

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

Observed performance:

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

Products of work:

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

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

Written or spoken reports, describing:

- how you select the appropriate personal protective equipment for different circumstances
- identifying defects in equipment
- problems that might delay start up

Witness testimony;

- statements from people who observed you assisting in the process start up

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-128	Assist in running waste treatment operations
Element:	WT-128.2	Help monitor and control waste treatment operations

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- f) you wear and use appropriate personal protective equipment correctly
- g) you follow treatment instructions correctly
- h) you monitor treatment process according to instructions
- i) you follow instructions to correct treatment process operation if it goes out of specification
- j) you deal with spillages promptly

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Treatment process:

- outline of the process
- methods of monitoring the process
- symptoms of out of specification processing
- people to inform

Health and safety:

- nature and hazards of wastes and treatment materials
- personal protective equipment appropriate to the raw wastes, treatment materials, and process used
- correct use of the personal protective equipment
- safe working practice
- procedures for dealing with spillages

Organisational context:

- process operating instructions
- monitoring procedures
- good housekeeping practices and standards required
- record keeping

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-128	Assist in running waste treatment operations
Element:	WT-128.2	Help monitor and control waste treatment operations

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can help monitor and control at least one of the following types of process:

- batch waste treatment processes
- continuous waste treatment processes

You must also show evidence that you can carry out instructions to correct processing when out of specification for at least one of the following types of process:

- batch waste treatment processes
- continuous waste treatment processes

You must also show evidence that you can deal with spillage of at least two of the following:

- raw waste
- treated waste
- treatment materials

### Examples of Evidence:

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

Observed performance:

- choice and use of personal protective equipment
- following treatment instructions
- monitoring the treatment process
- following instructions to correct treatment process if out of specification

Products of work:

- process records
- reports of out of specification production and action taken

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

Written or spoken reports, describing:

- how you identify that the process is going out of specification
- how you followed instructions to correct the process operation to achieve specification range
- how you would deal with spillage of different substances

Witness testimony:

- statements from people who observed you monitoring and controlling waste treatment operations

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-128	Assist in running waste treatment operations
Element:	WT-128.3	Help to complete and shut down waste treatment operations

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- e) you wear and use appropriate personal protective equipment correctly
- f) you shut down services according to instructions
- g) you identify treated waste that is out of specification
- h) you deal with the outcomes of the treatment process according to instructions

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Treatment process:

- identification of out of specification treated waste
- procedures for dealing with treated waste, out of specification waste, any other products of the treatment process, and residual treatment materials from the work area

Health and safety:

- nature and hazards of raw wastes, out of specification wastes, any other products of treatment, and treatment materials
- personal protective equipment appropriate to the raw wastes, treatment materials, any other products of the treatment process, and the process itself
- correct use of the personal protective equipment
- safe working practice

Organisational context:

- process shut down procedures
- good housekeeping practices and standards required
- any required record keeping

# WASTE MANAGEMENT OPERATIONS

---

Unit:	WT-128	Assist in running waste treatment operations
Element:	WT-128.3	Help to complete and shut down waste treatment operations

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can shut down at least one of the following types of process:

- batch treatment processes
- continuous treatment processes

You must also show evidence that you can deal with at least three of the following outcomes from the treatment process:

- treated waste
- out of specification treated waste
- any other products of the treatment process
- residual treatment materials from the work area

### Examples of Evidence:

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

Observed performance:

- choice and use of personal protective equipment
- following shutting down procedures
- identifying treated waste that is out of specification
- carrying out instructions to deal with treated waste, out of specification treated waste, any other products of the process, and residual treatment materials

Products of work:

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

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

Written or spoken reports, describing:

- how you identify out of specification treated waste
- how you carried out instructions to help deal with treated waste, out of specification treated waste, any other products of the treatment process, and residual treatment materials

Witness testimony:

- statements from people who observed you shutting down the process and dealing with its outcomes

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-129 Contribute to maintaining condition of treatment equipment

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Unit Detail: WT-129.1 Help clean, maintain, and adjust equipment

WT-129.2 Contribute to checking the performance of equipment

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## Unit Description:

Achievement of this unit demonstrates competence in helping maintain the condition of treatment equipment.

