



CIWM

Qualifications

Version 1, October 2023

Qualification Code: 610/3409/5

CIWM Code: PRR2

Maximum Guided Learning Hours: 57

Total Qualification Time: 82

CIWM (WAMITAB) Level 2 Award in Practical Reuse and Refurbishment

Together, we stand for
a world beyond waste

About CIWM and this Handbook

About CIWM

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

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

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

Equal Opportunities

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

The Purpose of this Qualification Handbook

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

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

Candidate Information

Name

CIWM Learner Number

Registration Date

Enrolment Date

Centre Name

Centre Address

Centre Contact

Tutor Name

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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?

Learners will develop the basic knowledge and skills required by employers within the sustainable resource and waste management sector to support the transition to a greener, circular economy.

This qualification is designed for anyone looking to improve their employment prospects for the future by developing practical reuse and refurbishment skills that can be used to prevent items becoming waste.

Once learners have achieved this qualification, they will be able to progress directly into entry level job roles or support local community projects.

Who is it for?

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

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 the CIWM (WAMITAB) Level 2 Award in Practical Reuse and Refurbishment will be able to progress into employment in the resource and waste management sector supporting the transition to a greener, circular economy.

There is significant potential for employment within the resource and waste management sector in elementary occupations due to the labour-intensive nature of reuse and refurbishment activities. Achievement of this qualification allows learners to directly seek employment as:

- Reuse/Refurbishment operative.
- Waste/Recycling officer.
- Household waste recycling operative.

What do I need to achieve?

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

Mandatory Unit Group

- Assess, prepare, and undertake repair and refurbishment tasks.

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 Tutor

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

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.
3. **Feedback:** your assessor will provide regular feedback on your progress and will arrange for additional training if needed. When your assessor tells 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.

What are the evidence requirements for this qualification?

The primary sources of evidence for this qualification is a portfolio of evidence.

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

- Your tutor/assessor
- Your qualification handbook
- 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
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.
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.
Demonstrate	To clearly show e.g. by practical exhibition (in real time) and/or historic evidence. These would normally be accompanied by an 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.
List	To produce several relevant items which apply to the question. Further description is not required.
Prepare	To make ready for use or consideration. To create in advance.
Produce	To create, manufacture or make something.
Select	To carefully choose the most suitable option for a task/purpose.
State	To express something definitely or clearly in speech or writing.

SECTION 1 – Mandatory Unit Group

Unit PRR2 Assessment Guidance

Introduction to unit

This unit is for people that want to develop their reuse and refurbishment knowledge and skills.

Competencies required

You must be able to provide both activity-specific knowledge evidence and performance evidence to demonstrate competence against the assessment criteria within the unit.

Guidance on assessment for this unit

Evidence derived from practical performance is essential for this unit. You must provide sufficient evidence to demonstrate that you have, and are able to apply, the knowledge and skills to perform the activities set out in the standards competently. Please note that specialist skills acquisition is not part of this qualification, neither does this qualification replace minimum safety requirements for the reuse and refurbishment of items (e.g. PAT testing etc.); however, those certifications can be used as product evidence to support some criteria (e.g. identifying faulty equipment etc.)

This is what you need to show:

- Understand the principles of reuse and refurbishment.
- Be able to prepare self and work area.
- Be able to assess suitability of items for repair and refurbishment.
- Be able to undertake repair and refurbishment tasks.
- Be able to store equipment safely.
- Be able to demonstrate repair and refurbishment.

Indicative guidance

Indicative content is provided as supplementary guidance on the interpretation of the assessment criteria for the unit. It is intended as guidance for candidates and assessors on evidence that might be appropriate, although the actual evidence will vary greatly according to the type of activity and range of items being reused/refurbished.

For the assessment criteria where you must show an understanding, for example, where you are asked to 'Describe' a topic, you should ensure that you provide relevant examples to illustrate your answers in a practical setting. The indicative content gives suggestions on areas to be considered.

For the assessment criteria where you must be able to show that you put something into practice, evidence can take many forms and can include an observation report by the assessor where they have observed activities or work-based products, video and/or audio recordings, projects or assignments, witness testimony and documents produced and/or used during your work.

