



CIWM

Qualifications

# CIWM (WAMITAB) Level 2 Diploma for Sustainable Recycling Activities (General Pathway)

Version 2, August 2022

**Qualification Code:** 501/2182/0

**CIWM Code:** SRA2

**Maximum Guided Learning Hours:** 30

**Total Qualification Time:** 94

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

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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 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 provides the skills required by operatives to work in accordance with recycling industry requirements for collection, reception and segregation, processing, WEEE and reuse activities. You can choose the pathway that is best suited to your current job role so you are competent to work onsite.

### Who is it for?

- New entrants to the industry
- Long-term unemployed who wish to retrain
- Apprentices
- Experienced workers that want evidence of their skills

### 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?

This is a flexible qualification designed to confirm occupational competence for specific job roles in the industry or within a particular organisation. 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 must complete all of the mandatory units in Group A and then five units from the General Route group.

#### Mandatory Units

- Promote sustainability and environmental good practice in the recycling industry (RA2.2)
- Develop relationships with colleagues and others (RA2.4)
- Comply with health and safety processes and procedures in the workplace (RA2.1)
- Encourage recycling services through promotion (RA2.7)
- Develop personal performance (RA2.3)

#### General Route

- Use mechanical handling equipment in the recycling industry – RA2.5
- Select and use containers for recyclables and other materials – RA2.12
- Carry out routine checks on plant and equipment used in recycling activities – RA2.15

- Maintain plant and equipment for the processing of recyclable and other materials – RA2.19
- Control the reception of recyclables and other materials – RA2.9
- Maintain the security of facilities and equipment used for recycling activities – RA2.18
- Collect recyclables and other materials – RA2.11
- Control the handover of recyclables and other materials – RA2.8
- Operate specialist plant and equipment for the processing of recyclables and other materials – RA2.16
- Control the movement of recyclables and other materials – RA2.14
- Control vehicle movements on recycling site – RA2.17
- Communicate with the public and others on recycling activities – RA2.6
- Operate a vehicle safely and efficiently during recycling activities – RA2.13
- Manual handling, lifting and moving of loads in a waste environment – WO38
- Plan, allocate and monitor work of a team – MSCD5
- Set objectives and provide support for team members – MSCB5
- Sort and prepare recyclables and other materials – RA2.10

### 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 tells you that 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 CIWM certificate.

### 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

## RA2.2: Promote sustainability and environmental good practice in the recycling industry

Level: 3		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Understand environmental good practice	1.1 State the methods for minimising environmental impact during work, including the storage of waste and how to recognise and resolve pollution incidents			
	1.2 Describe the suitable choice of materials and equipment given the nature of the work activity, and its potential impact on the environment			
	1.3 Explain the ways in which tools and materials should be used to minimise environmental impact			
	1.4 Describe the organisational and legislative requirements for minimising environmental impact			
	1.5 State the types of damage that may occur, the impact this can have on the environment, and the corrective actions to be taken			
	1.6 Explain how to recognise major incidents and the importance of prompt, accurate reporting			
	1.7 Describe the limits of own capabilities regarding pollution incidents.			
2. Work in line with environmental practices	2.1 Select and use equipment and materials that will minimise environmental impact.			
	2.2 Make sure work is carried out in accordance with organisational procedures and practices.			
	2.3 Recognise any environmental impact and act.			
	2.4 Identify improvements to procedures and practices in terms of environmental good practice and act within own area of responsibility.			
	2.5 Work with recyclables and other materials safely and according to organisational procedures and practices.			
	2.6 Report environmental incidents promptly and accurately in accordance with organisational procedures and practices.			

3. Use and communicate data and information	3.1 Report pollution incidents to the correct people.			
	3.2 Refer matters outside responsibility to the correct person.			
	3.3 Keep accurate, legible, complete, and up to date records on routine and non-routine matters.			
4. Resolve environmental problems that occur	4.1 Handle pollution incidents in accordance with organisational procedures and practices.			
	4.2 Resolve unsound environmental behaviour in accordance with own responsibilities and workplace procedures.			
	4.3 Resolve day-to-day problems within own area of responsibility.			

## RA2.4: Develop relationships with colleagues and others

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Understand how to develop and maintain working relationships	1.1 Explain why good working relationships and communications are important			
	1.2 Explain the ways in which good working relationships can be maintained			
	1.3 Explain the need to support changes in working practices			
	1.4 Explain the methods of working effectively with others			
	1.5 Explain the methods for dealing with conflicts within the workplace			
	1.6 Explain own level of responsibility in relation to dealing with disagreements.			
2. Establish and maintain working relationships with colleagues and others	2.1 Communicate with colleagues, associates, managers, supervisors, customers, and members of the general public in a manner that promotes good will.			
	2.2 Respond to reasonable requests positively and in a timely manner.			
	2.3 Offer support and assistance to colleagues and associates who appear to be in work-related difficulties.			
	2.4 Refer all unresolved matters likely to result in a breakdown of working relationships to the correct person.			
	2.5 Co-operate with others to identify solutions to problems.			
3. Use and communicate data and information	3.1 Discuss opportunities to improve working practices with colleagues and others.			
	3.2 Follow organisational procedures for communicating information to other people.			
	3.3 Maintain records in accordance with organisational requirements.			
	3.4 Check with correct personnel any circumstances where information appears to be incorrect.			

	3.5 Use organisational information systems to record and store data and information.			
	3.6 Respond courteously to colleagues and others in a style that meets the circumstances.			
4. Resolve problems which could damage effective relationships	4.1 Act promptly on problems within the limits of own responsibility.			
	4.2 Refer problems and conditions outside own responsibility using organisational procedures.			



