



CIWM

Qualifications

Version 1, December 2021

**Qualification Code:** 600/0058/2

**CIWM Code:** GROC1 (collection),  
GRORP1 (Reception and Processing),  
GROWE1/GROWEC1 (WEEE)

**Maximum Guided Learning Hours:** 155

**Total Qualification Time:** 206

# CIWM WAMITAB Level 1 Diploma in Recycling Activities

Together, we stand for  
a world beyond waste

## About CIWM and this Handbook

### About CIWM

CIWM is an awarding organisation and charity that develops qualifications for those working in cleaning, street cleansing, facilities management, resource management, recycling and parking from operative through to management level.

As the leading professional body for resource and waste professionals, CIWM (Chartered Institution of Wastes Management) is the voice of the sector and represents over 5,500 individuals in the UK and overseas.

CIWM has a unique understanding of the sector. Our professional knowledge and trusted reputation enables us to inform and influence legislation and policy, playing a vital part in shaping the future role and reputation of the sector.

### Equal Opportunities

CIWM supports the principles of equal opportunities, and we are committed to meeting these principles in the provision of all our qualifications and assessments. We firmly believe that all learners and stakeholders are therefore entitled to receive equal treatment irrespective of age, sex, race, marital status, religion, disability, or sexual orientation.

### The Purpose of this Qualification Handbook

Welcome to your CIWM Qualification Handbook. This will help you to complete your qualification. It contains:

- The units you need to achieve to complete your qualification.
- Information about your responsibilities as a candidate.
- Reference information covering each learning outcome and assessment criteria.

## Candidate Information

---

Name

---

CIWM Learner Number

---

Registration Date

---

Enrolment Date

---

Centre Name

---

Centre Address

---

Centre Contact

---

Tutor Name

---

## Contents

About CIWM and this Handbook .....	2	Unit RA1.10: Comply with procedure to maintain security of facilities, equipment and materials within the recycling industry .....	38
Candidate Information.....	3	Unit RA1.11: Sort and prepare recyclables and other materials for processing .....	40
Frequently Asked Questions.....	6	Unit RA2.7: Encourage recycling services through promotion ...	42
Useful Words .....	10	Unit RA2.12: Select and use containers for recyclables and other materials .....	44
Unit Terms.....	11	SECTION 4 – Reception and Processing Mandatory Unit Group ...	47
SECTION 1 – Mandatory Unit Group .....	14	Unit RA1.6: Operate equipment for processing of recyclables and other materials .....	48
Unit RA1.1: Working safely in the recycling industry .....	15	Unit RA1.9: Clean and maintain facilities and equipment for the processing of recyclables and other materials .....	50
Unit RA1.2: Maintain effective working relationships in the recycling industry.....	17	Unit RA1.11: Sort and prepare recyclables and other materials for processing .....	53
Unit RA1.3: Maintain standards of service during recycling activities.....	19	Unit RA1.13: Prepare plant and equipment for processing recyclables and other materials .....	55
Unit RA1.4: Environmental protection within the recycling industry .....	21	SECTION 5 – Reception and Processing Optional Unit Group .....	58
Unit WO38: Manual handling, lifting and moving of loads in a waste environment .....	23	Unit RA1.7: Dispatch recyclables and other materials .....	59
SECTION 2 – Collection Pathway Mandatory Unit Group .....	24	Unit RA1.8: Assist in the safe operation of work vehicles during recycling operations .....	61
Unit RA1.5: Collect recyclables and other materials .....	25	Unit RA1.10: Comply with procedure to maintain security of facilities, equipment and materials within the recycling industry .....	64
Unit RA1.8: Assist in the safe operation of work vehicles during recycling operations .....	27	Unit RA1.12: Assist in the maintenance of plant and equipment for processing recyclables and other materials.....	66
Unit WO5: Loading a waste transport vehicle .....	30	Unit RA1.14: Operate and shut down processing plant .....	69
Unit RA2.6: Communicate with the public and others on recycling activities.....	33		
SECTION 3 – Collection Pathway Optional Unit Group.....	35		
Unit RA1.7: Dispatch recyclables and other materials .....	36		

Unit RA2.6: Communicate with the public and others on recycling activities.....	72	Unit RA1.10: Comply with procedure to maintain security of facilities, equipment and materials within the recycling industry .....	89
Unit RA2.7: Encourage recycling services through promotion ...	74	Unit RA1.11: Sort and prepare recyclables and other materials for processing .....	91
SECTION 6 – WEEE Mandatory Unit Group.....	76	Unit RA1.12: Assist in the maintenance of plant and equipment for processing recyclables and other materials.....	93
Unit RA1.5: Collect recyclables and other materials .....	77	Unit RA1.13: Prepare plant and equipment for processing recyclables and other materials .....	96
Unit RA1.6: Operate equipment for processing of recyclables and other materials .....	80	Unit RA1.14: Operate and shut down processing plant .....	99
Unit RA1.7: Dispatch recyclables and other materials .....	82	Unit RA2.6: Communicate with the public and others on recycling activities.....	103
Unit RA1.8: Assist in the safe operation of work vehicles during recycling operations .....	84	Unit RA2.7: Encourage recycling services through promotion .	105
Unit RA1.9: Clean and maintain facilities and equipment for the processing of recyclables and other materials .....	86	Appendix 1: Qualification Structure .....	107

## Frequently Asked Questions

### What is a regulated qualification?

A regulated qualification demonstrates that you have the knowledge, skills and/or understanding to meet the standards expected by employers in your industry. Your qualification is recognised by CIWM and one or more of the educational regulators across the UK.

### What is the objective of this qualification?

This qualification supports learners to develop the basic skills and knowledge required for employment and career progression within the recycling industry. This qualification is designed to confirm competence in occupational roles across the sector and will ensure that learners have the industry specific experience employers' demand.

### Who is it for?

- New entrants to the industry
- Pre and post gate prisoners
- Long-term unemployed who wish to retrain
- Experienced workers seeking a formal qualification
- Apprentices

### What are the entry requirements of this qualification?

This qualification is open entry. This means that learners interested in undertaking this qualification do not require any other qualifications or levels of attainment in order to take this qualification.

### What job role could this qualification lead to or support?

The CIWM WAMITAB Level 1 Diploma in Recycling Activities is a flexible qualification designed to confirm occupational competence for specific job roles in the industry or within a particular organisation – these job roles include:

- Transfer station operative
- Recyclables collection drivers
- Recycling operative
- Recycling collection loaders

People already working in relevant roles could be employed by local authorities, waste management companies or third sector (not for profit) organisations. This qualification will support the sector to overcome significant skills gaps, as nearly one in five members of the workforce (18%) has no qualifications (UKCES, 2012).

### What do I need to achieve?

To achieve this qualification, you will need to complete all Mandatory Units then choose a pathway and adhere to the rules set for the chosen pathway.

#### Mandatory Units

You must complete all units within this group

- Working Safely in the Recycling Industry (RA1.1)
- Maintain Effective Working Relationships in the Recycling Industry (RA1.2)
- Maintain Standards of Service during Recycling Activities (RA1.3)
- Environmental Protection Within the Recycling Industry (RA1.4)
- Manual handling, lifting and moving of loads in a waste environment (WO38)

### **Collection Pathway**

If you choose the Collection Pathway, you must complete all units in the Collection Mandatory Group, plus one unit from the Collection Option Group.

#### **Collection Mandatory Group**

- Collect recyclables and other materials (RA1.5)
- Assist in the Safe Operation of Work Vehicles during Recycling Operations (RA1.8)
- Loading a waste transport vehicle (WO5)
- Communicate with the public and others on recycling activities (RA2.6)

#### **Collection Option Group**

- Dispatch recyclables and other materials (RA1.7)
- Comply with Procedure to Maintain Security of Facilities, Equipment and Materials within the Recycling Industry (RA1.10)
- Sort and Prepare Recyclables and Other Materials for Processing (RA1.11)
- Encourage recycling services through promotion (RA2.7)
- Select and use containers for recyclables and other materials (RA2.12)

### **Reception and Processing Pathway**

If you choose the Reception and Processing Pathway, you must complete all units in the Reception and Processing Mandatory Group, and a further unit from the Reception and Processing Option Group.

#### **Reception and Processing Mandatory Group**

- Operate equipment for processing of recyclables and other materials (RA1.6)
- Clean and maintain facilities and equipment for the processing of recyclables and other materials (RA1.9)
- Sort and Prepare Recyclables and Other Materials for Processing (RA1.11)
- Prepare plant and equipment for processing recyclables and other materials (RA1.13)

#### **Reception and Processing Option Group**

- Dispatch recyclables and other materials (RA1.7)
- Assist in the Safe Operation of Work Vehicles during Recycling Operations (RA1.8)
- Comply with Procedure to Maintain Security of Facilities, Equipment and Materials within the Recycling Industry (RA1.10)
- Assist in the maintenance of plant and equipment for processing recyclables and other materials (RA1.12)
- Operate and shut down processing plant (RA1.14)
- Communicate with the public and others on recycling activities (RA2.6)
- Encourage recycling services through promotion (RA2.7)

### **Waste Electrical and Electronic Equipment (WEEE) Pathway**

If you choose the Waste Electrical and Electronic Equipment (WEEE) Pathway, you must complete five units from the WEEE Mandatory Option Group.

#### **WEEE Mandatory Option Group**

- Collect recyclables and other materials (RA1.5)

- Operate equipment for processing of recyclables and other materials (RA1.6)
- Dispatch recyclables and other materials (RA1.7)
- Assist in the Safe Operation of Work Vehicles during Recycling Operations (RA1.8)
- Clean and maintain facilities and equipment for the processing of recyclables and other materials (RA1.9)
- Comply with Procedure to Maintain Security of Facilities, Equipment and Materials within the Recycling Industry (RA1.10)
- Sort and Prepare Recyclables and Other Materials for Processing (RA1.11)
- Assist in the maintenance of plant and equipment for processing recyclables and other materials (RA1.12)
- Prepare plant and equipment for processing recyclables and other materials (RA1.13)
- Operate and shut down processing plant (RA1.14)
- Communicate with the public and others on recycling activities (RA2.6)
- Encourage recycling services through promotion (RA2.7)

### What is a unit?

The units of a qualification describe what you must be able to do and understand to perform work activities competently in your job role.

- Learning outcomes: describe what tasks you will be able to do as a result of learning.
- Assessment criteria: describe what activities you will need to do and what you must know to complete each task.

### What is a CIWM (WAMITAB) Qualifications Centre?

You will gain your qualification through a CIWM (WAMITAB) Qualifications Centre. It may be your place of work, a local college or training provider. Assessment of your qualification will be carried out at

your place of work and the centre is responsible for the administration. Centre staff will therefore:

- Register you with CIWM.
- Provide a registration number.
- Apply for your certificate when you have completed your qualification or units.

### How long will it take?

You have two years to complete your qualification from the date of registration, but your centre may have some requirements that they will explain to you.

### Who will help me achieve my qualification?

The following people at the CIWM (WAMITAB) Qualifications Centre will help you to achieve your qualification:

#### Your Assessor

The assessor is the person you will have the most contact with as you work towards your qualification. They will:

- Help you identify any training you need.
- Help you plan your workload and organise your evidence.
- Observe you carrying out your job in the workplace over a period of time.
- Ask questions about the work you do.
- Make decisions about your evidence.
- Judge when you are competent.
- Provide feedback.