You must carry out your part in cleaning, maintaining, and adjusting treatment equipment or components safely and correctly. You must work to laid down standards of cleanliness and report any faults observed. You must also provide assistance in maintenance operations.

You must help carry out the necessary adjustments safely and correctly and keep records.

You must also help in checking the performance of treatment equipment safely, and the identification of faults.

# WASTE MANAGEMENT OPERATIONS

---

Unit:	WT-129	Contribute to maintaining condition of treatment equipment
Element:	WT-129.1	Help clean, maintain, and adjust equipment

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- g) you wear and use appropriate personal protective equipment correctly
- h) you confirm that necessary isolation has been carried out and permits completed and authorised
- i) you clean the work area and equipment as instructed using specified materials, equipment, and procedures
- j) you help with maintenance as instructed
- k) you adjust treatment and associated equipment according to operating requirements as instructed
- l) you report damaged or faulty equipment for further action

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Equipment:

- services and relevant isolation procedures
- ensuring safe access to the work needed
- how to dismantle items prior to cleaning and maintenance, and reassemble them
- how to follow instructions in carrying out adjustments
- cleaning and maintenance tools and equipment and how to use them

Health and safety:

- use of permit procedures
- selection and use of appropriate personal protective equipment
- precautions necessary in cleaning and maintenance activities
- environmentally safe disposal of cleaning fluids, residues, and other materials
- hazards of the cleaning and maintenance processes

Organisational context:

- cleaning standards required
- adjustment standards required
- records of cleaning and maintenance

Communications:

- understanding instructions and asking for further information when necessary

Legislation:

the implications of relevant legislation on cleaning and maintenance activities

# WASTE MANAGEMENT OPERATIONS

---

Unit:	WT-129	Contribute to maintaining condition of treatment equipment
Element:	WT-129.1	Help clean, maintain, and adjust equipment

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you understand all the following before commencement of activities:

- cleaning, dismantling and re-assembly, and maintenance instructions
- relevant permit systems
- cleaning materials and equipment and related hazards
- use of appropriate personal protective equipment
- methods of disposal of cleaning fluids, residues and other materials

You must also show evidence that you can follow instructions to correctly clean and maintain at least one of the following classes of equipment:

- batch treatment process equipment
- continuous treatment process equipment

you must also show evidence that you have followed instructions correctly in cleaning and maintaining equipment and components under both the following conditions:

- operational conditions
- non-operational conditions

### Examples of Evidence:

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

Observed performance:

- checking authorisation, assembling cleaning materials, tools, and instructions, prior to commencing
- choice and use of personal protective equipment
- carrying out cleaning instructions
- carrying out maintenance and adjustment instructions
- dismantling components for cleaning and maintenance and re-assembly as instructed

Products of work:

- cleaning and maintenance records
- fault reports on components or equipment

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

Written or spoken reports, describing:

- how you selected the personal protective equipment for the operation
- how you checked that the permit authorisation procedure had been carried out correctly
- how you used the appropriate equipment for a specific cleaning and maintenance operation
- how you followed instruction to dismantle components before cleaning and reassemble them
- how you carried out instructions for the necessary adjustments
- how you disposed of the cleaning fluids, residues and other materials safely

Witness testimony:

statements from people who observed you cleaning and maintaining treatment equipment

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-129	Contribute to maintaining condition of treatment equipment
Element:	WT-129.2	Contribute to checking the performance of equipment

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that

- e) you wear and use appropriate personal protective equipment correctly
- f) you help check the operation of equipment
- g) you help identify any failure to reach expected performance
- h) you report failure to reach expected performance and help identify the possible cause

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Checking:

- how to carry out instructions in checking performance of equipment
- how to help identify causes of poor performance

Organisation context:

- any required records of checking carried out
- any required records of faults identified

Health and safety:

- hazards of the checking process and the equipment checked
- ways to minimise the hazards
- selection and use of personal protective equipment during checking
- safety signage during checking if appropriate