## RA2.1: Comply with health and safety processes and procedures in the workplace

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Understand the regulation procedures and requirements for recycling	1.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work Act 1974'.			
	1.2 Explain the safe procedures for handling hazardous materials.			
	1.3 State the types of personal protective equipment (PPE) and clothing needed and how they must be used, cleaned, and stored.			
	1.4 Describe the organisational accident and incident recording and reporting procedures.			
2. Understand health and safety in the recycling industry	2.1 State the hazards that are likely to occur in the workplace and the risks those hazards pose.			
	2.2 Describe own role and responsibilities for health and safety in the workplace under organisational policy and legislation.			
	2.3 Explain the reasons for informing others of own whereabouts when working in isolation or remote locations.			
	2.4 Describe how to deal with health and safety emergencies.			
	2.5 Explain why the procedures to take for specific emergencies may be affected by their location.			
	2.6 Describe the basic emergency first aid procedures.			
	2.7 State the correct methods of storage of recyclables and other materials.			
	2.8 Explain how to move and store equipment and materials safely.			
	2.9 Explain how to immobilise machinery and plant.			
	2.10 Describe the methods for minimising environmental impact whilst maintaining health and safety in the workplace.			
	2.11 Explain why accidents and incidents should be reported without delay and recorded.			
3. Monitor and maintain health and safety in the	3.1 Implement site-specific risk assessments for own area of work and review in accordance with organisational procedures.			

workplace during recycling activities	3.2 Wear PPE identified in the risk assessment, and store in appropriate place when not in use.			
	3.3 Carry out specified measures to control risks and hazards.			
	3.4 Identify procedures to deal with unfamiliar risks and hazards arising from non-routine work situations.			
	3.5 Behave in a manner that minimises risks and hazards to self and others.			
4. Maintain the safety of plant, equipment, and the working environment	4.1 Use equipment and materials in accordance with organisational procedures and practices.			
	4.2 Move any equipment and materials in accordance with organisational procedures and practices and store them correctly at an appropriate location when not in use.			
	4.3 Handle recyclables and other materials in accordance with organisational procedures and practices.			
	4.4 Shut down and immobilise plant in accordance with organisational procedures and practices.			
	4.5 Follow emergency procedures without deviation when an alarm is raised.			
	4.6 Maintain security within the workplace in accordance with organisational procedures and practices and within own area of responsibility.			
	4.7 Locate emergency exits and emergency equipment and know how to use them.			
5. Use and communicate data and information	5.1 Record and report incidents according to organisational procedures and practices.			
	5.2 Report unsafe plant, equipment, and hazardous situations outside own area of responsibility.			
	5.3 Provide health and safety information to others in accordance with organisational procedures and practices.			
	5.4 Keep accurate and up to date records on routine and non-routine matters, and ensure they are legible and complete.			
6. Resolve problems that could affect the safe working environment	6.1 Take action where incidents affect the health and safety of self and others.			
	6.2 Act on unsafe behaviour in accordance with own area of responsibilities and workplace procedures.			
	6.3 Resolve routine problems within own area of responsibility.			

	6.4 Refer matters outside own area of responsibility.			
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## RA2.7: Encourage recycling services through promotion

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Understand Recycling Services	1.1 Describe the range of recycling services that exist and their respective objectives			
	1.2 Describe the waste hierarchy			
	1.3 Describe the roles and responsibilities of local and national authorities in meeting national and local recycling targets			
	1.4 State the range of different methods that may be used in recycling			
	1.5 Explain the implications of own work on health and safety, environmental legislation, and regulations			
	1.6 Describe the organisation's procedures for promoting recycling			
	1.7 State the sources of information and guidance on recycling.			
2. Promote recycling services to colleagues and others	2.1 Promote the reduction, reuse and recycling of recyclables and other materials to colleagues and others.			
	2.2 Promote the organisation's recycling objectives and the ways in which people can become involved.			
	2.3 Encourage all to use recycling services.			
3. Use and communicate data and information	3.1 Advise people of the location of recycling facilities.			
	3.2 Advise people of the benefits of recycling.			
	3.3 Provide information and guidance on all matters within own area of responsibility.			
4. Resolve problems which could affect the recycling of materials	4.1 Deal with unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	4.2 Resolve day-to-day problems within own area of responsibility.			
	4.3 Refer matters outside own area of responsibility to an appropriate person.			

## RA2.3: Develop personal performance

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Know how to improve personal performance	1.1 Describe the tasks and activities in own area of responsibility.			
	1.2 State the limits of own responsibility in relations to specific tasks and activities.			
	1.3 State from whom to seek advice in relation to specific tasks and activities.			
	1.4 Explain the correct procedures for obtaining advice.			
	1.5 Explain the risks involved in not obtaining advice where there is uncertainty about specific tasks and activities.			
	1.6 Describe how to determine and agree development needs and personal targets.			
	1.7 State the reasons why personal performance should be reviewed.			
2. Develop, implement, and review personal performance plan	2.1 Agree personal performance plan.			
	2.2 Seek advice if clarification is required concerning specific tasks.			
	2.3 Agree development needs and methods of meeting these needs.			
	2.4 Develop personal performance according to own needs in accordance with organisational procedures and practices.			
	2.5 Review own personal performance with the correct person.			
3. Resolve problems that could affect personal performance	3.1 Resolve routine matters within own area of responsibility.			
	3.2 Refer matters outside own area of responsibility.			

# SECTION 2 – General Optional Unit Group

## RA2.5: Use mechanical handling equipment in the recycling industry

Level: 3		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Understand mechanical handling procedures	1.1 State the physical and handling characteristics of recyclables and other materials			
	1.2 Explain the importance of monitoring the stability of the load			
	1.3 Describe the techniques of handling loads appropriate to the nature of the recyclable and other material			
	1.4 Explain why it is important to assess ground conditions in the loading area			
	1.5 State the possibility of vehicle or pedestrian traffic in the loading area and necessary precautions to take			
	1.6 Explain the potential for damage to buildings or other structures during handling loads			
	1.7 Explain the potential for distortion or movement of the load whilst handling			
	1.8 Describe the hazards of the materials to be handled			
	1.9 Explain the different techniques of moving safely both loaded and unloaded			
	1.10 Explain the importance of any documentation associated with the handling of a load.			
2. Work in accordance with health and safety procedures and risk assessments	2.1 Implement site-specific risk assessments in own area of work and review in accordance with company procedures.			
	2.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	2.3 Carry out specified measures to control risks and hazards.			
	2.4 Identify procedures to handle unfamiliar risks and hazards arising from non-routine work situations.			
3. Mechanically handle recyclables and other materials	3.1 Identify recyclable and other materials to be transferred as instructed.			
	3.2 Make sure that the mechanical handling equipment and its attachments or accessories are right for the task.			

