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Qualification Code: 601/7495/X

CIWM Code: RR1

Maximum Guided Learning Hours: 33

Total Qualification Time: 43



CIWM (WAMITAB) Level 1 Award in Reuse and Refurbishment

About CIWM and this Handbook

About CIWM

CIWM (the Chartered Institution of Wastes Management) is the leading professional membership organisation for individuals in the sustainability, resources and waste management sector.

We aim to move the world beyond waste by inspiring and empowering the resource and waste management community with world-class knowledge, skills and accreditation.

CIWM is also an awarding organisation and charity that develops qualifications for those working in cleaning, street cleansing, resources and waste management from operative through to management level.

We have a unique understanding of the sector. Our professional knowledge and trusted reputation enable 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 sector. 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 is designed to help learners develop the essential knowledge and understanding of reuse and refurbishment, highlighting their critical role in promoting sustainability and reducing waste in today's society. It is particularly suitable for individuals seeking to enhance their employment prospects by gaining practical insight into how materials and products can be repurposed, refurbished and kept in circulation rather than discarded.

By completing this qualification, learners will gain a strong foundation to enter the workforce with confidence, equipped to support sustainable practices and contribute to a more circular economy, while maintaining safe and effective working standards in the resource and waste management sector.

Who is it for?

- New entrants to the resource and waste management sector looking to start their career.
- Pre- and post-release prisoners seeking skills and qualifications to support reintegration and employment opportunities.
- Long-term unemployed individuals who wish to retrain or develop new career pathways.
- Experienced workers aiming to formalise their knowledge with a recognised qualification.
- Staff and volunteers in charities or reuse organisations who want to enhance their skills and sector understanding.
- Professionals in the wider supply chain of waste-producing organisations seeking to apply sustainable practices and improve operational knowledge.

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 to take this qualification.

What job role could this qualification lead to or support?

Learners who achieve this qualification will be well-prepared to progress into employment within roles focused on reuse, refurbishment and recycling activities, including but not limited to:

- **Reuse/Refurbishment Operative:** working directly with items to prepare them for reuse or refurbishment.
- **Household Waste Recycling Operative:** handling, sorting and processing materials collected from households for reuse or recycling.
- **Materials Recovery Operative:** sorting and processing materials in recycling or refurbishment centres.
- **Refurbishment Technician/Assistant:** working on repairing or restoring items to a reusable condition.
- **Charity Shop/Donation Centre Staff:** assessing, processing and preparing donated items for sale or redistribution.
- **Logistics or Operations Assistant in Recycling/Reuse Organisations:** handling the transport, storage and management of materials and products.

What do I need to achieve?

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

Mandatory Unit Group

Introduction to reuse and refurbishment

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. Centre staff will:

- 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.

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 CIWM learner code of conduct for multiple choice tests
- Comply with health and safety law and regulations

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

- **Planning:** at the start of your course, your tutor will explain how you will be learning and how your progress will be assessed. During this stage, you will also have the opportunity to request any *reasonable adjustments* you may need to support your learning.
- **Learning:** you will work through the course materials with the support of your tutor and this workbook. Together, these resources will help you

build your knowledge and understanding of the reuse, refurbishment and wider resource management sector.

- **Assessment – Paper or Online Multiple-Choice Test:** to demonstrate your learning, you will complete an assessment in the form of a multiple-choice test. This may be taken either on paper or online. You will be presented with a series of questions and asked to select the best possible answer from four options.
- **Achievement:** once you have successfully completed the test, your qualifications centre will apply for your official CIWM certificate, which confirms your achievement of the qualification.

What are the evidence requirements for this qualification?

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

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

- Your tutor
- Your qualifications centre
- 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
Describe	Provide a vivid picture of what it is by using imagery, adjectives, and adverbs to make the subject easy to understand. It may also convey an idea or fact.
Identify	This requires the learner to list and describe what is required or relevant to produce an outcome or requires the learner to make choices to achieve a particular aspect of their job. At Level 4, this would require the learner to say what is available, make the choice and then to explain or justify why the choice was made.
List	To produce several relevant items which apply to the question. Further description is not required.
State	To express something definitely or clearly in speech or writing.

Section 1 –
Mandatory Unit Group

Unit RR1: Introduction to reuse and refurbishment

Level: 1		MCQ	Results	Comments
Learning Outcome	Assessment Criteria			
1. Understand the core principles of sustainability	1.1 List the key components of a sustainable lifestyle			
	1.2 Identify ways to reduce waste and operate more sustainably			
	1.3 Describe the waste hierarchy			
	1.4 State the meaning of 'renewable resources'			
	State the meanings of and reasons for: <ul style="list-style-type: none"> • Recycling • Refurbishment • Reuse 			
	1.6 Describe how working practices can impact sustainability and the environment			
2. Know the materials arising within the reuse and refurbishment sector	2.1 Identify the types of waste and other materials handled by the organisation			
	2.2 List a minimum of 3 different types of waste and other materials that are suitable for reuse and refurbishment			
	2.3 Explain how to identify unacceptable wastes			
	2.4 List the regulations that cover: <ul style="list-style-type: none"> • Recyclables • Waste • Hazardous waste 			
	2.5 State how reuse and refurbishment fits within the waste hierarchy			
3. Know how to identify items for reuse and refurbishment	3.1 State the meaning of reuse and refurbishment			
	3.2 List criteria for items that are suitable for reuse			
	3.3 List criteria for items that require refurbishment			

	3.4 Explain how to test if items are suitable for reuse and refurbishment			
	3.5 Explain the process for refusing an item for reuse or refurbishment			
4. Know how to work safely	4.1 Identify persons affected by work activities			
	4.2 Describe types of safety information provided by employers to employees			
	4.3 State where to find safety information			
	4.4 State the differences between lone working and team working			
	4.5 List factors that could make the work environment more dangerous			
	4.6 Identify ways in which own working practices can damage the environment			
	4.7 Identify manual handling techniques			
	4.8 State what is meant by hazardous and non-hazardous materials			

Appendix 1: Qualification Structure

Candidates must 1 unit in the Mandatory Group.

Mandatory Group

Ofqual Code	Unit Title	Level	CIWM Code
D/507/7476	Introduction to reuse and refurbishment	1	RR1



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.

Shaping the future of sustainable resource management

Our mission is to connect and lead our professional community through knowledge, events, training and accreditation, sharing best practice and innovation to drive the sustainable management of resources and waste.

For more information about how we can support you, visit ciwm.co.uk.

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