Communications:

- understanding instructions and asking for further information when necessary

Legislation:

- the implications of relevant legislation on checking operation of equipment

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-129	Contribute to maintaining condition of treatment equipment
Element:	WT-129.2	Contribute to checking the performance of equipment

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can help check the performance of treatment equipment under the following conditions:

- under normal operating conditions
- under non-operating conditions

### Examples of Evidence:

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

Observed performance:

- helping check performance of treatment equipment
- helping identify possible causes of poor performance

Products of work:

- any required records of checking performance in which you helped
- fault reports and action taken to which you contributed

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

Written or spoken reports, describing:

- how you helped in the checking procedures
- how you helped in identifying possible causes of poor performance

Witness testimony:

- statements from people who observed you helping check the performance of treatment equipment

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-131 Remove recyclable waste

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Unit Detail: WT-131.1 Accept and collect recyclable waste  
WT-131.2 Operate equipment

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## Unit Description:

Achievement of this unit demonstrates your competence in accepting and collecting recyclable waste, using the vehicle's equipment safely and correctly, and leaving the collection area in an acceptably clean and tidy state.

You must be able to show that you accept only recyclable waste, which meets the requirements, and that you understand instructions given to you.

# WASTE MANAGEMENT OPERATIONS

Unit: WT-131 Remove recyclable waste

Element: WT-131.1 Accept and collect recyclable waste

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you check that access to the waste is safe or take appropriate action
- b) you identify the waste for collection, and accept it if it meets the agreed requirements
- c) you report any circumstances affecting collection promptly
- d) your work consistently meets with requirements
- e) you check that you understand information and instructions or ask for an explanation, and carry them out promptly
- f) you leave the collection site clean and safe and report any damage from collection promptly
- g) you provide sufficient accurate information to allow relevant documentation to be completed

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Waste acceptance:

- identifying types of waste
- assessing the strength and suitability of containers
- identifying possible hazards, difficulties, and how to avoid them
- classification of waste

Collection:

- special collection schemes
- type of container and handling required
- acceptable reasons for non-collection
- information required for the completion of paperwork

Health and safety:

- lifting and handling techniques
- what to do if you come across special or other hazardous waste

Organisational context:

- your own areas of responsibility
- organisation policies and why it is important to work to them
- what the contract requires you to do
- what could happen if you don't do what the contract requires
- route plans, work schedules and the importance of carrying them out correctly

Legislation:

- how to avoid breaking the law while collecting waste

Customer care:

- why it is important to look after the customer and how to do it

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-131	Remove recyclable waste
Element:	WT-131.1	Accept and collect recyclable waste

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can deal successfully with at least four of the following circumstances affecting waste collection:

- dangerous site/access
- toxic materials
- risk of injury/infection
- traffic or routing problems
- split bags
- unsuitable/damaged containers/receptacles
- need for special collection
- other difficulties

You must also show evidence that you can collect safely from at least two of the following types of site:

- private property
- commercial and other premises
- public footpath/roadway

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in all types of location and situation affecting collection listed above.

### Examples of Evidence:

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

Observed performance:

- observation of working activities

Products of work:

- paperwork associated with waste collection
- identified hazards, difficulties, reasons for non-collection
- client requirements

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

Written or spoken reports, describing:

- how you dealt with the four types of circumstance affecting collection
- how you gained an understanding of written communications or instructions

Witness testimony:

- statements from people who observed you accepting and collecting waste

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-131	Remove recyclable waste
Element:	WT-131.2	Operate equipment

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) the way you use machinery, equipment, and materials follows organisation procedures
- b) you take action to remedy faults and defects, or report the situation promptly
- c) you operate equipment to minimise the chance of injury or damage
- d) you check that you understand information and instructions or ask for explanation, and carry them out promptly
- e) you leave the loading area clean and safe after collection, as required

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Equipment:

- equipment operating procedures and the importance of carrying them out correctly
- identifying faults, and deciding appropriate action

Health and safety:

- hazards and risks of the mechanisms and how to reduce the risk when using them
- correct lifting and handling techniques

Organisational context:

- emergency procedures

# WASTE MANAGEMENT OPERATIONS

Unit: WT-131 Remove recyclable waste

Element: WT-131.2 Operate equipment

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can operate the equipment safely in at least two of the following types of loading area:

- roadways
- public areas
- other working areas

You must also show evidence that you can receive and gain an understanding of both of the following types of information and instruction:

- oral
- written

You must also show evidence that you leave the loading area in the condition required by all of the following:

- the organisation
- the law
- the client

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in all types of loading area listed above.