	3.3 Use equipment in accordance with organisational procedures and practices.			
	3.4 Make sure the load is stable and within the capacity of the equipment.			
	3.5 Monitor the stability and containment of the load and working surface in the loading area.			
	3.6 Make sure no new risks or hazards arise due to the movement of the load.			
	3.7 Maintain the safety of the workplace in accordance with organisational procedures and practices.			
4. Use and communicate data and information	4.1 Report unsafe plant, equipment, and hazardous situations.			
	4.2 Give health and safety information to others in accordance with approved procedures and practices.			
	4.3 Keep other persons fully informed if such measures are inadequate.			
	4.4 Keep accurate and up to date records on routine and non-routine matters, and make sure they are legible and complete.			
5. Resolve problems that could affect health and safety	5.1 Act on unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	5.2 Resolve routine problems within own area of responsibility.			
	5.3 Refer matters outside own area of responsibility.			
	5.4 Leave the working area clean, tidy and safe at the end of activities.			



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

Level: 3		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Know how to maintain health and safety while selecting and using containers for recyclables and other materials	1.1 State the hazards that are likely to occur in the workplace and the risks those hazards pose.			
	1.2 Describe the organisational procedures and practices for ensuring the security of the workplace.			
	1.3 State own role and responsibilities for health and safety in the workplace under organisational policy and legislation.			
2. Know how to select and use containers for recycling materials	2.1 Describe the nature and characteristics of containers and how to select containers suitable for requirements.			
	2.2 Describe the nature of defects, the importance of identification and methods for rectifying where permitted, including the procedure for containers beyond local repair.			
	2.3 Describe documentation procedures.			
	2.4 Explain the importance of loading and unloading containers to and from vehicles safely.			
	2.5 Explain the importance of selecting and using appropriate personal protective equipment correctly.			
	2.6 Describe how to operate handling equipment correctly.			
	2.7 Describe the different forms of recyclable and other materials and correct methods of storage for transporting.			
	2.8 Explain how to transport and store equipment and materials safely.			
	2.9 Describe the relationship between security and safety within the workplace.			
	2.10 Explain how and why accidents should be reported.			
3. Identify health and safety risks and hazards in relation to the workplace	3.1 Implement site-specific risk assessments for own area of work and review in accordance with organisational procedures.			
	3.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	3.3 Carry out specified measures to control risks and hazards.			

	3.4 Identify procedures to deal with unfamiliar risks and hazards arising from non-routine work situations.			
4. Select and use containers and dispose of recyclables and other materials	4.1 Identify and select correct containers for recyclables and other materials and label accordingly.			
	4.2 Record and resolve defects in accordance with organisational procedures and practices.			
	4.3 Ensure that vehicle loading and unloading complies with organisational procedures and practices.			
	4.4 Ensure that containers are positioned in accordance with organisational procedures and practices.			
	4.5 Use equipment and materials in accordance with organisational procedures and practices.			
	4.6 Move any equipment and materials in accordance with organisational procedures and practices and store them correctly.			
	4.7 Handle recyclable and other materials in accordance with organisational procedures and practices.			
	4.8 Maintain the workplace in accordance with organisational procedures and practices.			
5. Use and communicate data and information	5.1 Report unsafe plant, equipment, and hazardous situations outside own area of responsibility to the correct person.			
	5.2 Provide health and safety information to others in accordance with organisational procedures and practices.			
	5.3 Keep other persons fully informed if such measures are inadequate.			
	5.4 Keep accurate, up to date, legible and complete records on routine and non-routine matters.			
6. Resolve problems which could affect health and safety	6.1 Resolve unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	6.2 Resolve routine problems within own area of responsibility.			
	6.3 Refer matters outside own responsibility.			

## RA2.15: Carry out routine checks on plant and equipment used in recycling activities

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Understand how to maintain health and safety while carrying out routine checks on plant and equipment used in recycling activities	1.1 Explain the hazards that are likely to occur in the workplace and the risks those hazards pose			
	1.2 Describe the organisational procedures and practices for maintaining safety in the workplace			
	1.3 State own role and responsibilities for health and safety in the workplace under organisational policy and legislation			
	1.4 Explain the importance of following manufacturers and organisational instructions and the potential consequences and risks of not doing so			
	1.5 Explain the importance of preventative maintenance			
2. Understand how to inspect recycling plant and equipment for defects or damage	2.1 List the items that need to be checked for a specific item of plant or equipment			
	2.2 Describe the items essential for safety			
	2.3 Explain how to identify any missing items, damage that would interfere with the effective operation of the plant or equipment or affect safety			
	2.4 State the remedial action permitted to be carried out within own area of responsibility			
	2.5 Explain the procedures to be followed for plant or equipment not operating effectively			
	2.6 Explain the procedures for reporting damage			
	2.7 State own responsibility regarding statutory requirements			
	2.8 Explain own area of responsibility regarding correcting damage or missing items			
	2.9 Explain how and why accidents should be reported.			
	3.1 Implement site-specific risk assessments for own area of work and review in accordance with organisational procedures.			

3. Identify health and safety risks and hazards in relation to the workplace	3.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	3.3 Carry out specified measures to control risks and hazards.			
	3.4 Identify procedures to deal with unfamiliar risks and hazards arising from non-routine work situations.			
4. Inspect recycling plant and equipment for defects or damage	4.1 Carry out physical inspection of recycling plant and equipment in accordance with organisational procedures and practices.			
	4.2 Check and top up consumables using the specified materials and equipment, making sure consumables and equipment are free from contamination			
	4.3 Check the suitability and safety of equipment and tools, identify any damage, and take correct action in accordance with organisational procedures and practices.			
	4.4 Make sure damaged equipment and tools are moved to a secure location.			
	4.5 Use, move and store equipment and materials in accordance with organisational procedures and practices.			
	4.6 Maintain the safety of the workplace in accordance with organisational procedures and practices.			
5. Use and communicate data and information	5.1 Report unsafe plant, equipment, and hazardous situations to the correct person.			
	5.2 Provide health and safety information to others in accordance with organisational procedures and practices.			
	5.3 Keep other persons fully informed if such measures are inadequate.			
	5.4 Keep accurate, legible and complete and up to date records on routine and non-routine matters, and ensure they are legible and complete.			
6. Resolve problems that could affect the task at hand	6.1 Act on unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	6.2 Resolve routine problems within own area of responsibility.			