Unit PRR2: Assess, prepare, and undertake repair and refurbishment tasks

Learning Outcome	Assessment Criteria	Indicative Content	Evidence Type	Portfolio Ref No	Comments
1. Understand the principles of reuse and refurbishment	1.1 List the key components of a sustainable lifestyle	<ul style="list-style-type: none"> Consumption behaviours (current levels of resource use, need to use fewer resources etc). Recycling. Campaigning for change. Reducing food waste. 			
	1.2 Describe the waste hierarchy	<ul style="list-style-type: none"> Prevention. Preparing for reuse. Recycling. Other recovery. Disposal. 			
	1.3 State the meanings of and reasons for: <ul style="list-style-type: none"> Refurbishment Reuse 	<ul style="list-style-type: none"> Reuse: using items or components again. Refurbishment: checking, cleaning, and repairing items discarded as waste. Reasons: <ul style="list-style-type: none"> Minimise waste. Preserve resources. Reduces waste to landfill. Carbon emissions. Cost of living. Creates jobs. Protects the environment. 			

		<ul style="list-style-type: none"> ○ Commercial value. 			
	1.4 State how reuse and refurbishment fits within the waste hierarchy	<ul style="list-style-type: none"> ● Keeps items in use for longer (prevention). ● Can involve checking, cleaning, repairing, refurbishing whole items or spare parts (preparing for reuse). 			
	1.5 List the criteria for items that are suitable for reuse	<ul style="list-style-type: none"> ● Safe to reuse. ● Length of time items can be reused. ● Any damage or broken parts. ● Easy to clean. ● Market demand. 			
	1.6 List the criteria for items that are suitable for refurbishment	<ul style="list-style-type: none"> ● Fire label. ● Upholstery. ● Safety glass. ● Structurally sound. ● Minimal damage. ● Specification. ● Easily repaired. ● No major faults. ● Market demand. 			
	1.7 Describe how to test if items are suitable for reuse and refurbishment	<ul style="list-style-type: none"> ● Inspect (e.g. electrical, non-electrical). ● Test. ● Decide next steps. 			
	1.8 Describe the process for refusing an item for reuse and refurbishment	<ul style="list-style-type: none"> ● Inspect items against acceptance criteria. ● Decide if the items can/cannot be accepted. 			

		<ul style="list-style-type: none"> • Inform client of decision and explain why. 			
	1.9 Identify reuse and refurbishment tools and when they can be used in the process.	<ul style="list-style-type: none"> • Types of screwdriver • Sandpaper • Hammer • Pliers • Paintbrushes • Cleaning brushes 			
2. Be able to prepare self and work area	2.1 Select and check condition of Personal Protective Equipment (PPE) for faults.				
	2.2 State to whom PPE faults should be reported.				
	2.3 Wear correct PPE for the job.				
	2.4 Prepare work area: <ul style="list-style-type: none"> • Ventilate area • To ensure suitable for tasks • Protect work surfaces and area 				
3. Be able to assess suitability of items for repair or refurbishment	3.1 Identify the type of repair or refurbishment required on the item.				
	3.2 Identify items which are unsuitable for repair and return or redirect them in line with organisational procedures.				
	3.3 Produce a plan for repairing or refurbishing item safely.				

4. Be able to undertake repair and refurbishment tasks	4.1 Remove any foreign objects from the item prior to repair or refurbishment in line with organisational procedures.			
	4.2 Select, check, and safely assemble the equipment and materials suitable for the task.			
	4.3 Check equipment is clean and working safely.			
	4.4 Apply safe working practices using relevant risk assessment and manufacturers guidance.			
	Prepare item for repair and refurbishment using appropriate methods and practices			
	4.5 Carry out repair and refurbishment tasks safely using appropriate methods and practices.			
	4.6 Record completed repair and refurbishment.			
	4.7 Dispose of waste materials in accordance with legal and workplace requirements.			
5. Be able to store equipment safely	5.1 Check, clean and store equipment correctly after use.			
	5.2 Remove PPE and dispose of any disposable PPE in accordance with workplace			

	procedures and waste hierarchy.				
	5.3 Close ventilation.				
	5.4 Wash and dry hands according to correct hand washing procedures.				
6. Be able to demonstrate repair and refurbishment meets planned improvements	6.1 Demonstrate repair and refurbishment meets planned improvements.				