### Examples of Evidence:

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

Observed performance:

- observation of working activities
- comparison of loading areas with client requirements

Products of work:

- identified faults and defects and action taken
- fault paperwork
- client requirements

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

Written or spoken reports, describing:

- how you identified and dealt with faults and defects in the equipment
- how you ensured that operation of equipment presented the minimum chance of injury to the crew and passers by, and minimum chance of damage
- how you gained an understanding of written communications or instructions

Witness testimony:

statements by people who have observed you operating equipment

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-132 Contribute to the receipt and despatch of recyclable wastes and other materials

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Unit Detail: WT-132.1 Assist in the receipt of recyclable wastes and other materials  
WT-132.2 Assist in the despatch of recyclable wastes and other materials

---

## Unit Description:

Achievement of this unit demonstrates your competence in receiving and despatching recyclable wastes and other materials.

You must check deliveries against any documentation, direct the carrier to the appropriate location, and assist with offloading using necessary equipment.

The materials you handle are wastes likely to be suitable for recycling and also materials needed for the functioning of the facility. You must also assist in the despatch of waste and recycled materials by identifying and checking the wastes or materials for compliance with any documentation or information, and assisting in the despatch process itself.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-132	Contribute to the receipt and despatch of recyclable wastes and other materials
Element:	WT-132.1	Assist in the receipt of recyclable wastes and other materials

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you confirm that wastes and materials comply with any accompanying documentation or information, or you take appropriate action
- c) you direct the vehicle to the appropriate location for off-loading
- d) you make sure that off-loading equipment is made available and is free from defects, or you take appropriate action
- e) your own contribution to off-loading conforms to relevant regulations
- f) any necessary documentation is complete, accurate and up to date

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Loading/unloading equipment:

- equipment available and correct methods of use

Health and safety:

- nature and hazards of wastes and materials handled
- appropriate personal protective equipment and its correct use

Organisational context:

- identifying non-compliance in deliveries
- facility regulations
- any documentation procedures
- good housekeeping practices and standards required
- waste management licence requirements relating to reception of waste and materials
- safe working practice

# WASTE MANAGEMENT OPERATIONS

---

Unit: WT-132 Contribute to the receipt and despatch of recyclable wastes and other materials

Element: WT-132.1 Assist in the receipt of recyclable wastes and other materials

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can effectively handle both the following types of waste and materials:

- waste for storage, processing, or recycling
- materials required by the activities of the facility

You must also show evidence that you can use correctly both of the following types of equipment:

- powered
- manual

You must also show evidence that you can identify both of the following types of defect in equipment:

- actual failure due to defect
- defect with potential for failure

### Examples of Evidence:

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

Observed performance:

- assisting in the receipt of wastes and other materials
- choice and use of personal protective equipment

Products of work:

- defect reports
- any documentation related to receipts of wastes and materials

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

Written or spoken reports, describing:

- dealing with discrepancies in deliveries
- identifying defects in equipment

Witness testimony:

- statements from people who observed you assisting in the receipt of wastes and materials

# WASTE MANAGEMENT OPERATIONS

---

Unit: WT-132 Contribute to the receipt and despatch of recyclable wastes and other materials

Element: WT-132.2 Assist in the despatch of recyclable wastes and other materials

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you identify and put together the wastes or recyclable materials to be despatched
- c) you report immediately wastes or recyclable materials not matching their description
- d) any documentation for the consignment is complete and accurate
- e) your own contribution to despatch conforms to relevant regulations