	6.3 Refer matters outside own area of responsibility.			
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## RA2.19: Maintain plant and equipment for the processing of recyclable and other materials

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Know how to maintain health and safety while maintaining plant and equipment for the processing of recyclables and other materials	1.1 Explain the hazards that are likely to occur in the workplace and the risks those hazards pose			
	1.2 Describe the organisational procedures and practices for maintaining the security of the workplace			
	1.3 State own role and responsibilities for health and safety in the workplace under organisational policy and legislation			
	1.4 Explain why inadequate measures to control risks should be reported and that corrective action needs to be taken			
	1.5 Describe the importance of following manufacturers and organisational instructions and the potential consequences and risks of not doing so			
	2.6 Explain how to isolate and make equipment safe prior to undertaking maintenance			
2. Know how to maintain plant and equipment for the processing of recyclable and other materials	2.1 Describe the components that need special treatment and the nature of that treatment			
	2.2 Describe the items that need dismantling prior to cleaning and maintenance, and their reassembly			
	2.3 Describe the range of tools and equipment for cleaning and maintenance of plant and equipment.			
	2.4 Describe the relevant regulations for cleaning and maintenance processes			
	2.5 State the hazards of the cleaning and maintenance processes and ways to minimise them			
	2.6 Explain the environmentally safe way to dispose of fluids, residues and other materials			
	2.7 State the emergency procedures related to cleaning and maintenance operations			

	2.8 Explain the cleaning, checking and operator maintenance procedures			
	2.9 Describe the component dismantling and reassembly procedures			
	2.10 Describe the cleaning and maintenance records			
	2.11 State the expected performance of the equipment			
	2.12 State the procedures for requesting further assistance			
	2.13 Explain how to transport and store equipment and materials safely			
	2.14 Explain how and why accidents should be reported.			
3. Identify health and safety risks and hazards in relation to the workplace	3.1 Implement site-specific risk assessments in own area of work and review in accordance with organisational procedures.			
	3.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	3.3 Carry out specified measures to control risks and hazards.			
	3.4 Make sure the work area is safe for the cleaning and maintenance activity.			
	3.5 Identify procedures to deal with unfamiliar risks and hazards arising from non-routine work situations.			
	3.6 Dispose of cleaning fluids, residues, and other materials in accordance with organisational procedures.			
4. Be able to maintain plant and equipment	4.1 Make sure the work area and plant and equipment are cleaned in accordance with organisational procedures.			
	4.2 Make sure that organisational procedures are followed prior to undertaking any maintenance activity.			
	4.3 Record damaged or faulty plant and equipment, and report them to the correct person.			
	4.4 Replace worn or defective parts within the limits of own authority.			
	4.5 Check operation of the plant and equipment in accordance with organisational procedures and practices.			

	4.6 Use plant and equipment in accordance with organisational procedures and practices.			
	4.7 Move and store plant and equipment in accordance with organisational procedures and practices.			
	4.8 Handle recyclable and other materials in accordance with organisational procedures and practices.			
	4.9 Maintain the security of the workplace in accordance with organisational procedures and practices.			
5. Use and communicate data and information	5.1 Report, to the correct person, unsafe plant, equipment and hazardous situations.			
	5.2 Provide health and safety information to others in accordance with organisational procedures and practices.			
	5.3 Keep accurate and up to date records on routine and non-routine matters, and ensure they are legible and complete.			
6. Resolve problems which could affect the maintenance of plant and equipment	6.1 Report unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	6.2 Resolve day-to-day problems within own area of responsibility.			
	6.3 Refer matters outside own area of responsibility to the designated people.			



## RA2.9: Control the reception of recyclables and other materials

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Understand how to control the reception of recyclables and other materials	1.1 Describe the hazards that are likely to occur in the workplace and the risks those hazards pose			
	1.2 Describe the organisational procedures and practices with regard to ensuring the safety of the workplace			
	1.3 State own role and responsibilities for health and safety in the workplace in accordance with organisational policy and legislation			
	1.4 Explain the importance of following organisational instructions and the potential consequences and risks of not doing so			
	1.5 Explain the different types of recyclables and other materials reception documentation and procedures			
	1.6 State own responsibilities for receiving, understanding and clarifying information			
	1.7 State who to report to if any documentation is missing			
	1.8 Describe the implications of relevant legislation.			
2. Receive recyclables and other materials	2.1 Implement site-specific risk assessments for own area of work and review in accordance with company procedures.			
	2.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	2.3 Carry out specified measures to control risks and hazards.			
	2.4 Identify procedures to deal with unfamiliar risks and hazards arising from non-routine work situations.			
	2.5 Follow organisational procedures and practices to carry out the reception of recyclables and other materials.			
	2.6 Process unacceptable materials in accordance with organisational procedures and practices.			
3. Use and communicate data and information	3.1 Provide health and safety information to others in accordance with organisational procedures and practices.			

	3.2 Make sure that all information for the handover is received and understanding of information is clarified.			
	3.3 Report and chase up any missing information.			
	3.4 Confirm acceptance of responsibility of recyclables and other materials.			
	3.5 Report unacceptable materials in accordance with organisational procedures.			
	3.6 Process unacceptable documentation in accordance with organisational procedures and practices.			
	3.7 Keep accurate, legible, complete and up to date records on routine and non-routine matters.			
4. Resolve problems which could affect health and safety	4.1 Report unsafe plant, equipment and hazardous situations outside own area of responsibility to the correct person.			
	4.2 Resolve unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	4.3 Resolve routine problems within own area of responsibility.			
	4.4 Refer matters outside own area of responsibility to the correct person.			

## RA2.18: Maintain the security of facilities and equipment used for recycling activities

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Understand health, safety and security	1.1 State the hazards that are likely to occur in the workplace and the risks those hazards pose			
	1.2 Describe the organisational procedures and practices with regard to maintaining the security of the workplace			
	1.3 State own role and responsibilities for health and safety in the workplace under organisational policy and legislation			
	1.4 Explain why inadequate measures to control risks should be reported and what corrective action needs to be taken			
	1.5 Explain how to recognise suspicious occurrences and breaches of security and who to inform			
	1.6 Describe the procedures to be followed by persons entering or leaving the facility.			
	1.7 Explain how to determine which information about the organisation is confidential			
	1.8 Explain how to transport and store equipment and materials safely			
	1.9 Explain how to immobilise vehicles, machinery and equipment			
	1.10 Describe the procedures for obtaining equipment and materials			
	1.11 Describe the importance of the formal recording of use of equipment and materials			
	1.12 State the location and security of keys of vehicles and plant			
	1.13 Describe the procedure for reporting excesses and shortages of consumables			
	1.14 Describe the relationship between security and safety within the workplace			
	1.15 Explain how and why accidents should be reported.			