#### Internal Quality Assurer

The internal quality assurer maintains the quality of assessment within the centre.

### External Quality Assurer

An external quality assurer is employed by CIWM to ensure that your centre meets the required national standards for quality and assessment.

### What are my responsibilities as a learner?

You will need to:

- Provide your centre with your personal details so they can register you with CIWM.
- Comply with health and safety law and regulations.

### What steps will I need to take to complete my qualification?

1. **Planning:** Your assessor will tell you about the mandatory units of the qualification and will help you to select relevant optional units.
2. **Evidence:** You will gather evidence for your portfolio (see next question for types of evidence).
3. **Feedback:** Your assessor will provide regular feedback on your progress and will arrange for additional training if needed. When your assessor confirms you are competent after an assessment, it will be recorded in your handbook.
4. **Achievement:** Once you have completed all the units and gathered all the evidence you need, your centre will apply for your WAMITAB certificate.

### What are the evidence requirements for this qualification?

The primary sources of evidence for this qualification are:

- **Observation (O):** Direct observation or witness testimony where direct observation is not possible. Where this evidence type has been suggested against Assessment Criteria which require the candidate to explain or describe, the assessor must hear or observe the explanation/description (directly or being delivered to others) or see it in writing. The assessor must not infer that the candidate can explain/describe based purely on observation.
- **Question and Answer (Q/A):** candidate statements, verbal questioning, professional discussion, written questions, product evidence supported by questioning
- **Simulation / Realistic working environment (S/R):** Should be used as a last resort where allowed. Please see the Assessment Strategy for further information.

### Where do I go if I need more information about my qualification and assessments?

- Your assessor
- Your qualification workbook
- CIWM

## Useful Words

Instructional verbs	Definition
Assessment Criteria	These specify the standard that you are expected to meet to demonstrate that you have achieved the Learning Outcome. Assessment criteria are detailed enough to allow judgments to be made about your competence.
Awarding Organisation	To have a qualification recognised in the UK it must be accredited through an awarding body. These organisations are regulated by Ofqual in England, Qualifications Wales, CCEA in Northern Ireland and SQA in Scotland to ensure that you receive a high quality, recognised qualification upon completion of the course.
CIWM	An Awarding Organisation for a wide range of qualifications in waste management and recycling, cleaning and street cleansing, facilities management, and parking. CIWM is responsible for ensuring the on-going quality of the delivery and assessment of qualifications, and issues certificates to learners upon completion. We have over 25 years of experience developing and quality assuring qualifications, training, and course materials.
CIWM (WAMITAB) Qualifications Centre	These centres are training organisations that have met our strict quality standards and have been approved to deliver our qualifications to learners. They include private providers, colleges of further education, employers, and prisons.
Competence	Competence, in relation to the qualification, describes your ability to consistently be able to undertake work activities, know and understand work-related tasks as per the requirements set out in the standards.
Learner	A person who is registered to work towards achievement of a qualification – i.e. you!
Learning Outcome	These set out what you will be expected to know, understand or be able to do. Each learning outcome relates to one or more assessment criteria, and together they set a clear assessment standard for each unit.
Multiple Choice Tests	A form of assessment where learners are asked to select the best possible answer from the list provided.
Tutor	A person employed to instruct an individual or small group on a particular topic. Tutors that deliver knowledge and understanding qualifications and units should have relevant competence and experience in the subject that they are delivering and have experience of delivering vocational learning.
Units – Mandatory and Optional	Units form the building blocks of all qualifications that are nationally regulated on the Qualification Credit Framework. Units are small chunks of learning that focus on specific aspects of knowledge, skills and understanding. Mandatory units are those that you must achieve, and Optional units offer a range of subjects that you may choose between.
Vocational	A qualification is vocational when it relates directly to the skills, knowledge and understanding required to undertake a specific or broad job role.

## Unit Terms

Instructional verbs	Definition
Adapt	To change something to make suitable for new purpose.
Advise	To inform someone about a fact or situation formally or officially.
Analyse	To look at something (e.g. a process) and use given classifications or principles to gain a further understanding.
Apply	To put something into action. A “doing” task which requires “real” evidence from a workplace scenario.
Assess	To offer a reasoned judgement of the standard, quality of situation or ability informed by relevant facts.
Brief	To instruct or inform someone thoroughly to prepare them.
Carry out	To undertake an activity of a practical nature.
Check	To verify or establish. To examine something in order to confirm its accuracy, quality or condition.
Collect	To bring or gather together.
Communicate	To share or exchange information, news or ideas by speech, writing etc
Compare	To look at the characteristics of an item or activity and note the similarities and differences.
Complete	To finish.
Comply	To act in accordance with specified standards or requirements.
Conduct	To do or carry out.
Confirm	To check if something is true, correct, completed or in place.
Consult	To seek information or advice from an expert or professional. To have discussions with someone before undertaking a course of action.
Critically Compare	To look at the characteristics of an item or situation, note the similarities and differences and their respective positive and negative aspects. In some cases, this can include the use of the comparison in context as the basis for decision making.
Define	Provide a generally recognised or accepted definition.
Demonstrate	To clearly show e.g. by practical exhibition (in real time) and/or historic evidence. These would normally be accompanied by an explanation.
Describe	Provide a vivid picture of what it is by using imagery, adjectives and adverbs to make the subject easy to understand. It may also convey an idea or fact.
Determine	To find out or decide e.g. what is relevant. To find a solution by following a set of procedures. To calculate a numeric value.
Develop	Build a process or activity or understanding either from scratch or using an existing product to create something workable.
Differentiate/ Distinguish	To look at the characteristics of an item or situation/activity and explain the differences.

Discuss	To give an account that addresses a range of ideas and arguments.
Ensure	To make certain that something will occur or is the case.
Establish	To set up.
Evaluate/ Justify	To look at whatever the required content/process is and suggest other relevant, significant or possible outcomes. It is the process of exploring, checking and suggesting a likely outcome with reasons.
Examine	To look at, inspect or scrutinise carefully.
Explain	To provide a comprehensive answer that shows an understanding of the content/process mentioned. The answer should include: what it is, how it works, what it looks like, what it does, how it happens, why it happens and any relevant reasons.
Follow	To be guided by instructions.
Give	To supply/provide without explanation.
Identify	This requires the learner to list and describe what is required or relevant to produce an outcome, or requires the learner to make choices to achieve a particular aspect of their job. At Level 4, this would require the learner to say what is available, make the choice and then to explain or justify why the choice was made.
Implement	To put something into practice after the development process has taken place. This ensures that the product/process is actually employed and/or used by self and others during work activities.
Inform	To give someone facts or information.
Keep	To have or retain possession of something.
List	To produce a number of relevant items which apply to the question. Further description is not required.
Maintain	To enable something to continue. To keep something in good condition.
Make	To create, produce or form something.
Manage	After a development process ensure that the product/process works using relevant management techniques.
Minimise	To reduce something to the smallest possible amount or degree.
Monitor	To check if a process or activity is carried out correctly.
Notify	To inform someone of something in a formal or official manner.
Obtain	Acquire.
Organise	To arrange systematically. To coordinate activities. To make arrangements or preparations.
Outline	A description setting out main characteristics or points.
Plan	To consider, set out and communicate what needs to be done.
Prepare	To make ready for use or consideration. To create in advance.
Process	A systematic series of actions.
Produce	To create, manufacture or make something.
Promote	To support or actively encourage. To further progress.
Propose	To put forward an idea, plan or suggestion for consideration.

Provide	To make available or supply.
Recognise	To be aware of, familiar with and able to identify an activity or product.
Recommend	To suggest or put something forward as being suitable for a particular purpose or role with reasons why.
Rectify	To correct or put right.
Refer	To pass the matter to the responsible person for a decision.
Reflect	To look back upon and appraise.
Report	To prepare a detailed account or statement about an event or topic.
Request	To formally ask for something.
Research	To investigate/study to establish facts and reach a conclusion.
Resolve	To settle or find a solution to a problem.
Respond	To react quickly or positively to something.
Review	To formally assess something with the intension of instituting change if required.
Secure	To obtain something e.g. commitment from colleagues.
Seek	To ask for something from someone.
Select	To carefully choose the most suitable option for a task/purpose.
Set up	To prepare a system or set of equipment for operation.
Specify	To state a fact or requirement clearly and precisely.
State	To express something definitely or clearly in speech or writing.
Suggest	To give possible alternatives, produce or put forward an idea/plan.
Summarise	To give a brief statement in your own words of the main points.
Take action/ measures/ steps	To do something to achieve an aim or deal with a problem.
Train	To teach a person a particular skill or type of behaviour through practice and instruction.
Undertake	To take part in or carry out an activity/task.
Use	To apply information or prior learning. To put into service or action. To employ for a given purpose.

# SECTION 1 – Mandatory Unit Group

## Unit RA1.1: Working safely in the recycling industry

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Carry out work operations in accordance with regulations, procedures and practices.	1.1 Select, wear and use the correct personal protective equipment in accordance with approved procedures and practices.			
	1.2 Report unsafe operating conditions promptly and in line with company procedures and practices.			
	1.3 Keep own work area clean and tidy.			
	1.4 Recognise and report risks and hazards to self and other persons in own area of responsibility.			
2. Report and act upon problems that could affect the safe working environment.	2.1 Recognise problems with machinery, equipment and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	2.4 Inform appropriate person of routine problems within own area of responsibility.			
	2.5 Refer to matters outside own responsibility to the correct person.			
3. Work in a manner which underpins effective performance.	3.1 Demonstrate vigilance for potential risks and hazards.			
	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling.	4.1 State the fundamental responsibilities of both the employer and employee under the Health and Safety Regulations.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			

5. Know how to maintain a safe working environment.	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used, cleaned and stored after use.			
---	---	--	--	--

## Unit RA1.2: Maintain effective working relationships in the recycling industry

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Communicate with colleagues and others.	1.1 Check that the work to be done is understood before the work starts.			
	1.2 Identify any potential problems and inform appropriate persons.			
	1.3 Act in accordance with procedures which minimise offence and maintain goodwill, trust and respect.			
2. Report and act upon problems that could affect the safe working environment.	2.1 Recognise problems with machinery, equipment and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	2.4 Inform appropriate person of routine problems within own area of responsibility.			
	2.5 Refer matters outside own area of responsibility to the correct person.			
3. Work in a manner which underpins effective performance.	3.1 Demonstrate vigilance for potential risks and hazards.			
	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling.	4.1 State the fundamental responsibilities of both the employer and employee under the Health and Safety Regulations.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment.	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			



6. Know how to maintain effective working relationships.	6.1 Explain the importance of understanding instructions before commencing work and what to do in the event of not understanding instructions.			
	6.2 Describe how individuals' working practices could affect the work of others.			
	6.3 Explain when, why and how to ask for help.			
	6.4 List different methods of communication with colleagues and others.			
	6.5 State the limits of own authority.			
	6.6 State what information can be passed to others.			
	6.7 State the person to whom complaints and requests should be passed.			