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Materials for despatch:

- instructions for selecting wastes or recyclable materials to be despatched
- identifying non-compliance with description
- location of wastes or recyclable materials to be despatched

Health and safety:

- nature and hazards of wastes or recyclable materials
- personal protective equipment appropriate to the wastes or recyclable materials handled
- correct use of the personal protective equipment
- safe working practice

Organisational context:

- documentation and recording procedures
- waste management licence requirements related to despatch of wastes and recycled materials
- methods of communication

# WASTE MANAGEMENT OPERATIONS

---

Unit: WT-132 Contribute to the receipt and despatch of recyclable wastes and other materials

Element: WT-132.2 Assist in the despatch of recyclable wastes and other materials

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can assist effectively in the despatch of all the following types of material:

- wastes
- products of waste processing
- recyclable materials

### Examples of Evidence:

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

Observed performance:

- assisting in the despatch of wastes or recycled materials
- choice and use of personal protective equipment

Products of work:

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

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

Written or spoken reports, describing:

- dealing with wastes or recyclable materials not matching their documentation

Witness testimony:

- statements from people who observed you assisting in the despatch of wastes or recyclable materials

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-133 Assist in running waste recycling operations

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Unit Detail: WT-133.1 Contribute to the preparation of equipment and materials for waste recycling

WT-133.2 Help monitor and control waste recycling operations

WT-133.3 Help to complete and shut down waste recycling operations

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## Unit Description:

Achievement of this unit demonstrates your competence in assisting in running a waste recycling process.

You must help check that the materials and waste to be treated match any necessary documentation, check the process equipment, and report any problems.

You must help start up the process, monitor it, and help take appropriate action to rectify out of specification operation. You must also deal with spillages promptly.

You must help to complete and shut down the recycling process and deal with its outcomes.

In all of this you must also select and use the appropriate personal protective equipment for the hazards involved.

# WASTE MANAGEMENT OPERATIONS

---

Unit:	WT-133	Assist in running waste recycling operations
Element:	WT-133.1	Contribute to the preparation of equipment and materials for waste recycling

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you confirm that waste and treatment materials agree with any required documentation and are to hand
- c) you clean and prepare the work area and treatment equipment for operation
- d) you report any problems likely to delay or have adverse effects on treatment
- e) you inform team members when treatment is ready for start up
- f) you follow start up procedures as instructed

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Wastes and treatment materials:

- hazards of wastes and treatment materials
- precautions to be used in handling wastes and treatment materials
- how to confirm agreement between any required documentation and wastes and materials

Equipment:

- procedures for checking and making ready process equipment
- outline of the process and function of the equipment used

Health and safety:

- nature and hazards of wastes and treatment materials
- personal protective equipment appropriate to the hazards
- correct use of personal protective equipment
- how to use the process equipment safely
- emergency equipment associated with the process and how to use it
- safe working practice

Organisational context:

- procedures for handling wastes and treatment materials
- interpretation of process documentation
- nature and identification of situations which might delay processing
- good housekeeping practices and standards required
- start up procedures
- documentation if appropriate, and record keeping

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-133	Assist in running waste recycling operations
Element:	WT-133.1	Contribute to the preparation of equipment and materials for waste recycling

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can prepare equipment and materials for at least one of the following types of process:

- batch waste treatment processes
- continuous waste treatment processes

You must also show evidence that you can deal with both the following types of situation:

- disagreement between waste and materials and any required documentation
- faults in processing equipment

### Examples of Evidence:

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

Observed performance:

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

Products of work:

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

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

Written or spoken reports, describing:

- how you select the appropriate personal protective equipment for different circumstances
- identifying defects in equipment
- problems that might delay start up

Witness testimony;

- statements from people who observed you assisting in the process start up

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-133	Assist in running waste recycling operations
Element:	WT-133.2	Help monitor and control waste recycling operations

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you follow treatment instructions correctly
- c) you monitor treatment process according to instructions
- d) you follow instructions to correct treatment process operation if it goes out of specification
- e) you deal with spillages promptly

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Treatment process:

- outline of the process
- methods of monitoring the process
- symptoms of out of specification processing
- people to inform

Health and safety:

- nature and hazards of wastes and treatment materials
- personal protective equipment appropriate to the raw wastes, treatment materials, and process used
- correct use of the personal protective equipment
- safe working practice
- procedures for dealing with spillages

Organisational context:

- process operating instructions
- monitoring procedures
- good housekeeping practices and standards required
- record keeping

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-133	Assist in running waste recycling operations
Element:	WT-133.2	Help monitor and control waste recycling operations

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can help monitor and control at least one of the following types of process:

- batch waste treatment processes
- continuous waste treatment processes

You must also show evidence that you can carry out instructions to correct processing when out of specification for at least one of the following types of process:

- batch waste treatment processes
- continuous waste treatment processes

You must also show evidence that you can deal with spillage of at least two of the following:

- raw waste
- treated waste
- treatment materials

### Examples of Evidence:

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

Observed performance:

- choice and use of personal protective equipment
- following treatment instructions
- monitoring the treatment process
- following instructions to correct treatment process if out of specification

Products of work:

- process records
- reports of out of specification production and action taken

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

Written or spoken reports, describing:

- how you identify that the process is going out of specification
- how you followed instructions to correct the process operation to achieve specification range
- how you would deal with spillage of different substances

Witness testimony:

- statements from people who observed you monitoring and controlling waste treatment operations

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-133	Assist in running waste recycling operations
Element:	WT-133.3	Help to complete and shut down waste recycling operations

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you shut down services according to instructions
- c) you identify treated waste that is out of specification
- d) you deal with the outcomes of the treatment process according to instructions

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Treatment process:

- identification of out of specification treated waste
- procedures for dealing with treated waste, out of specification waste, any other products of the treatment process, and residual treatment materials from the work area

Health and safety:

- nature and hazards of raw wastes, out of specification wastes, any other products of treatment, and treatment materials
- personal protective equipment appropriate to the raw wastes, treatment materials, any other products of the treatment process, and the process itself
- correct use of the personal protective equipment
- safe working practice

Organisational context:

- process shut down procedures
- good housekeeping practices and standards required
- any required record keeping

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-133	Assist in running waste recycling operations
Element:	WT-133.3	Help to complete and shut down waste recycling operations

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can shut down at least one of the following types of process:

- batch treatment processes
- continuous treatment processes

You must also show evidence that you can deal with at least three of the following outcomes from the treatment process:

- treated waste
- out of specification treated waste
- any other products of the treatment process
- residual treatment materials from the work area

### Examples of Evidence:

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

Observed performance:

- choice and use of personal protective equipment
- following shutting down procedures
- identifying treated waste that is out of specification
- carrying out instructions to deal with treated waste, out of specification treated waste, any other products of the process, and residual treatment materials

Products of work:

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

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

Written or spoken reports, describing:

- how you identify out of specification treated waste
- how you carried out instructions to help deal with treated waste, out of specification treated waste, any other products of the treatment process, and residual treatment materials

Witness testimony:

- statements from people who observed you shutting down the process and dealing with its outcomes

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-134 Contribute to maintaining condition of recycling equipment

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Unit Detail: WT-134.1 Help clean, maintain, and adjust recycling equipment  
WT-134.2 Contribute to checking the performance of recycling equipment

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## Unit Description:

Achievement of this unit demonstrates competence in helping maintain the condition of recycling equipment.

You must carry out your part in cleaning, maintaining, and adjusting recycling equipment or components safely and correctly. You must work to laid down standards of cleanliness and report any faults observed. You must also provide assistance in maintenance operations.

You must help carry out the necessary adjustments safely and correctly and keep records.