Appendix 1: Qualification Structure

To achieve this qualification, learners must complete the mandatory unit.

Mandatory Group

Ofqual Code	Title	Level	CIWM Unit Code
F/650/8966	Assess, prepare, and undertake repair and refurbishment tasks	2	PRR2

Appendix 2: Glossary

Circular economy means moving away from our current linear economy (make – use – dispose) towards one where our products, and the materials they contain, are valued differently; creating a more robust economy in the process.

Consumption is the action of using up a resource.

Disposal, in terms of the waste hierarchy, includes Landfill and incineration without energy recovery.

Duty of care is the legal responsibility to ensure waste is produced, stored, transported and disposed of without harming the environment. It applies to anyone who imports, produces, carries, keeps, treats, disposes of, or are a dealer/broker responsible for controlled waste.

Environmental awareness is teaching the public that the physical environment is vulnerable to pollution, contamination and damage.

Environmental damage is the deterioration of the environment as a result of water pollution, land contamination and damage to biodiversity.

Environmental protection is the policies and procedures designed to preserve the current state of the natural environment.

Hardware is the machines, wiring and other physical components of a computer or other electronic system.

Hazard is a potential source of harm or negative health effect.

Hazardous waste is materials with properties that could be harmful to people or the environment.

Health and safety is the regulations and procedures intended to prevent accident or injury.

Maintenance and repair is the process of preserving or restoring something damaged or worn to a good condition.

Non-hazardous waste is materials with stable and non-reactive properties that do not fall into the definition of Hazardous Waste.

Organisational procedures are a series of principles, rules and guidelines designed to ensure organisations reach their long-term goals.

Other recovery, in terms of the waste hierarchy, includes anaerobic digestion, incineration with energy recovery, gasification and pyrolysis which produce energy (fuels, heat and power) and materials from waste.

Personal Protective Equipment (PPE) refers to protective clothing, helmets, goggles or other equipment designed to protect your body from harm.

Preparation for Reuse (refurbishment) is the activity of checking, cleaning and repairing items discarded as waste. For example, renovating old or damaged equipment and furniture to bring it back to a workable or better looking condition.

Prevention, in terms of the waste hierarchy, involves using fewer materials in design and manufacture, keeping products for longer and using less hazardous materials.

Prioritise is the order for dealing with (a series of items or tasks) according to their importance.

Recycling is a recovery operation by which waste materials are reprocessed into products, materials or substances whether for the original or other purposes.

Refurbishment is the renovation and redecoration of something.

Resources are a stock or supply of materials that can be drawn on by a person or organisation in order to function effectively.

Resource efficiency means using the Earth's limited resources in a sustainable manner while minimising negative impacts on the environment.

Reuse means using products or components again for the same purpose rather than disposing them as waste.

Risk is a situation that exposes someone or something of value to danger.

Risk assessment is a systematic process you are required to carry out by law to evaluate potential risks that may be involved in an activity.

Software is the programmes and other operating information used by a computer.

Sustainability focuses on maintaining the world we live in. To achieve a sustainable way of life, we must act responsibly so that the resources on the planet will be available for generations to come.

Sustainable working practices are designed to reduce harm to the environment and reduce the wastage of resources.

Waste is a material, substance or by-product eliminated or discarded as no longer useful or required after the completion of a process.

Waste electrical and electronic equipment encompasses virtually any end-of-life electrical and electronic equipment with a plug or battery.

Waste hierarchy is a ranking system used for the different waste management options according to which is best for the environment.

Waste minimisation involves reducing and preventing the waste of resources to promote a more sustainable society.

Waste prevention focuses on actions taken before something becomes waste that reduce: the volume of waste produced, the negative environmental impacts of the waste and the harmful substances associated with the waste.

White goods are large electrical goods used domestically e.g. refrigerators and washing machines. They are called this because they are typically white in colour.

Zero waste means designing and managing products and processes to reduce the volume and toxicity of waste and materials, conserve and recover all resources, and not burn or bury them.

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).



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