## Unit RA1.3: Maintain standards of service during recycling activities

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Carry out work in accordance with instructions and approved procedures and practices.	1.1 Ensure behaviour, appearance and clothing meet approved procedures and practices.			
	1.2 Communicate appropriately with colleagues and others.			
	1.3 Ensure information given to other persons is authorised, up to date and accurate.			
2. Report and act upon problems that could affect the safe working environment.	2.1 Recognise problems with machinery, equipment and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	2.4 Inform appropriate person of routine problems within own area of responsibility.			
	2.5 Refer matters outside own area of responsibility to the correct person.			
3. Work in a manner which underpins effective performance.	3.1 Demonstrate vigilance for potential risks and hazards.			
	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling.	4.1 State the fundamental responsibilities of both the employer and employee under the Health and Safety at Work Regulations.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment.	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			



6. Know how to maintain standards of service.	6.1 Explain work instructions and approved procedures.			
	6.2 Explain the organisational standards of behaviour and appearance, and why they are important.			
	6.3 State what information can be passed to others.			
	6.4 List the range of services carried out by the organisation.			
	6.5 Describe the importance of working safely.			
	6.6 Describe the procedure for dealing with problems outside own responsibility.			
	6.7 List the different methods of communication to colleagues and others.			

## Unit RA1.4: Environmental protection within the recycling industry

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Work in a way that minimises environmental impact.	1.1 Operate equipment and use materials so as to minimise environmental impact.			
	1.2 Carry out work in a manner that minimises impact to the environment and in accordance with approved procedures and practices.			
	1.3 Identify environmental incidents and take action within own area of responsibility.			
2. Report and act upon problems that could affect the safe working environment.	2.1 Recognise problems with machinery, equipment and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	2.4 Inform appropriate person of route problems within own area of responsibility.			
	2.5 Refer matters outside own area of responsibility to the correct person.			
3. Work in a manner which underpins effective performance.	3.1 Demonstrate vigilance for potential risks and hazards.			
	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling.	4.1 State the fundamental responsibilities of both the employer and employee under the Health and Safety Regulations.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			

5. Know how to maintain a safe working environment.	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
6. Know how to work in a way that minimises environmental impact.	6.1 Explain the ways in which equipment and materials should be used in order to minimise environmental impact.			
	6.2 Describe the potential impact of pollution on the environment.			
	6.3 Explain how to minimise wastage of energy, equipment and materials.			

## Unit WO38: Manual handling, lifting and moving of loads in a waste environment

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Understand how to prepare for handling and lifting loads	1.1 Describe the process for identifying if loads are safe to move			
	1.2 Explain the reasons for planning a route when moving loads			
	1.3 Give examples of safe handling techniques.			
2. Understand procedures and instructions for handling and lifting loads	2.1 Describe company guidelines and procedures for safe handling and moving loads			
	2.2 Describe the relevant health and safety regulations for the safe handling and movement of loads			
	2.3 Give examples of the consequences of using unsafe techniques to self and others			
3. Be able to handle and lift loads	3.1 Select safe and efficient routes for moving items			
	3.2 Wears assigned personal protection equipment when moving loads			
	3.3 Use safe and approved handling techniques when moving loads			
	3.4 Resolves problems within own area of personal responsibility			
	3.5 Report problems outside own personal responsibility to resolve to designated personnel			

# SECTION 2 – Collection Pathway Mandatory Unit Group

## Unit RA1.5: Collect recyclables and other materials

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Carry out recycling collections	1.1 Identify materials for recycling and those that cannot be recycled in accordance with approved procedures and practices.			
	1.2 Select, wear and use appropriate personal protective equipment in accordance with approved procedures and practices.			
	1.3 Make sure information and instructions are understood or ask for an explanation if unclear.			
	1.4 Leave the collection site clean and safe and take action to report any damage.			
2. Report and act upon problems that could affect the safe working environment	2.1 Describe how to identify problems with machinery, equipment, and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			
	2.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	2.5 Resolve routine problems within own area of responsibility.			
	2.6 Refer matters outside own responsibility to the correct person.			
3. Work in a manner which underpins effective performance	3.1 Demonstrate vigilance for potential risks and hazards.			
	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling	4.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work Act etc 1974'.			
	4.2 Explain the procedures for handling hazardous materials.			

	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
	5.2 Describe the organisational and regulatory requirements of reporting accidents and incidents.			
6. Understand how to collect recyclable and other materials	6.1 Explain how to identify different types of recyclable materials.			
	6.2 Describe the special collection schemes which are available.			
	6.3 Explain the different types of containers and the handling techniques required.			
	6.4 State the reasons why you can or cannot collect certain materials.			
	6.5 Describe own responsibilities under health and safety and other relevant legislation.			
	6.6 Explain the importance of working to approved procedures and practices.			
	6.7 Describe route plans and work schedules and the importance of carrying them out correctly.			
	6.8 Describe how to provide good customer service.			

## Unit RA1.8: Assist in the safe operation of work vehicles during recycling operations

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Monitor the safe movement of vehicles during activities	1.1 Assist in the maneuvering of the vehicle by giving clear signals to assist the driver in accordance with organisational procedures.			
	1.2 Make sure that others suffer minimum inconvenience when the work vehicle is maneuvering on a public highway.			
	1.3 Make sure of the safety of self and colleagues when the vehicle or its mechanisms are operating.			
	1.4 Make sure of the safety of passers-by and others when the vehicle or its mechanisms are operating.			
	1.5 Make sure that the vehicle is secure in the event of the driver's temporary absence in accordance with company procedures.			
	1.6 Deal with any incidents during activities promptly and appropriately in accordance with approved procedures and practices.			
	1.7 Carry out regular external checks on the vehicle in accordance with organisational procedures.			
2. Report and act upon problems that could affect the safe working environment	2.1 Describe how to identify problems with machinery, equipment, and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			

	2.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	2.5 Resolve routine problems within own area of responsibility.			
	2.6 Refer matters outside own responsibility to the correct person.			
3. Work in a manner which underpins effective performance	3.1 Demonstrate vigilance for potential risks and hazard.			
	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling	4.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work Act etc 1974'.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
	5.2 Describe the organisational and regulatory requirements of reporting accidents and incidents.			
6. Understand the safe operation of work vehicles	6.1 Explain how to recognise faults and damage to the vehicle and what remedial action is permissible on the road.			
	6.2 Describe the signals for communicating with the driver in accordance with organisational procedures.			
	6.3 Explain the maneuvering capabilities of the vehicle in forward and reverse.			
	6.4 Describe the driver's field of vision from the driving seat, both direct and using mirrors.			
	6.5 State the methods of signaling to other road users and how to minimise inconvenience to them.			



	6.6 Explain the dangers from vehicle operating mechanisms and vehicle maneuvering.			
	6.7 Describe how to immobilise the vehicle and why it is important.			

## Unit WO5: Loading a waste transport vehicle

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Prepare to load waste and related materials	1.1 Establish the accessibility and the suitability of the loading location.			
	1.2 Check the suitability of the loading equipment to be used.			
	1.3 Check to make sure the vehicle is positioned so it can be prepared and loaded safely.			
	1.4 Comply with all regulations and operational procedures that relate to loading waste.			
	1.5 Select and use appropriate PPE in accordance with operational requirements.			
	1.6 Establish the safe loading limits of both the vehicle and loading equipment.			
	1.7 Work in a way which complies with all regulations, and operational and location-specific procedures that relate to loading waste.			
2. Load waste and related materials in line with location-specific procedures	2.1 Distribute the load to prevent movement, displacement or escape of waste during transit.			
	2.2 Place batched waste in a manner that enables access to it for unloading.			
	2.3 Check and confirm the load is secure and safe before the loaded vehicle is moved, and that the vehicle and load comply with regulations.			
3. Use and communicate data and information connected with loading	3.1 Communicate with others involved in the loading processes to ensure work is carried out safely, and in compliance with operational and location-specific procedures.			

waste and related materials	3.2 Check that the waste and the documentation are in compliance.			
	3.3 Report unresolved vehicle defects or problems with defective equipment to the designated person.			
	3.4 Check that documentation is legible and clear and seek confirmation from a person in authority if there are any doubts or discrepancies'.			
	3.5 Complete documentation in accordance with operational and location-specific procedures.			
	3.6 Report situations that prevent safe loading or unloading to take place in accordance with operational and location-specific procedures.			
4. Resolve problems which arise from loading waste and related materials	4.1 Resolve any discrepancies in the documentation for the load before the waste is loaded.			
	4.2 Report defects in operational suitability of the vehicle and loading equipment to the designated person.			
	4.3 Arrange for alternative loading sites to be identified when the designated site is unsuitable.			
	4.4 Reload or rearrange the load if the loading operation causes instability of the vehicle or loading equipment.			
5. Understand the regulation procedures and requirements for loading a waste transport vehicle	5.1 Describe appropriately the classifications and types of waste.			
	5.2 Describe appropriately the potential hazards associated with different wastes.			
	5.3 Describe appropriately details of operational procedures and documentation.			
	5.4 Describe appropriately operational procedures and why it is important to comply with them.			
	5.5 Determine how to identify work-related hazards and risks.			

	5.6 Determine how to deal constructively with colleagues and other people and resolve disagreements.			
	5.7 Determine how to use personal protective equipment (PPE) in line with operational procedures.			
	5.8 Determine the limits of the job responsibility when communicating with others.			
6. Understand the specific regulation procedures and requirements for loading a waste transport vehicle	6.1 Describe appropriately the regulations relating to loading waste and related materials.			
	6.2 Describe appropriately the regulations relating to the carriage of dangerous goods.			
	6.3 Describe appropriately operational procedures for loading.			
	6.4 Describe appropriately site operating procedures and regulations at loading sites.			
	6.5 Determine the different types of waste and materials likely to be encountered whilst carrying out the job.			
	6.6 Determine how to establish compliance of load with transfer requirements.			
	6.7 Determine how to operate loading equipment which is both integral and non-integral with the vehicle.			
	6.8 Determine how to identify, rectify and record discrepancies and defects.			
	6.9 Determine the nature and characteristics of waste loads and related materials.			
	6.10 Determine the limits of job role and responsibility.			
7. Work in a manner which underpins effective performance	7.1 Recognise and act when others need support.			
	7.2 Take responsibility for resolving problems in their work area.			

## Unit RA2.6: Communicate with the public and others on recycling activities

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Communicate with the public and other persons external to the organisation in a way that promotes the organisation	1.1 Communicate information in a form easily understood by members of the public.			
	1.2 Encourage members of the public to ask questions or seek explanation, and provide accurate information, in response.			
	1.3 Act on complaints from the public and others in accordance with organisational procedures.			
	1.4 Respond to requests for information within own area of responsibility.			
	1.5 Refer members of the public when asked about matters outside own area of responsibility.			
2. Maintain the health and safety of the public	2.1 Maintain the health and safety of the public and other persons throughout all activities in accordance with approved procedures and practices.			
3. Work in a manner which underpins effective performance	3.1 Demonstrate vigilance to potential risks and hazards.			
	3.2 Demonstrate being receptive to new ways of working.			
4. Understand the regulation procedures and requirements for recycling	4.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	4.2 Explain the safe procedures for handling hazardous materials.			
	4.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			
	4.4 Describe the organisational accident and incident recording and reporting procedures.			