You must also help in checking the performance of recycling equipment safely, and the identification of faults.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-134	Contribute to maintaining condition of recycling equipment
Element:	WT-134.1	Help clean, maintain, and adjust recycling equipment

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you confirm that necessary isolation has been carried out and permits completed and authorised
- c) you clean the work area and equipment as instructed using specified materials, equipment, and procedures
- d) you help with maintenance as instructed
- e) you adjust treatment and associated equipment according to operating requirements as instructed
- f) you report damaged or faulty equipment for further action

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Equipment:

- services and relevant isolation procedures
- ensuring safe access to the work needed
- how to dismantle items prior to cleaning and maintenance, and reassemble them
- how to follow instructions in carrying out adjustments
- cleaning and maintenance tools and equipment and how to use them

Health and safety:

- use of permit procedures
- selection and use of appropriate personal protective equipment
- precautions necessary in cleaning and maintenance activities
- environmentally safe disposal of cleaning fluids, residues, and other materials
- hazards of the cleaning and maintenance processes

Organisational context:

- cleaning standards required
- adjustment standards required
- records of cleaning and maintenance

Communications:

- understanding instructions and asking for further information when necessary

Legislation:

the implications of relevant legislation on cleaning and maintenance activities

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-134	Contribute to maintaining condition of recycling equipment
Element:	WT-134.1	Help clean, maintain, and adjust recycling equipment

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you understand all the following before commencement of activities:

- cleaning, dismantling and re-assembly, and maintenance instructions
- relevant permit systems
- cleaning materials and equipment and related hazards
- use of appropriate personal protective equipment
- methods of disposal of cleaning fluids, residues and other materials

You must also show evidence that you can follow instructions to correctly clean and maintain at least one of the following classes of equipment:

- batch treatment process equipment
- continuous treatment process equipment

you must also show evidence that you have followed instructions correctly in cleaning and maintaining equipment and components under both the following conditions:

- operational conditions
- non-operational conditions

### Examples of Evidence:

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

Observed performance:

- checking authorisation, assembling cleaning materials, tools, and instructions, prior to commencing
- choice and use of personal protective equipment
- carrying out cleaning instructions
- carrying out maintenance and adjustment instructions
- dismantling components for cleaning and maintenance and re-assembly as instructed

Products of work:

- cleaning and maintenance records
- fault reports on components or equipment

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

Written or spoken reports, describing:

- how you selected the personal protective equipment for the operation
- how you checked that the permit authorisation procedure had been carried out correctly
- how you used the appropriate equipment for a specific cleaning and maintenance operation
- how you followed instruction to dismantle components before cleaning and reassemble them
- how you carried out instructions for the necessary adjustments
- how you disposed of the cleaning fluids, residues and other materials safely

Witness testimony:

statements from people who observed you cleaning and maintaining treatment equipment

# WASTE MANAGEMENT OPERATIONS

---

Unit:	WT-134	Contribute to maintaining condition of recycling equipment
Element:	WT-134.2	Contribute to checking the performance of recycling equipment

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that

- a) you wear and use appropriate personal protective equipment correctly
- b) you help check the operation of equipment
- c) you help identify any failure to reach expected performance
- d) you report failure to reach expected performance and help identify the possible cause

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Checking:

- how to carry out instructions in checking performance of equipment
- how to help identify causes of poor performance

Organisation context:

- any required records of checking carried out
- any required records of faults identified

Health and safety:

- hazards of the checking process and the equipment checked
- ways to minimise the hazards
- selection and use of personal protective equipment during checking
- safety signage during checking if appropriate

Communications:

- understanding instructions and asking for further information when necessary

Legislation:

- the implications of relevant legislation on checking operation of equipment

# WASTE MANAGEMENT OPERATIONS

---

Unit:	WT-134	Contribute to maintaining condition of recycling equipment
Element:	WT-134.2	Contribute to checking the performance of recycling equipment

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can help check the performance of treatment equipment under the following conditions:

- under normal operating conditions
- under non-operating conditions

### Examples of Evidence:

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

Observed performance:

- helping check performance of treatment equipment
- helping identify possible causes of poor performance

Products of work:

- any required records of checking performance in which you helped
- fault reports and action taken to which you contributed

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

Written or spoken reports, describing:

- how you helped in the checking procedures
- how you helped in identifying possible causes of poor performance

Witness testimony:

- statements from people who observed you helping check the performance of treatment equipment