2. Identify health and safety risks and hazards in relation to the workplace	2.1 Implement site-specific risk assessments in own area of work and review in accordance with organisational procedures.			
	2.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	2.3 Carry out specified measures to control risks and hazards.			
	2.4 Identify procedures to deal with unfamiliar risks and hazards arising from non-routine work situations.			
3. Be able to maintain the security of facilities and equipment	3.1 Maintain the security of the workplace in accordance with organisational procedures and practices.			
	3.2 Make sure that correct entering and leaving procedures are followed in accordance with organisational procedures and practices.			
	3.3 Make sure that suspicious occurrences are reported immediately.			
	3.4 Identify actual and potential breaches of security and report them immediately to an appropriate person.			
	3.5 Make sure that equipment and materials used for work are safely and securely stored in accordance with organisational procedure and practice.			
	3.6 Make sure that equipment not stored in a secure place is sufficiently immobilised to prevent interference or theft.			
	3.7 Make sure records of consumable resource use are up to date and report excesses or shortages promptly.			
	3.8 Use equipment and materials in accordance with organisational procedures and practices.			
	3.9 Move any equipment and materials in accordance with organisational procedures and practices and store them correctly.			
	3.10 Manage recyclable and other materials in accordance with organisational procedures and practices.			
4. Use and communicate data and information	4.1 Report unsafe plant, equipment and hazardous situations.			
	4.2 Make sure that confidentiality of information is maintained.			



	4.3 Provide health and safety information to others in accordance with organisational procedures and practices.			
	4.4 Keep accurate and up to date records on routine and non-routine matters, and ensure they are legible and complete.			
5. Resolve problems which could affect the security of the facilities	5.1 Report unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	5.2 Resolve routine problems within own area of responsibility.			
	5.3 Refer matters outside own area of responsibility to the designated people.			

## RA2.11: Collect recyclables and other materials

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Understand the process for collecting recyclables and other materials	1.1 State the hazards that are likely to occur in the workplace and the risks those hazards pose to oneself and others.			
	1.2 Describe the organisational procedures and practices for ensuring the safety of the workplace.			
	1.3 State own role and responsibilities for health and safety in the workplace in accordance with organisational policy and legislation.			
	1.4 Explain the difference between recyclable and non-recyclable materials, methods of collecting recyclable and other materials and own role and responsibilities during collection work.			
	1.5 Describe the reasons certain materials cannot be collected.			
	1.6 Explain the different roles of those involved in the recycling industry.			
	1.7 Identify the equipment needed to collect materials for recycling and how to prepare, check maintain and use it.			
	1.8 Explain the implications for own area of work of relevant health and safety, environmental legislation.			
	1.9 Describe the different forms of recycling and correct methods of disposal.			
	1.10 Describe how to transport and store equipment and materials safely.			
	1.11 Explain how and why accidents should be reported.			
2. Identify health and safety risks and hazards in relation to the workplace	2.1 Implement site-specific risk assessments for own area of work and review in accordance with company procedures.			
	2.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	2.3 Carry out specified measures to control risks and hazards.			
	2.4 Protect own health and that of others affected by own work.			
3. Collect recyclables and other materials	3.1 Carry out collection in accordance with organisational procedures and practices.			

	3.2 Identify materials suitable for recycling, and those that cannot be recycled, in accordance with organisational procedures and practices.			
	3.3 Explain the difference between recyclable and non-recyclable materials to people using methods to suit the audience.			
	3.4 Prepare, check, maintain and use equipment for collecting recyclables and other materials.			
	3.5 Leave the collection site clean and safe and take action to report any damage.			
	3.6 Use equipment in accordance with organisational procedures and practices.			
	3.7 Move any equipment and materials in accordance with organisational procedures and practices and store them correctly.			
	3.8 Handle recyclables and other materials in accordance with organisational procedures and practices.			
	3.9 Maintain the safety of the working environment in accordance with organisational procedures and practices.			
4. Use and communicate data and information	4.1 Report unsafe plant, equipment and hazardous situations to the correct person.			
	4.2 Provide health and safety information to others in accordance with approved. procedures and practices.			
	4.3 Keep accurate and up to date records on routine and non-routine matters, and ensure they are legible and complete.			
5. Resolve problems that could affect the collection process	5.1 Resolve unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	5.2 Resolve routine problems within own area of responsibility.			
	5.3 Refer matters outside own area of responsibility.			

## RA2.8: Control the handover of recyclables and other materials

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Understand how to safely handover recyclables and other materials	1.1 Describe the hazards that are likely to occur in the workplace and the risks those hazards pose.			
	1.2 Describe the organisational procedures and practices for ensuring the safety of the workplace.			
	1.3 State own role and responsibilities for health and safety in the workplace under organisational policy and legislation.			
	1.4 Explain the importance of following manufacturers' and organisational instructions and the potential consequences and risks of not doing so.			
	1.5 Explain the importance of passing on information and the different types of information.			
	1.6 State the different types of handover documentation and procedures.			
	1.7 State own responsibilities for providing information.			
	1.8 Explain the responsibilities of the recipient for understanding and clarifying information.			
	1.9 State where records are kept and their content and identify who to report to if any documentation is missing.			
	1.10 Explain how to pass on information clearly and concisely and how to confirm that the recipient understands the information.			
	1.11 Describe the implications of relevant legislation.			
2. Be able to adjust equipment used in recycling	2.1 Implement site-specific risk assessments for own area of work and review in accordance with company procedures.			
	2.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	2.3 Carry out specified measures to control risks and hazards.			
	2.4 Adjust equipment according to operating requirements and organisational procedures and practices, where permitted.			