5. Know how to communicate effectively with the public and others	5.1 Describe policies and practices for customer care, promotion of environmental good practice or equality of opportunity.			
	5.2 Explain methods of communication.			
	5.3 Describe the methods of eliciting queries and comments from members of the public and others.			
	5.4 Explain the procedures for handling and communicating confidential information.			
	5.5 State own responsibilities under health and safety legislation and codes of practice.			
	5.6 State the sources of information, internal and external to the organisation, both written and verbal.			

# SECTION 3 – Collection Pathway Optional Unit Group

## Unit RA1.7: Dispatch recyclables and other materials

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Identify and dispatch recyclables and other materials in line with procedures and practices	1.1 Select, wear and use correct personal protective equipment in accordance with approved procedures and practices.			
	1.2 Identify and prepare the recyclables and other materials to be dispatched.			
	1.3 Make sure that information needed by the recipient is available.			
	1.4 Follow approved procedures and practices to carry out the handover of recyclable and other materials.			
2. Report and act upon problems that could affect the safe working environment	2.1 Describe how to identify problems with machinery, equipment, and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			
	2.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	2.5 Resolve routine problems within own area of responsibility.			
	2.6 Refer matters outside own responsibility to the correct person.			
3. Work in a manner which underpins effective performance	3.1 Demonstrate vigilance for potential risks and hazard.			
	3.2 Demonstrate awareness of the effects of own actions.			

4. Understand the regulations, procedures and requirements for recycling	4.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
	5.2 Describe the organisational and regulatory requirements of reporting accidents and incidents.			
6. Know how to dispatch recyclables and other materials	6.1 Explain the instructions for preparing recyclables and other materials to be dispatched.			
	6.2 Explain how to identify non-compliance of recyclables and other materials being dispatched.			
	6.3 Describe the nature and hazards of recyclable materials.			
	6.4 Describe the approved procedures and practices for dispatching recyclables and other materials.			
	6.5 Explain the documentation and recording procedures for dispatching recyclables and other materials.			
	6.6 State the methods of communication with colleagues and others when dispatching recyclables and other materials.			

## Unit RA1.10: Comply with procedure to maintain security of facilities, equipment and materials within the recycling industry

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Maintain the security of facilities.	1.1 Make sure that correct entering and leaving procedures are followed in accordance with approved procedures and practices.			
	1.2 Make sure that suspicious occurrences are reported promptly.			
	1.3 Identify breaches of security and report them immediately.			
	1.4 Make sure that confidentiality of information is maintained.			
	1.5 Follow procedures for obtaining and returning tools and equipment.			
	1.6 Make sure that tools, equipment, materials and other resources used for work are safely and securely stored.			
2. Report and act upon problems that could affect the safe working environment.	2.1 Recognise problems with machinery, equipment and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	2.4 Inform appropriate person of routine problems within own area of responsibility.			
	2.5 Refer matters outside own responsibility to the correct person.			
3. Work in a manner which underpins effective performance.	3.1 Demonstrate vigilance for potential risks and hazards.			
	3.2 Demonstrate awareness of the effects of own actions.			

4. Understand the regulations, procedures and requirements for recycling.	4.1 State the fundamental responsibilities of both the employer and employee under the Health and Safety Regulations.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment.	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used, cleaned and stored after use.			
6. Know how to maintain the security of facilities.	6.1 Explain the procedure for reporting suspicious occurrences and breaches of security and who to inform.			
	6.2 Describe what information about the organisation and individuals is confidential.			
	6.3 Explain the importance to immobilise vehicles, machinery and equipment.			
	6.4 Explain the procedures for obtaining equipment and materials.			

## Unit RA1.11: Sort and prepare recyclables and other materials for processing

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Sort and prepare recyclable materials.	1.1 Make sure that the work to be done is understood before the work starts.			
	1.2 Identify materials that are suitable for processing.			
	1.3 Carry out the required sorting and processing methods in accordance with approved procedures.			
	1.4 Identify materials unsuitable for processing and deal with them in accordance with approved procedures.			
	1.5 Deal with residues arising from the sorting and preparation process in accordance with approved procedures.			
	1.6 Identify hazardous materials and take the appropriate action in accordance with approved procedures.			
	1.7 Make sure of the safety of self and others during the sorting and preparation of materials for processing.			
	1.8 Wear and use appropriate personal protective equipment in accordance with approved procedures and practices.			
	1.9 Ask for help promptly when necessary.			
2. Report and act upon problems that could affect the safe working environment.	2.1 Recognise problems with machinery, equipment and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Take action, within own area of responsibility, where incidents could affect the safe working environment.			

	2.4 Inform appropriate person of routine problems within own area of responsibility.			
	2.5 Refer matters outside own responsibility to the correct person.			
3. Work in a manner which underpins effective performance.	3.1 Demonstrate vigilance for potential risks and hazards.			
	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling.	4.1 State the fundamental responsibilities of both the employer and employee under the Health and Safety Regulations.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment.	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
6. Know how to sort and prepare recyclable materials.	6.1 Explain methods of sorting recyclable materials.			
	6.2 Describe the processes required to recycle materials.			
	6.3 Explain own role and responsibilities during processing and sorting recyclable materials.			
	6.4 Explain the reasons certain materials are suitable and others not suitable to be recycled and how to deal with residual material.			
	6.5 State the types of materials which may be hazardous to people and the recycling process.			

## Unit RA2.7: Encourage recycling services through promotion

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Promote recycling services to colleagues and others	1.1 Promote the reduction, reuse and recycling of recyclables and other materials to colleagues and others.			
	1.2 Promote the organisation's recycling objectives and the ways in which people can become involved.			
	1.3 Encourage all to use recycling services.			
2. Use and communicate data and information	2.1 Advise people of the location of recycling facilities.			
	2.2 Advise people of the benefits of recycling.			
	2.3 Provide information and guidance on all matters within own area of responsibility.			
3. Resolve problems which could affect the recycling of materials	3.1 Deal with unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	3.2 Resolve day-to-day problems within own area of responsibility.			
	3.3 Refer matters outside own area of responsibility to an appropriate person.			
4. Work in a manner which underpins effective performance	4.1 Demonstrate vigilance to potential risks and hazards.			
	4.2 Demonstrate being open to new ways of working.			
5. Understand the regulation procedures and requirements for recycling	5.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	5.2 Explain the safe procedures for handling hazardous materials.			

	5.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			
	5.4 Describe the organisational accident and incident recording and reporting procedures.			
6. Understand Recycling Services	6.1 Describe the range of recycling services that exist and their respective objectives			
	6.2 Describe the 'reduce, reuse, recycle' management hierarchy			
	6.3 Describe the roles and responsibilities of local and national authorities in meeting national and local recycling targets			
	6.4 State the range of different methods that may be used in recycling			
	6.5 Explain the implications for their work on health and safety, environmental legislation and regulations			
	6.6 Describe the organisation's procedures for promoting recycling.			
	6.7 State the sources of information and guidance on recycling.			

## Unit RA2.12: Select and use containers for recyclables and other materials

Level: 3		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Identify health and safety risks and hazards in relation to the workplace	1.1 Implement site-specific risk assessments for own area of work and review in accordance with organisational procedures.			
	1.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	1.3 Carry out specified measures to control risks and hazards.			
	1.4 Identify procedures to deal with unfamiliar risks and hazards arising from non-routine work situations.			
2. Select and use containers and dispose of recyclables and other materials	2.1 Identify and select correct containers for recyclables and other materials and label accordingly.			
	2.2 Record and resolve defects in accordance with organisational procedures and practices.			
	2.3 Ensure that vehicle loading and unloading complies with organisational procedures and practices.			
	2.4 Ensure that containers are positioned in accordance with organisational procedures and practices.			
	2.5 Use equipment and materials in accordance with organisational procedures and practices.			
	2.6 Move any equipment and materials in accordance with organisational procedures and practices and store them correctly.			
	2.7 Handle recyclable and other materials in accordance with organisational procedures and practices.			

	2.8 Maintain the workplace in accordance with organisational procedures and practices.			
3. Use and communicate data and information	3.1 Report unsafe plant, equipment and hazardous situations outside own area of responsibility to the correct person.			
	3.2 Provide health and safety information to others in accordance with organisational procedures and practices.			
	3.3 Keep other persons fully informed if such measures are inadequate.			
	3.4 Keep accurate, up to date, legible and complete records on routine and non-routine matters.			
4. Resolve problems which could affect health and safety	4.1 Resolve unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	4.2 Resolve routine problems within own area of responsibility.			
	4.3 Refer matters outside own responsibility.			
5. Work in a manner which underpins effective performance	5.1 Demonstrate vigilance to potential risks and hazards.			
	5.2 Demonstrate being receptive to new ways of working.			
6. Understand the regulation procedures and requirements for recycling	6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	6.2 Explain the safe procedures for handling hazardous materials.			
	6.3 State the types of personal protective equipment (PPE) and clothing needed and how they must be used, cleaned and stored.			
	6.4 Describe the organisational accident and incident recording and reporting procedures.			

7. Know how to select and use containers for recycling materials	7.1 State the hazards that are likely to occur in the workplace and the risks those hazards pose.			
	7.2 Describe the organisational procedures and practices with regard to ensuring the security of the workplace.			
	7.3 State own role and responsibilities for health and safety in the workplace under organisational policy and legislation.			
	7.4 Describe the nature and characteristics of containers and how to select containers suitable for requirements.			
	7.5 Describe the nature of defects, the importance of identification and methods for rectifying where permitted, including the procedure for containers beyond local repair.			
	7.6 Explain documentation procedures.			
	7.7 Describe the importance of loading and unloading containers to and from vehicles safely.			
	7.8 Describe the importance of selecting and using appropriate personal protective equipment correctly.			
	7.9 Explain how to operate handling equipment correctly.			
	7.10 Describe the different forms of recyclable and other materials and correct methods of storage for transporting.			
	7.11 Explain how to transport and store equipment and materials safely.			
	7.12 Describe the relationship between security and safety within the workplace.			
	7.13 Explain how and why accidents should be reported.			

# SECTION 4 – Reception and Processing Mandatory Unit Group

## Unit RA1.6: Operate equipment for processing of recyclables and other materials

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Carry out operations in accordance with approved procedures and practices	1.1 Select, wear and use the correct personal protective equipment in accordance with approved procedures and practices.			
	1.2 Take action to remedy faults and defects to the equipment.			
	1.3 Make sure information and instructions are clearly understood or ask for clarification.			
	1.4 Keep work areas clean, and tidy.			
2. Report and act upon problems that could affect the safe working environment	2.1 Describe how to identify problems with machinery, equipment, and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			
	2.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	2.5 Resolve routine problems within own area of responsibility.			
	2.6 Refer matters outside own responsibility to the correct person.			
3. Work in a manner which underpins effective performance	3.1 Demonstrate vigilance for potential risks and hazards.			
	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures	4.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work Act etc 1974'.			

and requirements for recycling	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
	5.2 Describe the organisational and regulatory requirements of reporting accidents and incidents.			
6. Know how to operate equipment in the recycling industry	6.1 Describe the equipment operating procedures and the importance of carrying them out correctly.			
	6.2 Explain how to identify faults to equipment and the appropriate action to take.			
	6.3 Describe the hazards and risks of operating equipment and how to reduce such risks.			
	6.4 Explain the lifting and handling techniques.			
	6.5 Describe the Accident and Emergency procedures, including reporting such incidences.			

