



CIWM

Qualifications

Version 1, December 2021

**Qualification Code:** 600/6753/6

**CIWM Code:** WR1

**Maximum Guided Learning Hours:** 31

**Total Qualification Time:** 52

# CIWM (WAMITAB) Level 1 Award in Waste and Recycling

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 CIWM WAMITAB Level 1 Award in Waste and Recycling. 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.
- Activities you can use to test your understanding.
- Forms you can use to record and organise your evidence.

## Candidate Information

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Name

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CIWM Learner Number

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Registration Date

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Enrolment Date

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Centre Name

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Centre Address

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Centre Contact

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Tutor Name

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## Frequently Asked Questions

### What is an Award?

An award is a nationally recognised qualification based on National Occupational Standards and gained in the workplace. Achieving your Award demonstrates that you can work to the standards expected by employers in your industry.

### What is the objective of this qualification?

Learners will develop the basic knowledge and skills required by employers within the sustainable resource management industry. This qualification is designed for anyone looking to improve their employment prospects for the future by gaining a greater understanding of waste and recycling activities. Once learners have achieved this qualification, they will be able to progress directly into entry level job roles within the sector.

### 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
- Individuals working in the wider supply-chain of waste producing organisations

### 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?

Learners that achieve this qualification will be able to progress into employment in the waste and resource management industry. There is significant potential for employment within the waste and resource management industry in elementary occupations due to the labour-intensive nature of collection and sorting waste activities (UKCES, 2012). Achievement of this qualification allows learners to directly seek employment as:

- Waste/ recycling operative
- Transfer station operative
- Compost operative
- Household waste recycling operative
- Manual/mechanical street cleaner
- Waste/ recycling collection driver

### What do I need to achieve?

You will need the single mandatory unit to complete the qualification.

### Mandatory Unit Group

- Introduction to waste and recycling

### 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 award through CIWM (WAMITAB) Qualifications Centre. It may be your place of work, a local college or training provider. Assessment of your award 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 candidate 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 approved CIWM centre will help you to achieve your qualification:

#### Your Tutor

The tutor is the person you will have the most contact with as you work towards your qualification. They will provide the training

### What are my responsibilities as a candidate?

As a candidate you will need to:

- Provide your centre with your personal details so they can register you with CIWM
- Comply with CIWM learner code of conduct for multiple choice tests
- Comply with health and safety law and regulations

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

1. **Planning:** your tutor will tell you how you will learn and be assessed. You will be given the right to request reasonable adjustments if needed.
2. **Learning:** you will spend time with your tutor and this workbook developing your knowledge of the sector.
3. **Assessment – Paper or Online Multiple-Choice Test:** you be provided with a test paper and asked to answer questions by selecting the best possible answers from a list of four choices.
4. **Achievement:** once you have completed the test, your centre will apply for your CIWM certificate.

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

The primary sources of evidence for this qualification will be the results from a Multiple Choice Test.

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

- Your tutor
- 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.<br>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  |
|---------------------|---|
| 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.   |
| 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. |
| List                | To produce several relevant items which apply to the question. Further description is not required.   |
| State               | To express something definitely or clearly in speech or writing.  |



# SECTION 1 – Mandatory Unit Group

## Unit WR1: Introduction to waste and recycling

| Level: 1   |   | MCQ | Results | Comments |
|--|---|-----|---------|----------|
| Learning Outcome   | Assessment Criteria   |     |         |          |
| 1. Know how to accept and collect waste and recyclable materials | 1.1 Identify types of waste for collection  |     |         |          |
|  | 1.2 Identify types of waste that can be recycled  |     |         |          |
|  | 1.3 Identify personal protective equipment (PPE) required for waste collection  |     |         |          |
|  | 1.4 Identify types of containers used for collecting waste  |     |         |          |
|  | 1.5 Describe types of hazards when collecting waste   |     |         |          |
|  | 1.6 Describe handling procedures for types of waste   |     |         |          |
|  | 1.7 State the importance of segregating recyclable materials <ul style="list-style-type: none"> <li>• at acceptance point</li> <li>• at collection point</li> </ul> |     |         |          |
| 2. Know how to remove and dispose of waste                       | 2.1 Describe how to remove different types of waste   |     |         |          |
|  | 2.2 Describe how to select and use suitable personal protective equipment (PPE) for removing and disposing of waste   |     |         |          |
|  | 2.3 Describe how to dispose of waste according to work instructions   |     |         |          |
|  | 2.4 Describe how to use correct manual handling techniques when removing waste  |     |         |          |
| 3. Know how to work safely                                       | 3.1 Identify persons affected by the work being undertaken  |     |         |          |
|  | 3.2 Describe types of safety information provided by employers to employees   |     |         |          |
|  | 3.3 Describe where to find safety information   |     |         |          |
|  | 3.4 State the differences between lone working and team working   |     |         |          |
|  | 3.5 List factors that could make the work environment more dangerous  |     |         |          |
|  | 3.6 Identify ways in which own working practices can damage the environment   |     |         |          |
|  | 3.7 State the current legislation for waste and recycling   |     |         |          |
|  | 3.8 Identify manual handling techniques   |     |         |          |
|  | 3.9 State what is meant by hazardous and non-hazardous materials  |     |         |          |
| 4. Know how to operate waste and recycling                       | 4.1 State types of equipment and vehicles used in waste and recycling operations  |     |         |          |

|                               |   |  |  |  |
|-------------------------------|---|--|--|--|
| equipment and vehicles safely | 4.2 State the importance of following operating procedures for equipment and vehicles |  |  |  |
|                               | 4.3 Identify faults in equipment and vehicles   |  |  |  |
|                               | 4.4 State who equipment and vehicles faults should be reported to                     |  |  |  |
|                               | 4.5 Describe how to work safely when using equipment and vehicles                     |  |  |  |
|                               | 4.6 State how to maintain security of equipment and vehicles                          |  |  |  |

## Appendix 1: Qualification Structure

Candidates must 1 unit in the Mandatory Group.

### Mandatory Group

| Ofqual Code | Unit Title                          | Level | CIWM Code |
|-------------|-------------------------------------|-------|-----------|
| F/507/8393  | Introduction to Waste and Recycling | 1     | CG105a    |



## 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

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