3. Use and communicate data and information	3.1 Provide health and safety information to others in accordance with organisational procedures and practices.			
	3.2 Make sure that information needed by the recipient of the recyclables and other materials is accurate and complete.			
	3.3 Confirm completion of handover and that the recipient accepts responsibility for the recyclables and other materials.			
	3.4 Keep accurate and up to date records on routine and non-routine matters, and ensure they are legible and complete.			
4. Resolve problems which could affect the handover of recyclable materials	4.1 Report unsafe plant, equipment and hazardous situations to the correct person.			
	4.2 Deal with unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	4.3 Resolve routine problems within own area of responsibility.			
	4.4 Refer matters outside of responsibility to an appropriate person.			

## RA2.16: Operate specialist plant and equipment for the processing of recyclables and other materials

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Know how to operate specialist plant and equipment	1.1 Explain the hazards that are likely to occur in the workplace and the risks those hazards pose			
	1.2 Describe the organisational procedures and practices with regard to ensuring the safety of the workplace			
	1.3 State own role and responsibilities for health and safety in the workplace under organisational policy and legislation			
	1.4 Explain the characteristics and capabilities of the plant and equipment being used			
	1.5 State the emergency stop/shutdown procedures			
	1.6 Explain the requirements for recording and communicating information			
	1.7 State the approved procedures and practices in the context of the operations, the work activity and the workplace environment			
	1.8 Explain how to transport and store plant and equipment safely			
	1.9 Describe the relationship between security and safety within the workplace			
	1.10 Explain how and why accidents should be reported.			
2. Identify health and safety risks and hazards in relation to the workplace	2.1 Implement site-specific risk assessments for own area of work and review in accordance with organisational procedures.			
	2.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	2.3 Carry out specified measures to control risks and hazards.			
	2.4 Identify procedures to deal with unfamiliar risks and hazards arising from non-routine work situations.			
	2.5 Communicate any changes in risks and hazards that impinge on the work and the safety of those deployed.			
	2.6 Operate equipment to maintain efficiency of performance.			

3. Be able to operate specialist plant and equipment for the processing of recyclables and other materials	3.1 Identify work area in accordance with instructions and specified work requirements.			
	3.2 Carry out operations safely in accordance with organisational procedures and practices to meet the specified work requirement.			
	3.3 Act on accidents and incidents during operations in accordance with organisational procedures and practices.			
	3.4 Start up plant and equipment in accordance with procedures and practices.			
	3.5 Use plant and equipment in accordance with organisational procedures and practices and applicable legislation.			
	3.6 Shut down plant and equipment at the end of operations in accordance with organisational procedures and practices.			
	3.7 Move any plant and equipment in accordance with organisational procedures and practices and store them correctly at an approved location.			
	3.8 Manage recyclable and other materials in accordance with organisational procedures and practices.			
	3.9 Maintain the safety of the workplace in accordance with organisational procedures and practices.			
4. Use and communicate data and information	4.1 Report, to the correct person, unsafe plant and equipment and hazardous situations			
	4.2 Communicate information on plant and equipment in accordance with organisational procedures and practices.			
	4.3 Provide health and safety information to others in accordance with organisational procedures and practices.			
	4.4 Keep accurate, legible, complete and up to date records on routine and non-routine matters.			
5. Resolve problems which could affect the operation of plant and equipment	5.1 Report unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	5.2 Resolve day-to-day problems within own area of responsibility.			
	5.3 Refer matters outside own responsibility to an appropriate person.			

## RA2.14: Control the movement of recyclables and other materials

Level: 3		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Know how to collect and move recyclables and other materials	1.1 Describe the potential hazards in the workplace and the risks those hazards pose.			
	1.2 Describe the organisational procedures and practices with regard to ensuring the safety of the workplace.			
	1.3 State own role and responsibilities for health and safety in the workplace under organisational policy and legislation.			
	1.4 State the methods of checking vehicle performance and describe load characteristics and effects on vehicle performance.			
	1.5 Explain how to identify variances, record and remedy them.			
	1.6 Explain the procedures for accident, breakdown or other problems.			
	1.7 Describe the routes and operating schedules required in the movement of recyclables and other materials.			
	1.8 Describe the lines and methods of effective communication within area of own responsibility.			
	1.9 Explain the nature and characteristics of loads.			
	1.10 State who to report problems to.			
	1.11 Explain how to transport and store equipment and materials safely.			
2. Identify health and safety risks and hazards in relation to the workplace	2.1 Implement site-specific risk assessments for own area of work and review in accordance with organisational procedures.			
	2.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	2.3 Carry out specified measures to control risks and hazards.			
	2.4 Identify procedures to deal with unfamiliar risks and hazards arising from non-routine work situations.			
3. Collect and move recyclables and other materials	3.1 Monitor vehicle or plant performance and load condition.			
	3.2 Investigate, remedy within limits of own authority, record and report variation.			

	3.3 Follow organisational procedures and practices in the event of accident, breakdown, or other problems arising.			
	3.4 Identify actual and potential significant deviations from operating schedules.			
	3.5 Take decisions to amend the agreed route within the scope of responsibility and promptly report to the correct person.			
	3.6 Use equipment and materials in accordance with organisational procedures and practices.			
	3.7 Move and store equipment and materials correctly and in accordance with organisational procedures and practices.			
	3.8 Handle recyclable and other materials in accordance with organisational procedures and practices.			
	3.9 Maintain the safety of the working environment in accordance with organisational procedures and practices.			
4. Use and communicate data and information	4.1 Report unsafe plant, equipment and hazardous situations.			
	4.2 Provide health and safety information to others in accordance with organisational procedures and practices.			
	4.3 Report variations to the schedule to the correct person.			
	4.4 Keep accurate and up to date records on routine and non-routine matters, and ensure they are legible and complete.			
5. Resolve problems that could affect the movement of recyclable materials	5.1 Resolve unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	5.2 Restore operating schedules within the limits of authority and report to the correct person.			
	5.3 Resolve routine problems within own area of responsibility.			
	5.4 Refer matters outside own responsibility.			