## Unit RA1.9: Clean and maintain facilities and equipment for the processing of recyclables and other materials

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Select and store equipment and tools for processing of recyclables	1.1 Make sure that the work to be done has been described clearly and is understood before the work starts			
	1.2 Wear and use the appropriate personal protective equipment in accordance with approved procedures and practices			
	1.3 Select and use tools appropriate to the task			
	1.4 Carry out the work in accordance with instructions and approved procedures and practices			
	1.5 Identify risks and hazards to yourself and others			
	1.6 Identify damage and faults to tools and equipment used and facilities and equipment cleaned			
	1.7 Dispose of residue in accordance with approved procedures and practices			
	1.8 Inspect tools and equipment for faults or damage before and after completion of the works			
	1.9 Clean tools and equipment correctly and store them correctly at an approved location when not in use			
2. Report and act upon problems that could affect the safe working environment	2.1 Describe how to identify problems with machinery, equipment, and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			

	2.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			
	2.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	2.5 Resolve routine problems within own area of responsibility.			
	2.6 Refer matters outside own responsibility to the correct person.			
3. Work in a manner which underpins effective performance	3.1 Demonstrate vigilance for potential risks and hazard.			
	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling	4.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
	5.2 Describe the organisational and regulatory requirements of reporting accidents and incidents.			
6. Know how to clean and maintain facilities and equipment	6.1 Describe the approved procedures and practices for cleaning and maintaining facilities and equipment.			
	6.2 State the procedures for the safe disposal of residue.			
	6.3 Explain how to identify damage and faults in tools and equipment used and facilities and equipment cleaned.			
	6.4 Explain how to identify hazards in the workplace.			

	6.5 Describe the tools and materials appropriate to the task.			
	6.6 State the expected time each task will take to complete.			

## Unit RA1.11: Sort and prepare recyclables and other materials for processing

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Sort and prepare recyclable materials.	1.1 Make sure that the work to be done is understood before the work starts.			
	1.2 Identify materials that are suitable for processing.			
	1.3 Carry out the required sorting and processing methods in accordance with approved procedures.			
	1.4 Identify materials unsuitable for processing and deal with them in accordance with approved procedures.			
	1.5 Deal with residues arising from the sorting and preparation process in accordance with approved procedures.			
	1.6 Identify hazardous materials and take the appropriate action in accordance with approved procedures.			
	1.7 Make sure of the safety of self and others during the sorting and preparation of materials for processing.			
	1.8 Wear and use appropriate personal protective equipment in accordance with approved procedures and practices.			
	1.9 Ask for help promptly when necessary.			
2. Report and act upon problems that could affect the safe working environment.	2.1 Recognise problems with machinery, equipment and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Take action, within own area of responsibility, where incidents could affect the safe working environment.			

	2.4 Inform appropriate person of routine problems within own area of responsibility.			
	2.5 Refer matters outside own responsibility to the correct person.			
3. Work in a manner which underpins effective performance.	3.1 Demonstrate vigilance for potential risks and hazards.			
	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling.	4.1 State the fundamental responsibilities of both the employer and employee under the Health and Safety Regulations.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment.	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
6. Know how to sort and prepare recyclable materials.	6.1 Explain methods of sorting recyclable materials.			
	6.2 Describe the processes required to recycle materials.			
	6.3 Explain own role and responsibilities during processing and sorting recyclable materials.			
	6.4 Explain the reasons certain materials are suitable and others not suitable to be recycled and how to deal with residual material.			
	6.5 State the types of materials which may be hazardous to people and the recycling process.			

## Unit RA1.13: Prepare plant and equipment for processing recyclables and other materials

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Check plant and equipment prior to use	1.1 Make sure that the work to be done has been described clearly and is understood before the work starts.			
	1.2 Wear and use appropriate personal protective equipment in accordance with approved procedures and practices.			
	1.3 Carry out pre-operational checks in accordance with approved procedures and practices.			
	1.4 Confirm that the work area and equipment and materials are clean and prepared for processing to commence.			
2. Carry out maintenance on plant and equipment	2.1 Wear and use personal protective equipment in accordance with approved procedures and practices.			
	2.2 Make sure that the work to be done has been described clearly and is understood before the work starts.			
	2.3 Report damaged or faulty equipment, and replace worn or defective parts within the limits of your authority.			
	2.4 Ensure the work area and equipment are cleaned as required.			
	2.5 Report risks and hazards.			
	2.6 Use cleaning materials in accordance with instructions and approved procedures and practices.			

	2.7 Handle waste in accordance with approved procedures and practices.			
3. Report and act upon problems that could affect the safe working environment	3.1 Describe how to identify problems with machinery, equipment, and materials.			
	3.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	3.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			
	3.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	3.5 Resolve routine problems within own area of responsibility.			
	3.6 Refer matters outside own responsibility to the correct person.			
4. Work in a manner which underpins effective performance	4.1 Demonstrate vigilance for potential risks and hazard.			
	4.2 Demonstrate awareness of the effects of own actions.			
5. Understand the regulations, procedures and requirements for recycling	5.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work etc Act 1974'			
	5.2 Explain the procedures for handling hazardous materials.			
	5.3 State the organisational accident and incident recording and reporting procedures.			
6. Know how to maintain a safe working environment	6.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			

	6.2 Describe the organisational and regulatory requirements of reporting accidents and incidents.			
7. Know how to prepare plant and equipment for processing recyclables and other materials	7.1 Describe the procedures and precautions to be used in handling recyclable and other materials.			
	7.2 Explain the procedures for checking and preparing process equipment.			
	7.3 Describe the details of the process and function of the equipment used.			
	7.4 Describe the nature and identification of situations which might delay processing.			
	7.5 Describe the start up procedures for the plant and equipment.			

# SECTION 5 – Reception and Processing Optional Unit Group

## Unit RA1.7: Dispatch recyclables and other materials

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Identify and dispatch recyclables and other materials in line with procedures and practices	1.1 Select, wear and use correct personal protective equipment in accordance with approved procedures and practices.			
	1.2 Identify and prepare the recyclables and other materials to be dispatched.			
	1.3 Make sure that information needed by the recipient is available.			
	1.4 Follow approved procedures and practices to carry out the handover of recyclable and other materials.			
2. Report and act upon problems that could affect the safe working environment	2.1 Describe how to identify problems with machinery, equipment, and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			
	2.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	2.5 Resolve routine problems within own area of responsibility.			
	2.6 Refer matters outside own responsibility to the correct person.			
	3.1 Demonstrate vigilance for potential risks and hazard.			

3. Work in a manner which underpins effective performance	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling	4.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
	5.2 Describe the organisational and regulatory requirements of reporting accidents and incidents.			
6. Know how to dispatch recyclables and other materials	6.1 Explain the instructions for preparing recyclables and other materials to be dispatched.			
	6.2 Explain how to identify non-compliance of recyclables and other materials being dispatched.			
	6.3 Describe the nature and hazards of recyclable materials.			
	6.4 Describe the approved procedures and practices for dispatching recyclables and other materials.			
	6.5 Explain the documentation and recording procedures for dispatching recyclables and other materials.			
	6.6 State the methods of communication with colleagues and others when dispatching recyclables and other materials.			

## Unit RA1.8: Assist in the safe operation of work vehicles during recycling operations

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Monitor the safe movement of vehicles during activities	1.1 Assist in the maneuvering of the vehicle by giving clear signals to assist the driver in accordance with organisational procedures.			
	1.2 Make sure that others suffer minimum inconvenience when the work vehicle is maneuvering on a public highway.			
	1.3 Make sure of the safety of self and colleagues when the vehicle or its mechanisms are operating.			
	1.4 Make sure of the safety of passers-by and others when the vehicle or its mechanisms are operating.			
	1.5 Make sure that the vehicle is secure in the event of the driver's temporary absence in accordance with company procedures.			
	1.6 Deal with any incidents during activities promptly and appropriately in accordance with approved procedures and practices.			
	1.7 Carry out regular external checks on the vehicle in accordance with organisational procedures.			
2. Report and act upon problems that could affect the safe working environment	2.1 Describe how to identify problems with machinery, equipment, and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			

	2.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	2.5 Resolve routine problems within own area of responsibility.			
	2.6 Refer matters outside own responsibility to the correct person.			
3. Work in a manner which underpins effective performance	3.1 Demonstrate vigilance for potential risks and hazard.			
	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling	4.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work Act etc 1974'.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
	5.2 Describe the organisational and regulatory requirements of reporting accidents and incidents.			
6. Understand the safe operation of work vehicles	6.1 Explain how to recognise faults and damage to the vehicle and what remedial action is permissible on the road.			
	6.2 Describe the signals for communicating with the driver in accordance with organisational procedures.			
	6.3 Explain the maneuvering capabilities of the vehicle in forward and reverse.			
	6.4 Describe the driver's field of vision from the driving seat, both direct and using mirrors.			
	6.5 State the methods of signaling to other road users and how to minimise inconvenience to them.			



	6.6 Explain the dangers from vehicle operating mechanisms and vehicle maneuvering.			
	6.7 Describe how to immobilise the vehicle and why it is important.			

## Unit RA1.10: Comply with procedure to maintain security of facilities, equipment and materials within the recycling industry

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Maintain the security of facilities.	1.1 Make sure that correct entering and leaving procedures are followed in accordance with approved procedures and practices.			
	1.2 Make sure that suspicious occurrences are reported promptly.			
	1.3 Identify breaches of security and report them immediately.			
	1.4 Make sure that confidentiality of information is maintained.			
	1.5 Follow procedures for obtaining and returning tools and equipment.			
	1.6 Make sure that tools, equipment, materials and other resources used for work are safely and securely stored.			
2. Report and act upon problems that could affect the safe working environment.	2.1 Recognise problems with machinery, equipment and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	2.4 Inform appropriate person of routine problems within own area of responsibility.			

	2.5 Refer matters outside own responsibility to the correct person.			
3. Work in a manner which underpins effective performance.	3.1 Demonstrate vigilance for potential risks and hazards.			
	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling.	4.1 State the fundamental responsibilities of both the employer and employee under the Health and Safety Regulations.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment.	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used, cleaned and stored after use.			
6. Know how to maintain the security of facilities.	6.1 Explain the procedure for reporting suspicious occurrences and breaches of security and who to inform.			
	6.2 Describe what information about the organisation and individuals is confidential.			
	6.3 Explain the importance to immobilise vehicles, machinery and equipment.			
	6.4 Explain the procedures for obtaining equipment and materials.			

## Unit RA1.12: Assist in the maintenance of plant and equipment for processing recyclables and other materials

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Carry out maintenance on plant and equipment	1.1 Wear and use personal protective equipment in accordance with approved procedures and practices.			
	1.2 Make sure that the work to be done has been described clearly and is understood before the work starts.			
	1.3 Report damaged or faulty equipment, and replace worn or defective parts within the limits of your authority.			
	1.4 Make sure the work area and equipment are cleaned as required.			
	1.5 Report risks and hazards.			
	1.6 Use cleaning materials in accordance with instructions and approved procedures and practices.			
	1.7 Deal with waste in accordance with approved procedures and practices.			
2. Report and act upon problems that could affect the safe working environment	2.1 Describe how to identify problems with machinery, equipment, and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			
	2.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			

	2.5 Resolve routine problems within own area of responsibility.			
	2.6 Refer matters outside own responsibility to the correct person.			
3. Work in a manner which underpins effective performance	3.1 Demonstrate vigilance for potential risks and hazard.			
	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling	4.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
	5.2 Describe the organisational and regulatory requirements of reporting accidents and incidents.			
6. Know how to assist in the maintenance of plant and equipment	6.1 Explain the procedures for maintaining and preparing process equipment.			
	6.2 Describe the detail of the process and function of the equipment being maintained.			
	6.3 Explain the components needing special treatment and the nature of that treatment			
	6.4 State the items needing dismantling prior to cleaning and maintenance, and reassembly.			
	6.5 Explain how to clean and maintain tools and equipment.			
	6.6 Describe how to identify plant and equipment potentially unsuitable for use.			