## RA2.17: Control vehicle movements on recycling site

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Know how to control vehicle movements on site	1.1 Explain the hazards that are likely to occur in the workplace and the risks those hazards pose			
	1.2 Describe the organisational procedures and practices for ensuring the safety of the working environment			
	1.3 State own role and responsibilities for health and safety in the workplace under organisational policy and legislation			
	1.4 Explain how to recognise problems with vehicles and access			
	1.5 Explain how to communicate with drivers, crews and others			
	1.6 Describe the methods that can be used to assist vehicles in reversing and getting into position			
	1.7 State what signals are to be used to assist the driver to position the vehicle correctly			
	1.8 Explain how to recognise and respond to incidents interfering with operations			
	1.9 Explain how to recognise and respond to emergencies			
	1.10 Describe what the law requires during vehicle loading and unloading operations			
	1.11 Describe the organisational procedures for operation of vehicles			
	1.12 State the person to whom non-compliance should be reported			
	1.13 State the relationship between security and safety within the workplace			
	1.14 Explain how and why accidents should be reported.			
2. Identify health and safety risks and hazards in relation to the workplace	2.1 Implement site-specific risk assessments for own area of work and review in accordance with organisational procedures.			
	2.2 Wear personal protective equipment (PPE) identified in the risk assessment.			

	2.3 Carry out specified measures to control risks and hazards.			
	2.4 Identify procedures to deal with unfamiliar risks and hazards arising from non-routine work situations.			
3. Be able to control vehicle movements on site	3.1 Check that vehicles are suitable for the loading or unloading conditions.			
	3.2 Direct and assist the vehicle driver to the correct loading or unloading area.			
	3.3 Ensure that drivers and crews comply with organisational procedures, practices and relevant legislation.			
	3.4 Use equipment and materials in accordance with organisational procedures and practices.			
	3.5 Maintain the safety of the workplace in accordance with organisational procedures and practices.			
4. Use and communicate data and information	4.1 Report unsafe vehicles and hazardous situations in accordance with own responsibilities and workplace procedures.			
	4.2 Provide health and safety information to others in accordance with organisational procedures and practices.			
	4.3 Keep accurate, legible, complete and up to date records on routine and non-routine matters.			
5. Resolve problems which could affect the control of vehicles on site	5.1 Report unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	5.2 Resolve routine problems within own area of responsibility.			
	5.3 Refer matters outside own area of responsibility to the designated people.			

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

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Know how to communicate effectively with the public and others	1.1 Describe policies and practices for customer care, promotion of environmental good practice or equality of opportunity			
	1.2 Explain methods of communication			
	1.3 Describe the methods of eliciting queries and comments from members of the public and others			
	1.4 Explain the procedures for handling and communicating confidential information			
	1.5 State own responsibilities under health and safety legislation and codes of practice			
	1.6 State the sources of information, internal and external to the organisation, both written and verbal.			
2. Communicate with the public and other persons external to the organisation in a way that promotes the organisation	2.1 Communicate information in a form easily understood by members of the public.			
	2.2 Encourage members of the public to ask questions or seek explanation, and provide accurate information, in response.			
	2.3 Act on complaints from the public and others in accordance with organisational procedures.			
	2.4 Respond to requests for information within own area of responsibility.			
	2.5 Refer members of the public when asked about matters outside own area of responsibility.			
3. Maintain the health and safety of the public	3.1 Maintain the health and safety of the public and other persons throughout all activities in accordance with approved procedures and practices.			



## RA2.13: Operate a vehicle safely and efficiently during recycling activities

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Know how to operate a recycling vehicle safely and efficiently	1.1 State the hazards that are likely to occur in the workplace and the risks those hazards pose.			
	1.2 Describe the organisational procedures and practices for maintaining the safety of the workplace.			
	1.3 State own role and responsibilities for health and safety in the workplace under organisational policy and legislation.			
	1.4 Explain how to establish load stability.			
	1.5 Describe the importance of maneuvering safely and efficiently.			
	1.6 Explain what to do in the event of vehicle breakdown or emergency.			
	1.7 Describe the importance of minimising wear and tear and accidental damage.			
	1.8 Explain why it is important to show consideration for others.			
	1.9 State the importance of identifying and reducing risks.			
	1.10 Explain vehicle controls and equipment and their function.			
	1.11 Explain vehicle handling and other characteristics with various loads and capacities.			
	1.12 Describe the environmental impact of vehicle and its load.			
	1.13 Explain how to transport and store equipment and materials safely.			
	1.14 Explain how and why accidents should be reported.			
2. Identify health and safety risks and hazards in relation to the workplace	2.1 Implement site-specific risk assessments for own area of work and review in accordance with organisational procedures.			
	2.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	2.3 Carry out specified measures to control risks and hazards.			
	2.4 Identify procedures to deal with unfamiliar risks and hazards arising from non-routine work situations.			

3. Be able to operate a recycling vehicle	3.1 Make sure of the operational suitability of the vehicle prior to movement.			
	3.2 Carry out daily routine checks on the vehicle in accordance with organisational procedures and practices.			
	3.3 Ensure that any load is stable before moving off			
	3.4 Ensure that own driving and maneuvering is safe and in accordance with organisational procedures and practices.			
	3.5 Ensure own driving manner minimises wear and tear, risk of accidental damage and minimises impact on the environment.			
	3.6 Show an awareness of, and consideration for other persons.			
4. Use and communicate data and information	4.1 Report unsafe plant, equipment and hazardous situations outside own area of responsibility to the correct person.			
	4.2 Provide health and safety information to others in accordance with organisational procedures and practices.			
	4.3 Keep other persons fully informed if such measures are inadequate.			
	4.4 Keep accurate, legible, complete and up to date records on routine and non-routine matters.			
5. Resolve problems which could affect health and safety	5.1 Act on unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	5.2 Resolve routine problems within own area of responsibility.			
	5.3 Refer matters outside own area of responsibility.			

## 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 approve 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			

## MSCD5: Plan, allocate and monitor work of a team

Level: 3		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Be able to plan work for a team.	1.1 Agree team objectives with own manager.			
	1.2 Develop a plan for a team to meet agreed objectives, taking into account capacity and capabilities of the team.			
2. Be able to allocate work across a team.	2.1 Discuss team plans with a team.			
	2.2 Agree work allocation and SMART (Specific, Measurable, Achievable, Realistic and Time-bound) objectives with team members.			
	2.3 Agree standard of work required by team.			
3. Be able to manage team members to achieve team objectives.	3.1 Support all team members to achieve team objectives			
4. Be able to monitor and evaluate the performance of team members.	4.1 Assess team members' work against agreed standards and objectives.			
	4.2 Identify and monitor conflict within a team.			
	4.3 Identify causes for team members not meeting team objectives.			
5. Be able to improve the performance of a team.	5.1 Identify ways of improving team performance.			
	5.2 Provide constructive feedback to team members to improve their performance.			
	5.3 Implement identified ways of improving team performance.			