	6.7 Explain the process for dealing with unserviceable equipment.			
	6.8 Describe how to select appropriate cleaning materials and use them correctly.			
	6.9 Describe the standards of cleanliness required for plant and equipment.			
	6.10 Describe the procedures for the safe disposal of residue.			
	6.11 Explain the procedures for requesting further assistance.			

## Unit RA1.14: Operate and shut down processing plant

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Be able to operate plant	1.1 Make sure that the work to be done has been described clearly and is understood before the work starts.			
	1.2 Wear and use personal protective equipment in accordance with approved procedures and practices.			
	1.3 Follow processing procedures in accordance with approved procedures and practices.			
	1.4 Operate and shut down plant in accordance with approved procedures and practices.			
	1.5 Hand over in accordance with organisational procedures if the plant is to continue operating.			
	1.6 Handle recyclables and other materials in accordance with approved procedures and practices.			
	1.7 Act on the outcomes of the process according to instructions.			
2. Check plant and equipment prior to use	2.1 Make sure that the work to be done has been described clearly and is understood before the work starts.			
	2.2 Wear and use personal protective equipment in accordance with approved procedures and practices.			
	2.3 Carry out pre-operational checks in accordance with approved procedures and practices.			
	2.4 Confirm that the work area and equipment and materials are clean and prepared for processing to commence.			

3. Carry out maintenance on plant and equipment	3.1 Wear and use personal protective equipment in accordance with approved procedures and practices.			
	3.2 Make sure that the work to be done has been described clearly and is understood before the work starts.			
	3.3 Report damaged or faulty equipment, and replace worn or defective parts within the limits of your authority.			
	3.4 Make sure the work area and equipment are cleaned as required.			
	3.5 Report risks and hazards.			
	3.6 Use cleaning materials in accordance with instructions and approved procedures and practices.			
	3.7 Handle waste in accordance with approved procedures and practices.			
4. Report and act upon problems that could affect the safe working environment	4.1 Describe how to identify problems with machinery, equipment, and materials.			
	4.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	4.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			
	4.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	4.5 Resolve routine problems within own area of responsibility.			
	4.6 Refer matters outside own responsibility to the correct person.			
	5.1 Demonstrate vigilance for potential risks and hazard.			

5. Work in a manner which underpins effective performance	5.2 Demonstrate awareness of the effects of own actions.			
6. Understand the regulations, procedures and requirements for recycling	6.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	6.2 Explain the procedures for handling hazardous materials.			
	6.3 State the organisational accident and incident recording and reporting procedures.			
7. Know how to maintain a safe working environment	7.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
	7.2 Describe the organisational and regulatory requirements for reporting accidents and incidents.			
8. Know how to operate and shut down processing plant	8.1 Explain how to use the equipment's operating instructions.			
	8.2 Describe the methods to be used to monitor the process in accordance with approved procedures and practices.			
	8.3 Describe the procedures and precautions to be used in handling recyclable and other materials.			
	8.4 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			
	8.5 Describe the procedures to be used for a normal shut down in accordance with approved procedures and practices.			
	8.6 Explain the procedures to follow in the event of an emergency, including emergency shutdown procedures.			
	8.7 State the appropriate people to inform them of circumstances outside own authority to make corrections.			

## Unit RA2.6: Communicate with the public and others on recycling activities

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Communicate with the public and other persons external to the organisation in a way that promotes the organisation	1.1 Communicate information in a form easily understood by members of the public.			
	1.2 Encourage members of the public to ask questions or seek explanation, and provide accurate information, in response.			
	1.3 Act on complaints from the public and others in accordance with organisational procedures.			
	1.4 Respond to requests for information within own area of responsibility.			
	1.5 Refer members of the public when asked about matters outside own area of responsibility.			
2. Maintain the health and safety of the public	2.1 Maintain the health and safety of the public and other persons throughout all activities in accordance with approved procedures and practices.			
3. Work in a manner which underpins effective performance	3.1 Demonstrate vigilance to potential risks and hazards.			
	3.2 Demonstrate being receptive to new ways of working.			
4. Understand the regulation procedures and requirements for recycling	4.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	4.2 Explain the safe procedures for handling hazardous materials.			
	4.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			

	4.4 Describe the organisational accident and incident recording and reporting procedures.			
5. Know how to communicate effectively with the public and others	5.1 Describe policies and practices for customer care, promotion of environmental good practice or equality of opportunity.			
	5.2 Explain methods of communication.			
	5.3 Describe the methods of eliciting queries and comments from members of the public and others.			
	5.4 Explain the procedures for handling and communicating confidential information.			
	5.5 State own responsibilities under health and safety legislation and codes of practice.			
	5.6 State the sources of information, internal and external to the organisation, both written and verbal.			

## Unit RA2.7: Encourage recycling services through promotion

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Promote recycling services to colleagues and others	1.1 Promote the reduction, reuse and recycling of recyclables and other materials to colleagues and others.			
	1.2 Promote the organisation's recycling objectives and the ways in which people can become involved.			
	1.3 Encourage all to use recycling services.			
2. Use and communicate data and information	2.1 Advise people of the location of recycling facilities.			
	2.2 Advise people of the benefits of recycling.			
	2.3 Provide information and guidance on all matters within own area of responsibility.			
3. Resolve problems which could affect the recycling of materials	3.1 Deal with unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	3.2 Resolve day-to-day problems within own area of responsibility.			
	3.3 Refer matters outside own area of responsibility to an appropriate person.			
4. Work in a manner which underpins effective performance	4.1 Demonstrate vigilance to potential risks and hazards.			
	4.2 Demonstrate being open to new ways of working.			
5. Understand the regulation procedures and requirements for recycling	5.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	5.2 Explain the safe procedures for handling hazardous materials.			

	5.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			
	5.4 Describe the organisational accident and incident recording and reporting procedures.			
6. Understand Recycling Services	6.1 Describe the range of recycling services that exist and their respective objectives			
	6.2 Describe the 'reduce, reuse, recycle' management hierarchy			
	6.3 Describe the roles and responsibilities of local and national authorities in meeting national and local recycling targets			
	6.4 State the range of different methods that may be used in recycling			
	6.5 Explain the implications for their work on health and safety, environmental legislation and regulations			
	6.6 Describe the organisation's procedures for promoting recycling.			
	6.7 State the sources of information and guidance on recycling.			

# SECTION 6 – WEEE Mandatory Unit Group

## Unit RA1.5: Collect recyclables and other materials

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Carry out recycling collections	1.1 Identify materials for recycling and those that cannot be recycled in accordance with approved procedures and practices.			
	1.2 Select, wear and use appropriate personal protective equipment in accordance with approved procedures and practices.			
	1.3 Make sure information and instructions are understood or ask for an explanation if unclear.			
	1.4 Leave the collection site clean and safe and take action to report any damage.			
2. Report and act upon problems that could affect the safe working environment	2.1 Describe how to identify problems with machinery, equipment, and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			
	2.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	2.5 Resolve routine problems within own area of responsibility.			
	2.6 Refer matters outside own responsibility to the correct person.			
	3.1 Demonstrate vigilance for potential risks and hazards.			

3. Work in a manner which underpins effective performance	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling	4.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work Act etc 1974'.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
	5.2 Describe the organisational and regulatory requirements of reporting accidents and incidents.			
6. Understand how to collect recyclable and other materials	6.1 Explain how to identify different types of recyclable materials.			
	6.2 Describe the special collection schemes which are available.			
	6.3 Explain the different types of containers and the handling techniques required.			
	6.4 State the reasons why you can or cannot collect certain materials.			
	6.5 Describe own responsibilities under health and safety and other relevant legislation.			
	6.6 Explain the importance of working to approved procedures and practices.			
	6.7 Describe route plans and work schedules and the importance of carrying them out correctly.			

	6.8 Describe how to provide good customer service.			
--	--	--	--	--

## Unit RA1.6: Operate equipment for processing of recyclables and other materials

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Carry out operations in accordance with approved procedures and practices	1.1 Select, wear and use the correct personal protective equipment in accordance with approved procedures and practices.			
	1.2 Take action to remedy faults and defects to the equipment.			
	1.3 Make sure information and instructions are clearly understood or ask for clarification.			
	1.4 Keep work areas clean, and tidy.			
2. Report and act upon problems that could affect the safe working environment	2.1 Describe how to identify problems with machinery, equipment, and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			
	2.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	2.5 Resolve routine problems within own area of responsibility.			
	2.6 Refer matters outside own responsibility to the correct person.			
	3.1 Demonstrate vigilance for potential risks and hazards.			

3. Work in a manner which underpins effective performance	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling	4.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work Act etc 1974'.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
	5.2 Describe the organisational and regulatory requirements of reporting accidents and incidents.			
6. Know how to operate equipment in the recycling industry	6.1 Describe the equipment operating procedures and the importance of carrying them out correctly.			
	6.2 Explain how to identify faults to equipment and the appropriate action to take.			
	6.3 Describe the hazards and risks of operating equipment and how to reduce such risks.			
	6.4 Explain the lifting and handling techniques.			
	6.5 Describe the Accident and Emergency procedures, including reporting such incidences.			

## Unit RA1.7: Dispatch recyclables and other materials

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Identify and dispatch recyclables and other materials in line with procedures and practices	1.1 Select, wear and use correct personal protective equipment in accordance with approved procedures and practices.			
	1.2 Identify and prepare the recyclables and other materials to be dispatched.			
	1.3 Make sure that information needed by the recipient is available.			
	1.4 Follow approved procedures and practices to carry out the handover of recyclable and other materials.			
2. Report and act upon problems that could affect the safe working environment	2.1 Describe how to identify problems with machinery, equipment, and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			
	2.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	2.5 Resolve routine problems within own area of responsibility.			
	2.6 Refer matters outside own responsibility to the correct person.			
	3.1 Demonstrate vigilance for potential risks and hazard.			

3. Work in a manner which underpins effective performance	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling	4.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
	5.2 Describe the organisational and regulatory requirements of reporting accidents and incidents.			
6. Know how to dispatch recyclables and other materials	6.1 Explain the instructions for preparing recyclables and other materials to be dispatched.			
	6.2 Explain how to identify non-compliance of recyclables and other materials being dispatched.			
	6.3 Describe the nature and hazards of recyclable materials.			
	6.4 Describe the approved procedures and practices for dispatching recyclables and other materials.			
	6.5 Explain the documentation and recording procedures for dispatching recyclables and other materials.			
	6.6 State the methods of communication with colleagues and others when dispatching recyclables and other materials.			

## Unit RA1.8: Assist in the safe operation of work vehicles during recycling operations

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Monitor the safe movement of vehicles during activities	1.1 Assist in the maneuvering of the vehicle by giving clear signals to assist the driver in accordance with organisational procedures.			
	1.2 Make sure that others suffer minimum inconvenience when the work vehicle is maneuvering on a public highway.			
	1.3 Make sure of the safety of self and colleagues when the vehicle or its mechanisms are operating.			
	1.4 Make sure of the safety of passers-by and others when the vehicle or its mechanisms are operating.			
	1.5 Make sure that the vehicle is secure in the event of the driver's temporary absence in accordance with company procedures.			
	1.6 Deal with any incidents during activities promptly and appropriately in accordance with approved procedures and practices.			
	1.7 Carry out regular external checks on the vehicle in accordance with organisational procedures.			
2. Report and act upon problems that could affect the safe working environment	2.1 Describe how to identify problems with machinery, equipment, and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			
	2.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			

	2.5 Resolve routine problems within own area of responsibility.			
	2.6 Refer matters outside own responsibility to the correct person.			
3. Work in a manner which underpins effective performance	3.1 Demonstrate vigilance for potential risks and hazard.			
	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling	4.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work Act etc 1974'.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
	5.2 Describe the organisational and regulatory requirements of reporting accidents and incidents.			
6. Understand the safe operation of work vehicles	6.1 Explain how to recognise faults and damage to the vehicle and what remedial action is permissible on the road.			
	6.2 Describe the signals for communicating with the driver in accordance with organisational procedures.			
	6.3 Explain the maneuvering capabilities of the vehicle in forward and reverse.			
	6.4 Describe the driver's field of vision from the driving seat, both direct and using mirrors.			
	6.5 State the methods of signaling to other road users and how to minimise inconvenience to them.			
	6.6 Explain the dangers from vehicle operating mechanisms and vehicle maneuvering.			
	6.7 Describe how to immobilise the vehicle and why it is important.			

## Unit RA1.9: Clean and maintain facilities and equipment for the processing of recyclables and other materials

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Select and store equipment and tools for processing of recyclables	1.1 Make sure that the work to be done has been described clearly and is understood before the work starts			
	1.2 Wear and use the appropriate personal protective equipment in accordance with approved procedures and practices			
	1.3 Select and use tools appropriate to the task			
	1.4 Carry out the work in accordance with instructions and approved procedures and practices			
	1.5 Identify risks and hazards to yourself and others			
	1.6 Identify damage and faults to tools and equipment used and facilities and equipment cleaned			
	1.7 Dispose of residue in accordance with approved procedures and practices			
	1.8 Inspect tools and equipment for faults or damage before and after completion of the works			
	1.9 Clean tools and equipment correctly and store them correctly at an approved location when not in use			
2. Report and act upon problems that could affect the safe working environment	2.1 Describe how to identify problems with machinery, equipment, and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			

	2.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			
	2.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	2.5 Resolve routine problems within own area of responsibility.			
	2.6 Refer matters outside own responsibility to the correct person.			
3. Work in a manner which underpins effective performance	3.1 Demonstrate vigilance for potential risks and hazard.			
	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling	4.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
	5.2 Describe the organisational and regulatory requirements of reporting accidents and incidents.			
6. Know how to clean and maintain facilities and equipment	6.1 Describe the approved procedures and practices for cleaning and maintaining facilities and equipment.			
	6.2 State the procedures for the safe disposal of residue.			
	6.3 Explain how to identify damage and faults in tools and equipment used and facilities and equipment cleaned.			



	6.4 Explain how to identify hazards in the workplace.			
	6.5 Describe the tools and materials appropriate to the task.			
	6.6 State the expected time each task will take to complete.			

## Unit RA1.10: Comply with procedure to maintain security of facilities, equipment and materials within the recycling industry

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Maintain the security of facilities.	1.1 Make sure that correct entering and leaving procedures are followed in accordance with approved procedures and practices.			
	1.2 Make sure that suspicious occurrences are reported promptly.			
	1.3 Identify breaches of security and report them immediately.			
	1.4 Make sure that confidentiality of information is maintained.			
	1.5 Follow procedures for obtaining and returning tools and equipment.			
	1.6 Make sure that tools, equipment, materials and other resources used for work are safely and securely stored.			
2. Report and act upon problems that could affect the safe working environment.	2.1 Recognise problems with machinery, equipment and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	2.4 Inform appropriate person of routine problems within own area of responsibility.			

	2.5 Refer matters outside own responsibility to the correct person.			
3. Work in a manner which underpins effective performance.	3.1 Demonstrate vigilance for potential risks and hazards.			
	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling.	4.1 State the fundamental responsibilities of both the employer and employee under the Health and Safety Regulations.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment.	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used, cleaned and stored after use.			
6. Know how to maintain the security of facilities.	6.1 Explain the procedure for reporting suspicious occurrences and breaches of security and who to inform.			
	6.2 Describe what information about the organisation and individuals is confidential.			
	6.3 Explain the importance to immobilise vehicles, machinery and equipment.			
	6.4 Explain the procedures for obtaining equipment and materials.			

## Unit RA1.11: Sort and prepare recyclables and other materials for processing

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Sort and prepare recyclable materials.	1.1 Make sure that the work to be done is understood before the work starts.			
	1.2 Identify materials that are suitable for processing.			
	1.3 Carry out the required sorting and processing methods in accordance with approved procedures.			
	1.4 Identify materials unsuitable for processing and deal with them in accordance with approved procedures.			
	1.5 Deal with residues arising from the sorting and preparation process in accordance with approved procedures.			
	1.6 Identify hazardous materials and take the appropriate action in accordance with approved procedures.			
	1.7 Make sure of the safety of self and others during the sorting and preparation of materials for processing.			
	1.8 Wear and use appropriate personal protective equipment in accordance with approved procedures and practices.			
	1.9 Ask for help promptly when necessary.			
2. Report and act upon problems that could affect the safe working environment.	2.1 Recognise problems with machinery, equipment and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Take action, within own area of responsibility, where incidents could affect the safe working environment.			

	2.4 Inform appropriate person of routine problems within own area of responsibility.			
	2.5 Refer matters outside own responsibility to the correct person.			
3. Work in a manner which underpins effective performance.	3.1 Demonstrate vigilance for potential risks and hazards.			
	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling.	4.1 State the fundamental responsibilities of both the employer and employee under the Health and Safety Regulations.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment.	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
6. Know how to sort and prepare recyclable materials.	6.1 Explain methods of sorting recyclable materials.			
	6.2 Describe the processes required to recycle materials.			
	6.3 Explain own role and responsibilities during processing and sorting recyclable materials.			
	6.4 Explain the reasons certain materials are suitable and others not suitable to be recycled and how to deal with residual material.			
	6.5 State the types of materials which may be hazardous to people and the recycling process.			

## Unit RA1.12: Assist in the maintenance of plant and equipment for processing recyclables and other materials

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Carry out maintenance on plant and equipment	1.1 Wear and use personal protective equipment in accordance with approved procedures and practices.			
	1.2 Make sure that the work to be done has been described clearly and is understood before the work starts.			
	1.3 Report damaged or faulty equipment, and replace worn or defective parts within the limits of your authority.			
	1.4 Make sure the work area and equipment are cleaned as required.			
	1.5 Report risks and hazards.			
	1.6 Use cleaning materials in accordance with instructions and approved procedures and practices.			
	1.7 Deal with waste in accordance with approved procedures and practices.			
2. Report and act upon problems that could affect the safe working environment	2.1 Describe how to identify problems with machinery, equipment, and materials.			
	2.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	2.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			
	2.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			

	2.5 Resolve routine problems within own area of responsibility.			
	2.6 Refer matters outside own responsibility to the correct person.			
3. Work in a manner which underpins effective performance	3.1 Demonstrate vigilance for potential risks and hazard.			
	3.2 Demonstrate awareness of the effects of own actions.			
4. Understand the regulations, procedures and requirements for recycling	4.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	4.2 Explain the procedures for handling hazardous materials.			
	4.3 State the organisational accident and incident recording and reporting procedures.			
5. Know how to maintain a safe working environment	5.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
	5.2 Describe the organisational and regulatory requirements of reporting accidents and incidents.			
6. Know how to assist in the maintenance of plant and equipment	6.1 Explain the procedures for maintaining and preparing process equipment.			
	6.2 Describe the detail of the process and function of the equipment being maintained.			
	6.3 Explain the components needing special treatment and the nature of that treatment			
	6.4 State the items needing dismantling prior to cleaning and maintenance, and reassembly.			
	6.5 Explain how to clean and maintain tools and equipment.			
	6.6 Describe how to identify plant and equipment potentially unsuitable for use.			



	6.7 Explain the process for dealing with unserviceable equipment.			
	6.8 Describe how to select appropriate cleaning materials and use them correctly.			
	6.9 Describe the standards of cleanliness required for plant and equipment.			
	6.10 Describe the procedures for the safe disposal of residue.			
	6.11 Explain the procedures for requesting further assistance.			

## Unit RA1.13: Prepare plant and equipment for processing recyclables and other materials

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Check plant and equipment prior to use	1.1 Make sure that the work to be done has been described clearly and is understood before the work starts.			
	1.2 Wear and use appropriate personal protective equipment in accordance with approved procedures and practices.			
	1.3 Carry out pre-operational checks in accordance with approved procedures and practices.			
	1.4 Confirm that the work area and equipment and materials are clean and prepared for processing to commence.			
2. Carry out maintenance on plant and equipment	2.1 Wear and use personal protective equipment in accordance with approved procedures and practices.			
	2.2 Make sure that the work to be done has been described clearly and is understood before the work starts.			
	2.3 Report damaged or faulty equipment, and replace worn or defective parts within the limits of your authority.			
	2.4 Ensure the work area and equipment are cleaned as required.			
	2.5 Report risks and hazards.			
	2.6 Use cleaning materials in accordance with instructions and approved procedures and practices.			

	2.7 Handle waste in accordance with approved procedures and practices.			
3. Report and act upon problems that could affect the safe working environment	3.1 Describe how to identify problems with machinery, equipment, and materials.			
	3.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	3.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			
	3.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	3.5 Resolve routine problems within own area of responsibility.			
	3.6 Refer matters outside own responsibility to the correct person.			
4. Work in a manner which underpins effective performance	4.1 Demonstrate vigilance for potential risks and hazard.			
	4.2 Demonstrate awareness of the effects of own actions.			
5. Understand the regulations, procedures and requirements for recycling	5.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work etc Act 1974'			
	5.2 Explain the procedures for handling hazardous materials.			
	5.3 State the organisational accident and incident recording and reporting procedures.			
6. Know how to maintain a safe working environment	6.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
	6.2 Describe the organisational and regulatory requirements of reporting accidents and incidents.			



7. Know how to prepare plant and equipment for processing recyclables and other materials	7.1 Describe the procedures and precautions to be used in handling recyclable and other materials.			
	7.2 Explain the procedures for checking and preparing process equipment.			
	7.3 Describe the details of the process and function of the equipment used.			
	7.4 Describe the nature and identification of situations which might delay processing.			
	7.5 Describe the start up procedures for the plant and equipment.			