## MSCB5: Set objectives and provide support for team members

Level: 3		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Be able to communicate a team's purpose and objectives to the team members.	1.1 Describe the purpose of a team.			
	1.2 Set team objectives with its members which are SMART (Specific, Measurable, Achievable, Realistic and Time-bound).			
	1.3 Communicate the team's purpose and objectives to its members			
2. Be able to develop a plan with team members showing how team objectives will be met.	2.1 Discuss with team members how team objectives will be met.			
	2.2 Ensure team members participate in the planning process and think creatively.			
	2.3 Develop plans to meet team objectives.			
	2.4 Set SMART personal work objectives with team members.			
3. Be able to support team members identifying opportunities and providing support.	3.1 Identify opportunities and difficulties faced by team members.			
	3.2 Discuss identified opportunities and difficulties with team members.			
	3.3 Provide advice and support to team members to overcome identified difficulties and challenges.			
	3.4 Provide advice and support to team members to make the most of identified opportunities.			
4. Be able to monitor and evaluate progress and recognise individual and team achievement.	4.1 Monitor and evaluate individual and team activities and progress.			
	4.2 Provide recognition when individual and team objectives have been achieved.			

## RA2.10: Sort and prepare recyclables and other materials

Level: 3		Evidence Type	Portfolio Ref Number	Comments
Learning Outcome	Assessment Criteria			
1. Know how to sort and prepare recyclables and other materials	1.1 Explain the hazards that are likely to occur in the workplace and the risks those hazards pose.			
	1.2 Describe the organisational procedures and practices with regard to maintaining the safety of the workplace.			
	1.3 State own role and responsibilities for health and safety in the workplace under organisational policy and legislation.			
	1.4 Explain the importance of following manufacturers and organisational instructions and the potential consequences and risks of not doing so.			
	1.5 State the different methods of sorting recyclables and other materials.			
	1.6 State own role and responsibilities during sorting work.			
	1.7 Identify the materials that are not suitable to be recycled, explain the reasons why and how to deal with superfluous material.			
	1.8 Explain the importance of asking for assistance if there is a problem.			
	1.9 State the types of personal protective equipment required during sorting work.			
	1.10 State the equipment needed to sort materials for recycling and how to prepare, check, maintain and use it.			
2. Identify health and safety risks and hazards in relation to the workplace	2.1 Implement site-specific risk assessments for own area of work and review in accordance with organisational procedures.			
	2.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	2.3 Carry out specified measures to control risks and hazards.			
	2.4 Identify procedures to deal with unfamiliar risks and hazards arising from non-routine work situations.			

3. Be able to sort recyclables and other materials	3.1 Identify materials that are suitable and confirm that they conform to the required quality standards.			
	3.2 Carry out the required sorting methods in accordance with organisational procedures and practices.			
	3.3 Identify materials suitable for recycling and those that cannot be recycled in accordance with organisational procedures and practices.			
	3.4 Deal with superfluous material.			
	3.5 Prepare, check, maintain and use equipment for sorting materials for recycling.			
	3.6 Use equipment and materials in accordance with organisational procedures and practices.			
	3.7 Move any equipment and materials in accordance with organisational procedures and practices and store them correctly.			
	3.8 Handle recyclables and other materials in accordance with organisational procedures and practices.			
	3.9 Maintain the safety of the workplace in accordance with organisational procedures and practices.			
4. Use and communicate data and information	4.1 Report unsafe plant, equipment and hazardous situations to the correct person.			
	4.2 Provide health and safety information to others in accordance with organisational procedures and practices.			
	4.3 Keep other persons fully informed if such measures are inadequate.			
	4.4 Keep accurate and up to date records on routine and non-routine matters, and ensure they are legible and complete.			
5. Resolve problems which could affect the task at hand	5.1 Resolve unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	5.2 Resolve routine problems within own area of responsibility.			



	5.3 Act on incidents during operations promptly and in accordance with organisational procedures and practices.			
	5.4 Refer matters outside own area of responsibility to the designated people.			



## Appendix 1: Qualification Structure

Learners must complete the mandatory units in Group A and then choose the general route to achieve a minimum of 5 units.

### Mandatory Group

Learners must complete all of the units in this Group.

Ofqual Code	Unit Title	Level	CIWM Code
L/602/0913	Comply with health and safety processes and procedures in the workplace	2	RA2.1
A/602/0891	Promote sustainability and environmental good practice in the recycling industry	3	RA2.2
T/602/0890	Develop personal performance	2	RA2.3
F/602/0889	Develop relationships with colleagues and others	2	RA2.4
M/602/0886	Encourage recycling services through promotion	2	RA2.7

### General route

If a learner does not wish to specialise in any particular pathway then they only need to complete five units from this group.

Ofqual Code	Unit Title	Level	CIWM Code
M/600/9600	Set objectives and provide support for team members	3	MSCB5
Y/600/9669	Plan, allocate and monitor work of a team	3	MSCD5
A/602/0910	Sort and prepare recyclables and other materials	3	RA2.10
J/602/0909	Collect recyclables and other materials	2	RA2.11
A/602/0907	Select and use containers for recyclables and other materials	3	RA2.12
T/602/0906	Operate a vehicle safely and efficiently during recycling activities	2	RA2.13
K/602/0904	Control the movement of recyclables and other materials	3	RA2.14
D/602/0902	Carry out routine checks on plant and equipment used in recycling activities	2	RA2.15

K/602/0899	Operate specialist plant and equipment for the processing of recyclables and other materials	2	RA2.16
R/602/0895	Control vehicle movements on recycling site	2	RA2.17
J/602/0893	Maintain the security of facilities and equipment used for recycling activities	2	RA2.18
F/602/0892	Maintain plant and equipment for the processing of recyclable and other materials	2	RA2.19
A/602/0888	Use mechanical handling equipment in the recycling industry	3	RA2.5
T/602/0887	Communicate with the public and others on recycling activities	2	RA2.6
K/602/0885	Control the handover of recyclables and other materials	2	RA2.8
H/602/0884	Control the reception of recyclables and other materials	2	RA2.9
R/602/2078	Manual handling, lifting and moving of loads in a waste environment	1	WO38



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