## Unit RA1.14: Operate and shut down processing plant

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Be able to operate plant	1.1 Make sure that the work to be done has been described clearly and is understood before the work starts.			
	1.2 Wear and use personal protective equipment in accordance with approved procedures and practices.			
	1.3 Follow processing procedures in accordance with approved procedures and practices.			
	1.4 Operate and shut down plant in accordance with approved procedures and practices.			
	1.5 Hand over in accordance with organisational procedures if the plant is to continue operating.			
	1.6 Handle recyclables and other materials in accordance with approved procedures and practices.			
	1.7 Act on the outcomes of the process according to instructions.			
2. Check plant and equipment prior to use	2.1 Make sure that the work to be done has been described clearly and is understood before the work starts.			
	2.2 Wear and use personal protective equipment in accordance with approved procedures and practices.			
	2.3 Carry out pre-operational checks in accordance with approved procedures and practices.			
	2.4 Confirm that the work area and equipment and materials are clean and prepared for processing to commence.			

3. Carry out maintenance on plant and equipment	3.1 Wear and use personal protective equipment in accordance with approved procedures and practices.			
	3.2 Make sure that the work to be done has been described clearly and is understood before the work starts.			
	3.3 Report damaged or faulty equipment, and replace worn or defective parts within the limits of your authority.			
	3.4 Make sure the work area and equipment are cleaned as required.			
	3.5 Report risks and hazards.			
	3.6 Use cleaning materials in accordance with instructions and approved procedures and practices.			
	3.7 Handle waste in accordance with approved procedures and practices.			
4. Report and act upon problems that could affect the safe working environment	4.1 Describe how to identify problems with machinery, equipment, and materials.			
	4.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	4.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			
	4.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	4.5 Resolve routine problems within own area of responsibility.			
	4.6 Refer matters outside own responsibility to the correct person.			

5. Work in a manner which underpins effective performance	5.1 Demonstrate vigilance for potential risks and hazard.			
	5.2 Demonstrate awareness of the effects of own actions.			
6. Understand the regulations, procedures and requirements for recycling	6.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	6.2 Explain the procedures for handling hazardous materials.			
	6.3 State the organisational accident and incident recording and reporting procedures.			
7. Know how to maintain a safe working environment	7.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
	7.2 Describe the organisational and regulatory requirements for reporting accidents and incidents.			
8. Know how to operate and shut down processing plant	8.1 Explain how to use the equipment's operating instructions.			
	8.2 Describe the methods to be used to monitor the process in accordance with approved procedures and practices.			
	8.3 Describe the procedures and precautions to be used in handling recyclable and other materials.			
	8.4 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			
	8.5 Describe the procedures to be used for a normal shut down in accordance with approved procedures and practices.			
	8.6 Explain the procedures to follow in the event of an emergency, including emergency shutdown procedures.			

	8.7 State the appropriate people to inform them of circumstances outside own authority to make corrections.			
--	---	--	--	--

## Unit RA2.6: Communicate with the public and others on recycling activities

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Communicate with the public and other persons external to the organisation in a way that promotes the organisation	1.1 Communicate information in a form easily understood by members of the public.			
	1.2 Encourage members of the public to ask questions or seek explanation, and provide accurate information, in response.			
	1.3 Act on complaints from the public and others in accordance with organisational procedures.			
	1.4 Respond to requests for information within own area of responsibility.			
	1.5 Refer members of the public when asked about matters outside own area of responsibility.			
2. Maintain the health and safety of the public	2.1 Maintain the health and safety of the public and other persons throughout all activities in accordance with approved procedures and practices.			
3. Work in a manner which underpins effective performance	3.1 Demonstrate vigilance to potential risks and hazards.			
	3.2 Demonstrate being receptive to new ways of working.			
4. Understand the regulation procedures and requirements for recycling	4.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	4.2 Explain the safe procedures for handling hazardous materials.			
	4.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			

	4.4 Describe the organisational accident and incident recording and reporting procedures.			
5. Know how to communicate effectively with the public and others	5.1 Describe policies and practices for customer care, promotion of environmental good practice or equality of opportunity.			
	5.2 Explain methods of communication.			
	5.3 Describe the methods of eliciting queries and comments from members of the public and others.			
	5.4 Explain the procedures for handling and communicating confidential information.			
	5.5 State own responsibilities under health and safety legislation and codes of practice.			
	5.6 State the sources of information, internal and external to the organisation, both written and verbal.			

## Unit RA2.7: Encourage recycling services through promotion

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Promote recycling services to colleagues and others	1.1 Promote the reduction, reuse and recycling of recyclables and other materials to colleagues and others.			
	1.2 Promote the organisation's recycling objectives and the ways in which people can become involved.			
	1.3 Encourage all to use recycling services.			
2. Use and communicate data and information	2.1 Advise people of the location of recycling facilities.			
	2.2 Advise people of the benefits of recycling.			
	2.3 Provide information and guidance on all matters within own area of responsibility.			
3. Resolve problems which could affect the recycling of materials	3.1 Deal with unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	3.2 Resolve day-to-day problems within own area of responsibility.			
	3.3 Refer matters outside own area of responsibility to an appropriate person.			
4. Work in a manner which underpins effective performance	4.1 Demonstrate vigilance to potential risks and hazards.			
	4.2 Demonstrate being open to new ways of working.			
5. Understand the regulation procedures and requirements for recycling	5.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	5.2 Explain the safe procedures for handling hazardous materials.			

	5.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			
	5.4 Describe the organisational accident and incident recording and reporting procedures.			
6. Understand Recycling Services	6.1 Describe the range of recycling services that exist and their respective objectives			
	6.2 Describe the 'reduce, reuse, recycle' management hierarchy			
	6.3 Describe the roles and responsibilities of local and national authorities in meeting national and local recycling targets			
	6.4 State the range of different methods that may be used in recycling			
	6.5 Explain the implications for their work on health and safety, environmental legislation and regulations			
	6.6 Describe the organisation's procedures for promoting recycling.			
	6.7 State the sources of information and guidance on recycling.			

## Appendix 1: Qualification Structure

Learners must complete all Mandatory Units, and choose a pathway.

### Mandatory Group

Ofqual Code	Unit Title	Level	WAMITAB Code
D/502/6219	Working safely in the recycling industry	1	RA1.1
Y/502/6218	Maintain effective working relationships in the recycling industry	1	RA1.2
L/502/6216	Maintain standards of service during recycling activities	1	RA1.3
J/502/6215	Environmental protection within the recycling industry	1	RA1.4
R/602/2078	Manual handling, lifting and moving of loads in a waste environment	1	WO38

### Collection Pathway (GROC1)

Learners who choose the Collection pathway must complete all Collection Mandatory Units, and then choose one unit from the Collection Optional Units group

#### Collection Pathway Mandatory Units

Ofqual Code	Unit Title	Level	WAMITAB Code
K/602/0918	Collect recyclables and other materials	1	RA1.5
Y/602/0915	Assist in the safe operation of work vehicles during recycling operations	1	RA1.8
Y/602/1076	Loading a waste transport vehicle	2	WO5
T/602/0887	Communicate with the public and others on recycling activities	2	RA2.6

#### Collection Optional Units

Learners must choose one unit from this group.

Ofqual Code	Unit Title	Level	WAMITAB Code
D/602/0916	Dispatch recyclables and other materials	1	RA1.7
T/502/6243	Comply with procedure to maintain security of facilities, equipment and materials within the recycling industry	1	RA1.10
R/502/6220	Sort and prepare recyclables and other materials for processing	1	RA1.11
M/602/0886	Encourage recycling services through promotion	2	RA2.7
A/602/0907	Select and use containers for recyclables and other materials	3	RA2.12

### Reception and Processing Pathway (GRORP1)

Learners who choose the Reception and Processing pathway must complete all units in the Reception and Processing Mandatory Units group, and then choose one unit from the Reception and Processing Optional Units Group.

#### Reception and Processing Mandatory Units

Learners who choose the Reception and Processing pathway must complete all units in this group.

Ofqual Code	Unit Title	Level	WAMITAB Code
H/602/0917	Operate equipment for processing of recyclables and other materials	2	RA1.6
R/602/0914	Clean and maintain facilities and equipment for the processing of recyclables and other materials	2	RA1.9
R/502/6220	Sort and prepare recyclables and other materials for Processing.	1	RA1.11
T/602/0923	Prepare plant and equipment for processing recyclables and other materials	1	RA1.13

#### Reception and Processing Optional Units

Learners who choose the Reception and Processing pathway must choose one unit from this group.

Ofqual Code	Unit Title	Level	WAMITAB Code
D/602/0916	Dispatch recyclables and other materials	1	RA1.7
Y/602/0915	Assist in the safe operation of work vehicles during recycling operations	1	RA1.8

T/502/6243	Comply with procedure to maintain security of facilities, equipment and materials within the recycling industry	1	RA1.10
A/602/0924	Assist in the maintenance of plant and equipment for processing recyclables and other materials	1	RA1.12
M/602/0922	Operate and shut down processing plant	2	RA1.14
T/602/0887	Communicate with the public and others on recycling activities	2	RA2.6
M/602/0886	Encourage recycling services through promotion	2	RA2.7

### Waste Electrical and Electronic Equipment (WEEE) Pathway (GROWE1)

These are also the units for the GROWEC1 option used by Computers for Charities, where the CoC certificate will include 'Computer Refurbishment' in the title.

#### WEEE Optional Units

Learners who select the Waste Electrical and Electronic Equipment pathway must choose five units from this group.

Ofqual Code	Unit Title	Level	WAMITAB Code
K/602/0918	Collect recyclables and other materials	1	RA1.5
H/602/0917	Operate equipment for processing of recyclables and other materials	2	RA1.6
D/602/0916	Dispatch recyclables and other materials	1	RA1.7
Y/602/0915	Assist in the safe operation of work vehicles during recycling operations	1	RA1.8
R/602/0914	Clean and maintain facilities and equipment for the processing of recyclables and other materials	2	RA1.9
T/502/6243	Comply with procedure to maintain security of facilities, equipment and materials within the recycling industry	1	RA1.10
R/502/6220	Sort and prepare recyclables and other materials for processing.	1	RA1.11
A/602/0924	Assist in the maintenance of plant and equipment for processing recyclables and other materials	1	RA1.12
T/602/0923	Prepare plant and equipment for processing recyclables and other materials	1	RA1.13
M/602/0922	Operate and shut down processing plant	2	RA1.14

T/602/0887	Communicate with the public and others on recycling activities	2	RA2.6
M/602/0886	Encourage recycling services through promotion	2	RA2.7



## Our purpose is to move the world beyond waste

Help us protect the environment by only printing this document if absolutely necessary and, where possible, please only print the pages you need.

This document has been designed to use minimal ink when printed.

## More for professional life

Our mission is to unite, equip and mobilise our professional community to lead, influence and deliver the science, strategies, businesses and policies for the sustainable management of resources and waste.

For more information about how we can support you, visit [ciwm.co.uk](https://www.ciwm.co.uk).



**CIWM** | **Qualifications**

Together, we stand for  
a world beyond waste

CIWM  
Quadra  
500 Pavilion Drive  
Northampton Business Park  
Northampton  
NN4 7YJ

Tel: 01604 620426  
Email: [qualifications@ciwm.co.uk](mailto:qualifications@ciwm.co.uk)